Rules & Guidelines - NZ Electrical Trades Golf Association Incorporated To be read in conjunction with the NZETGA 2023 Constitution

Objects

The objectives of the NZ Electrical Trades Golf Association Tournaments are to promote & encourage amateur golf within the NZ electrical industry, and to promote & foster camaraderie within all sectors of the NZ electrical industry.

Election of Officers

The tournament shall at its Annual General Meeting elect one President, one National Secretary, one National Tournament Director, and four Island Secretaries, two for the North Island & two for the South Island, and a National Treasurer/Sponsorship coordinator.

The elected officers shall be collectively known as the Executive. Regional Secretaries/Committees are appointed by their respective provinces. If any office is vacated notice of this shall be made to all Executive Members and Regional Representatives at least two weeks before the AGM, to allow for consideration of nominating a new person for the position.

AGM

The AGM shall be held during the National Tournament, generally on the morning of the second day of the tournament but this is at the discretion of the organizing committee.

Attendees of the AGM shall be the President, the National Secretary, the two Island Secretaries, the National Treasurer/Sponsorship coordinator, the ten team captains, & a representative from any attending sponsors.

Each attendee shall have one vote, and any casting vote is by the National Secretary for any motions presented to the Executive meeting.

Carry out the Election of officers according to Rules and guidelines Item (2) A Financial Member may also attend this meeting should they choose under the Rules and Guidelines of the NZ Electrical Trades Golf Association Incorporated Constitution.

Amendment of Rules

These rules may be added to, altered, or rescinded by a resolution at an Annual General Meeting or an appointed Special General Meeting, where Executive

Delegates, Regional Secretaries, and Regional Delegates are invited to participate.
The majority must be a clear majority of two-thirds of the members present and
eligible to vote.
Any casting vote by the National Secretary.

EXECUTIVE COMMITTEE RESPONSIBILITIES

LOCAL SECRETARIES

By July of the preceding year, local secretaries should have advised their Island Secretaries of the dates, times, venues, and any relevant details of their local tournaments for inclusion in the Association Website.

As soon as possible after your local tournament advise the Island Secretary & the host region secretary of the names (including Christian's name) & club I.D. numbers of the players you have chosen to represent your province at the year-ending Nationals.

These names can be amended but should be presented as soon as possible to allow for the compilation of the tournament booklet.

Advise the National Secretary and National Treasurer/Sponsorship Coordinator of your team's proposed flights & arrival times.

ISLAND SECRETARIES

Responsibilities include interfacing with the local secretaries to ensure the local tournaments are held in good time for the National Tournament. Advise any Sponsor's representatives (& potential sponsors) on the dates & venues of the local tournaments & generally assist at the local tournaments where possible. Assist the National Secretary where possible.

NATIONAL TREASURER/SPONSORSHIP CO-ORDINATOR

NOTE: These responsibilities may change should the National Executive or the standing Treasurer/Sponsorship Coordinator so decide to delegate or transfer the responsibilities.

Keeping of accounts and preparing a statement of accounts for the Executive.

This should be presented before the national tournament. Ensuring the sponsors have been invoiced and have paid.

Generally keeping in touch with our sponsors and developing new sponsors.

Annually the National Treasurer will circulate a budget to the Island Secretaries and Provincial Delegates where applicable details on the national accommodation venue/s, room rates, travel arrangements, etc.

Confer with the National Secretary and National Tournament Director on role responsibilities at the National Championships.

Negotiate and confer with sponsors - There will be four classes of sponsors. Gold Sponsors - Silver Sponsors - Bronze Sponsors - and any Sponsor the National Executive sees as an option to obtain additional funds without compromising existing sponsors' exposure.

Definitions of the categories & the level of financial contribution shall be set by negotiation between the sponsors, the National Sponsorship coordinator & the National Secretary.

A budget for the National Tournament shall be prepared by the National Treasurer & circulated to the 10 regions.

A financial report compliant with the Incorporated Society shall be presented at the AGM to provide the financial records of the previous financial year, this will include the costs incurred from that year's National Tournament.

Airfares

The National Treasurer will arrange all airfares as a group booking.

