

# **Western Sydney Region Veteran Golfers Association By-Laws**

**ADOPTED 20 SEPTEMBER 2011**

**WITH AMENDMENTS**

- **9 August 2011**
- **7 February 2012**
- **5 February 2013**
- **26 November 2013**

# Table of Contents

|            |   |           |
|------------|---|-----------|
| <b>1.0</b> | <b>DEFINITIONS.....</b>                                   | <b>3</b>  |
| <b>2.0</b> | <b>GUIDE LINES FOR ENDORSED EVENTS.....</b>               | <b>7</b>  |
| <b>3.0</b> | <b>EVENT FEEDBACK FORM .....</b>                          | <b>9</b>  |
| <b>4.0</b> | <b>CLUB AND PLAYER OF THE YEAR TROPHY CONDITIONS.....</b> | <b>9</b>  |
| <b>5.0</b> | <b>SPONSORSHIP SUPPORT.....</b>                           | <b>11</b> |
| <b>6.0</b> | <b>MEMBERSHIP FEES AND ADMINISTRATION.....</b>            | <b>11</b> |
| <b>7.0