Regions flying will be emailed pre-booked flights to agree and confirm acceptance before final bookings are made. The Executive Committee will pay 35% of the inter-island-only return airfare (provided where available funds allow).

If funds should allow additional support may be offered to regions that are incurring larger flight costs than other participating regions.

All prizes shall be provided by the National Executive Committee. Prizes, where possible, should be purchased from National Sponsors. The National Treasurer shall provide a prize schedule to the host region committee.

Tournament Booklet

The National Treasurer/Sponsorship Coordinator is responsible for the production of the tournament booklet/program & shall follow the accepted format & content.

Some subtle forms of outside advertising may be permitted & any forms of advertising should be discussed with the National Secretary and or Sponsorship Director.

Draft copies of the program cover & inside sponsors' pages shall be submitted to the National Secretary and the Sponsorship Director before publication.

Cups & Trophies

The Cups & trophies remain under the control of the National Treasurer/Sponsorship Coordinator who shall arrange for them to be engraved with the latest results and stored before transporting them to the next tournament.

If possible, the cups & trophies should be displayed at the Gold Sponsors premises.

NATIONAL SECRETARY

Should keep his finger on the pulse of the National Tournament & be in regular contact with the Island Secretaries, Sponsorship Director, Tournament Director, sponsors & the host region committee.

Organize the management of the association's website and update the same with all relevant tournament and sponsor information.

Assist the Treasurer/Sponsorship Coordinator and President with association activities as much as possible to ensure the seamless management of the association.

Tournament Results

Ensure the results at the National Tournament are presented in a suitable manner that allows for all participants to review the results after each day's play.

AGM Agenda

Compile the agenda for the AGM based on previous methodology to also include any resolution requests made by any Association Members, provided for in the Societies Incorporation Act.

The President shall preside over the AGM, the Secretary will be responsible for keeping a true and accurate record of the meeting.

TOURNAMENT DIRECTOR

Keep tabs on all tournament activities, arrange for prize table presentation and order of prize giving, and ensure all trophies and prizes are arranged to suit the order of ceremonies

Ensure the President has all information at hand for the presentation of prizes

SPONSORS

There are several sponsorship options available. Packages can be tailor-made to sponsors' requirements but there are generally 3 levels of sponsors. Gold, Silver & Bronze Sponsors.

Definitions of the categories & the level of financial contribution shall be set by negotiation between the sponsors and the National Treasurer and sponsorship coordinator.

Gold sponsors are to be encouraged to have a player represent them at the tournament

The National Sponsorship Coordinator shall advise the host region of sponsors' representatives as soon as possible. All sponsors invited or wishing to attend will be included in a social group at the end of the field.

Sponsors Golf

Gold sponsors are to be encouraged to have a player represent them at the tournament, other sponsors may also attend, all sponsors are encouraged to notify the association of their intended participation in good time so that arrangements can be made for them to take part.

If required "In the event of a region not having a full contingent of players", a sponsor's players may be allocated to a region by the National Secretary and the Tournament Director.

The National Secretary/Tournament Director shall advise the host region of sponsors' representatives as soon as possible. Social Gold sponsors will be included in a social group at the end of the field.

LIFE MEMBERS

Life members shall be elected at the tournament's Annual General Meeting. Life membership shall only be granted to members of long-standing and who have given outstanding service to the Association.

Any representation relating to the election of a life member must be submitted to the AGM meeting in writing.

REGIONAL COMMITTEE RESPONSIBILITIES

Tournament Details.

By the end of April each year, local committees must have their regional tournaments booked and advise their dates, times & venues, and costs to the Executive Committee or their appointed coordinator/s for approval so that all date clashes can be avoided in the best interest of the association and that of our National Sponsors.

If dates are not received by the end of April each year, the Executive Committee reserves the right to issue the regions with a date in the best interest of the association and that of our National Sponsors.

Duties to the National Sponsors.

Regions must give National Gold sponsors priority for signage and reserve golf holes as a matter of courtesy at their tournaments.

Understanding the bigger picture outside your individual region would be appreciated by the Executive Committee.

Regional Tournaments.

Regions are required to keep a player database.

This must record the email addresses and cell phone numbers of all players and be supplied to the Executive Committee each year in a Excel file for the use of National advertising initiatives within 2 weeks of the running of their regional tournament.

Regions must also provide a report to the Executive Committee of their regional tournament no later than 2 weeks after the running of the event so that our website and Facebook page can be updated.

This report must include a summary of the day, the results, and photos in the clubhouse and on the course. Ideally, clubhouse photos would also have the National Sponsors banner included.

National Tournament Teams.

Each of the ten regions – Auckland, Waikato/Bay of Plenty, Hawke's Bay, Middle Districts, Wellington, Nelson/Marlborough/West Coast, Canterbury, Aorangi,

Otago & Southland are eligible to enter one team of eight amateur male and or female players from within their region.

Supply your complete 8-person team list to the National Treasurer no later than the 16th of October.

This must be full names of players as registered with NZ Golf along with their Club name and 7-digit ID number.

These names will also be used to issue airline tickets so please ensure the spelling is correct and no nicknames to be used. Once airline tickets have been issued all charges will be at the region's cost.

Each team member must be a financial member of a golf club registered with the NZGA, be of 18 years or over, by the 31st of October in the year of the tournament, be actively employed or retired from the Electrical Industry and related trades & have a NZGA slope index of 20.0 or less.

Each team member must be a financial member of the NZ Electrical Trades Golf Association Incorporated in line with the "Becoming a member" as noted in the "Association Constitution", this membership fee also provides benefits to the member and may be awarded without payment if so, decided by the Executive Committee.

If for any reason a region cannot enter a team or enters a team of less than its quota of players, then the National Secretary can choose to select players from the local region and or sponsor invites at his/her discretion.

If during the National Tournament a team member becomes unable to play because of illness, injury, or other sufficient cause (as decided by the National Secretary in consultation with the host region committee) the player may be replaced by a reserve between rounds.

The team member who has been replaced shall not subsequently replace any other member of his team except his replacement. Any replacement player shall play off whatever his/her stroke index is.

NATIONAL TOURNAMENT RULES OF PLAY

The tournament will consist of 36-hole team events, and 36 & 18-hole individual events of stroke play on handicap, except for gross events which are played "off the stick". The rules of play will be the Rules of Golf as approved by the Royal & Ancient Golf Club of St Andrews & any local rules. The committee shall allow each team to appoint 1 person e.g. team captain who shall be the spokesman for that team. This spokesman shall be identified to the host region committee before the start of the tournament.

Generally, the tournament shall be held in early November each year with a practice round on Sunday & 18 holes on Monday & 18 holes on Tuesday. Each of the regions shall host the tournament on a North-South rotational basis following the already established pattern. A copy of this pattern is available on request.

The course selected shall be the best available course that is acceptable to the President, Treasurer, National Secretary, and Tournament Director, and not necessarily a course within their region.

The use of electronic range-finding, or GPS equipment, is permitted according to the R&A guidelines.

Late starting Times – R&A Rule 6-A. The committee shall invoke the "five minutes" exception.

Life Members National Attendance

The National Secretary in conference with the National Executive should invite life members to participate as guests of either the home region or the Sponsors in the National Tournament.

Any costs associated with the life member attending the tournament shall be borne by the life member, complimentary supply of the standard meals is provided.

These costs may be assisted by the Association should the Executive Committee see some relevance to the application of support to the life members' costs.

General Play

A shotgun start is the preferred starting arrangement if the course allows this. In any event, the host region should have an earlier start time on Tuesday when this day is the first Tuesday in November to allow players to be in the clubhouse for the running of the Melbourne Cup

Host Association to have 1 or 2 players on standby in case of emergencies with any of the provincial teams.

Teams are encouraged to include a Gold Sponsor in their team if possible. Organizing committees are to provide a starting position in the field for social Gold Sponsors if enough are available to play.

Suspension of Play & Disputes

Suspension of play due to a dangerous situation, see note to R&A Rule 6-E,1,2,3,4. In the event of any round being disrupted by rain or for any other reason, the host region committee will make every effort to complete the unfinished rounds prior to the commencement of the next round.

Any uncompleted round shall be abandoned.

Any disputes must be lodged with the host region committee within ten minutes of the completion of the round in which the dispute arose.

The host region committee shall decide all disputes & shall be responsible for all arrangements & may, if necessary, alter starting times, or cancel or postpone play. The host region committee's decision shall be final in all cases. The host region committee is the committee in charge of the tournament as appointed by the regional association in whose area the tournament is being hosted. The host region committee may seek advice from the National Secretary or others as it sees fit on procedural matters or matters on the Rules of Golf.

Use of Golf Carts

NOTE: There is no requirement for a medical certificate to support the use of golf carts however a certificate may provide additional value in your application if a minimal number of carts are available.

The use of motorized carts is permitted if approval is agreed upon by the Tournament Director and Treasurer in conjunction with the Host Region with the following provisos.

All requests for allocation of carts must pass through the National Treasurer "in writing" who will then be the sole judge of allocation based on the following criteria.

- **1** Firstly any player providing an explained physical disability at least one month prior to the event.
- 2 Second Sponsors on course drinks and playing
- **3** Third on an age validation basis, this will allow for any player who deems it necessary to have a cart to complete the rigors of three rounds of golf.

This information must be provided by the player's team captain to the Tournament Director and Treasurer for sponsor requirements once the knowledge of that player's attendance is known.

4 - Once all carts have been allocated to above the remaining carts will be issued "by lot" to any other requests made.

Should insufficient carts be available then priority exists in order as noted above. If the nature of the course being played makes the use of carts advisable for all players, then this is allowed.

Format of Tournament Competition

Team Events (over 36 holes)

Best Gross - Clipsal Cup

Best Nett - PDL/Schneider Cup
Best Stableford - General Cable Cup

Best Par - Cory's Cup

Best Gross runner up - Best Nett runner up -

Best Stableford runner up -

Best Par runner up -

Best 7 daily scores to count i.e. the worst score in each division each day is discarded.

<u>In case of a tie</u> – in the event of two or more teams scoring the same aggregate score in any match the winning team will be decided as follows.

- 1) The team with the best-discarded score in the second round will determine the tie.
- 2) If still a tie the discarded score in the first round will determine the tie.
- 3) If there is still a tie the result will be decided by lot.

Individual Matches (over the field)

Best 36 hole Gross - Sponsors Silver Salver/GTS Cup

Best 36 hole Nett - BJC Cup

Best 36 hole Stableford - ECANZ Cup

Best 36 Hole Par - ETCO Cup

Best 1st day Gross

Best 1st day Nett

Best 1st day Stableford

Best 1st day Single Par

Best 2nd day Gross

Best 2nd day Nett

Best 2nd day Stableford

Best 2nd day Single Par

Note – One man One prize for each individual daily matches.

In case of a tie.

36-hole Best Gross – In the event of a tie the tied players will play off over 3 holes starting at an allocated convenient hole, if after this hole the scores are still tied the players will continue in a sudden death play-off until a winner is found.

36-hole matches – In the event of a tie in any of the individual matches (except 36-hole best gross) the method of countback will be as follows.

36-hole matches

- 1) The total of the last 18 holes
- 2) The total of the first 18 holes
- 3) The total of the last 9 holes (holes 28 to 36 inclusive)
- 4) The total of the last 6 holes (holes 31 to 36 inclusive)
- 5) The total of the last 3 holes (holes 34 to 36 inclusive)
- 6) If there is still a tie the 36th hole is to be considered if still a tie the result will be decided by lot.

Handicaps

A player's handicap shall not be adjusted during the tournament. The maximum stroke index shall be 20.0. A player will play on whatever playing handicap 20.0 allows at the host course. A team may enter a player with a stroke index higher than 20.0 but the player will play off the 20.0-course handicap.

HOST

ASSOCIATION NATIONAL TOURNAMENT REQUIREMENTS

AGM

Arrange a suitable meeting room for the Annual General Meeting potential for all players, however, a quorum of the National Executive and Island Delegates will generally be the normal requirement of up to 30 people.

Seek advice from the Executive Committee if any doubts about the above

Tournament

The 1st priority of the host region is to form a Tournament Committee under a competent chairperson with conveners for accommodation, catering matches, etc. The complete running of the tournament is under the control of the host region, help & guidance are readily available from the Executive Committee if required. By July of the preceding year, the Host Committee will have advised the National Treasurer of the costs of green fees, catering, room rates & confirmation of the accommodation & other venues to be used.

Booking a golf course

The course must be of a reasonable standard, and negotiations undertaken to obtain the best cost-value!

The course selected shall have final acceptance from the President, Treasurer, National Secretary, and Tournament Director, and need not necessarily be a course within the host region.

A Minimum of 2 quotes/maximum of 3 quotes for the 3 rounds of golf, 1 practice round Sunday, and 2 competition days Monday, Tuesday, the Tuesday golf timed to finish before 5:00 pm.

With increasing costs from many venues this has started to impact on our ability to provide a cost-effective event, fair and competitive pricing will hopefully help us keep these increasing costs to a minimum.

Play on the week of the Melbourne Cup, if possible.

Banners/Signage

Should a sponsor's representative not be able to attend the National tournament the host team may be required to erect signage if supplied by said sponsor.

Cups & Trophies

Cups & trophies remain under the control of the Treasurer or the National Secretary who shall arrange for them to be engraved and stored before transporting them to the next tournament.

Accommodation

Inquire about room rates at hotels/motor inns or motels again a variety of quotes should be sought within the proximity of the golf course.

Need 35 twin rooms and sometimes 2 or 3 superior rooms for sponsors. In tariff negotiations include breakfast. This is easier for checkout if all is included. You may be able to get a room or two for the organizer's gratis.

It may be beneficial if one or two of the organizers stay "on site' where you can keep an eye on things.

Have a brief report ready on your progress for the captain's meeting 2 years out. Not a lot, just where when, and how much the rooms are.

Once the Executive Committee has reviewed your quotes and discussed a suitable option a pencil booking must be made as soon as possible.

NOTE: All accommodation costs are met by the travelling teams, a fair consideration of these costs should be part of your cost assessments. The costs once established will be averaged amongst all teams for the National tournament to assist the smaller regions' costs. "Motioned and approved AGM 2023"

Meals

The Host team shall be responsible for arranging meals:

- 1 On the afternoon/night of the practice round, this may be subsidized by the attending regions if it is felt the cost is excessive for the host region.
- 2 On the evening after the 1st Round of the Tournament.
- 2 At the awards dinner/prizegiving.

Provision should be sought for the awards dinner and prize giving at the host

course or other available facility with proximity to the course or accommodation. E.g. Cosmopolitan Club Working Men's Club, and or RSA.

The menu for the prize-giving dinner shall be submitted to the Executive Committee for approval.

A top table of Gold Sponsors, National Secretary, host club President, host club Professional, representatives of the host region, Life Members & any other special guests.

The Executive Committee shall meet the costs of both evening meals of the tournament.

Meal quotes will also be required and presented with each course quote. The \$35 per head seemed to be the consensus, but again this will be open to discussion.

NOTE: NOTE: Please ensure all quotations include an indication of GST inclusive or exclusive.

Happy Hour

The sponsor's pool may provide pre-dinner drinks by way of a "Sponsors' Shout", wine may also be provided for dinner.

Prize Giving

Arrange for and assist with the setting up of a prize table with the National Secretary and Tournament Director

A top table should be planned at the dinner venue for the NZETG President, Sponsors Representatives, National Secretary, host club President, host club Professional, representatives of the host region if sufficient room, Life Members & any other special guests. The sponsor's pool shall meet the costs of both evening meals of the tournament.

Prizes

All prizes shall be provided from the sponsor's pool. Golf balls and or suitable prizes shall be purchased by the Sponsorship Coordinator, at the most attractive pricing available, the cost will be reimbursed from the sponsor's pool.

The prize schedule will be allocated as per the results listed in the tournament rules and guidelines.

Tournament Booklet

The National Treasurer/ Sponsorship Coordinator is responsible for the production of the tournament booklet, program, and draw.

The host committee will need to supply golf club contacts, **portrait** photos of the host course to be used for the front and back booklet covers, a course layout/card to help with double-up holes for the draw and a welcome message from the host club.

Transport

All local transport shall be arranged by the National Treasurer.

Photographs

The Host Committee shall arrange and cover all costs for a photographer to be present on the course on the first day (Monday) so whole group & team photos to be taken.

All photos need to be provided either on disc or other electronic means before the conclusion of the tournament.

Trundlers

Arrange for at least 40(minimum) golf trundlers to be available for the three days. These are to be provided for all teams flying to the National Tournament. Costs for trundlers are to be met by the host region.

Draw

A shotgun start is the preferred starting arrangement if the course allows this. In any event, the host region should have an earlier start time on Tuesday when this day is the first Tuesday in November to allow players to be in the clubhouse for the running of the Melbourne Cup.

Course Setup

Arrange with the Course Manager and Course Superintendent the course set up and confer with the National Secretary and Tournament Director the preferred tee

use based on the difficulty of the course being presented, White Tees are the preferred designation as they suit the majority of players attending the events.

Clubrooms

Ensure the clubhouse facilities are adequate for post-game revelry or arrange with a local establishment for this purpose.

Player Cards

The host region committee will arrange for all scorecards to be printed for both tournament days.

Day One must be printed before tournament play commences on Day One, Day Two Cards will be printed before the commencement of play Day Two as noted handicaps are now updated overnight within the Dot Golf handicapping system, thus allowing for any changes to a player index due to quality of play on the first day.

Practice Round

Pre-plan with the National Sponsorship Director to set Sunday's practice round times, the National Treasurer/Sponsorship Coordinator will generally have discussed travel arrangements and preferred tee times with the traveling teams.

Logos

A team may not wear any apparel including caps that carry the logo of, or any reference to, any Company or organization that is not associated with any of the sponsors except apparel that is a recognized golf brand. (e.g. Foot Joy - FJ). This includes the practice round or any social activities during the tournament. If a team wishes to have logos from any Company that is not associated with the electrical industry, permission to do so must be sought from the National Secretary.

Failure to comply with this rule may result in team disqualification.

Professional

The local professional (if any) shall be permitted to run his own 2's competition on any day & any competition on the practice round.

Calcutta

Confirm or confer with the National Secretary for more information on the format and running of a Calcutta if you have one.

A results board must be provided to display the process of the Calcutta with regards to contesting players' names, the total dollar value of raffle tickets sold with host commission deducted, Calcutta auction values with host commission deducted, and projected payouts to winning purchasers.

The handicap and qualifying Stableford for each qualified player must be noted on the board.

Drawer of the individual pairs in raffle will be noted, and the purchaser of the individual pairs in the Auction will be noted.

Calcutta rules and guidelines will be sent out to the host region and clarified before the event.

Other Events

Philips Cup

Select three members of your attending team – Cup awarded to the team with the best total of the two rounds of Stableford.

All players must have attended 5 National Events regardless of region and if that region cannot qualify with 5 players, then they will be able to submit the next highest qualifying player.

Interisland Challenge

Take the best 7 of 8 scores from each format Gross, Nett, Stableford, and Par, each category is then contested over each day awarding the winning Island 2 points for a win and 1 if halved for each day of results.

The team with the best win/half total points will be awarded the interisland trophy.

Kournikova Trophy

Contested between Auckland and Canterbury

Total the best 7 of 8 Nett scores each day, then add these two totals together, and the winner is the team with the lowest value "Nett"

Battle of the Bombay's - Best Seven of Eight Stableford

Contested between Auckland and Waikato

A total of the best 7 of 8 Stableford from each day are added together, and the winner is the team with the highest total. "Stableford Points"

Jim Beam Cup

Contested between Aorangi and Canterbury

A total of the 8 Stableford from each day are added together, and the winner is the team with the highest total. "Stableford Points"

Vynco Cup

Contested between Wellington and Tasman

A total of the 8 Stableford from each day are added together, and the winner is the team with the highest total. "Stableford Points"

Applegate Cup – Bone of Contention

Contested between Hawkes Bay/Poverty Bay and Middle Districts
A total of the 8 Stableford from each day are added together, and the winner is
the team with the highest total. "Stableford Points"

Goldie Globe

Contested between Otago and Southland

A total of the best 7 of 8 Stableford from each day are added together, and the winner is the team with the highest total. "Stableford Points"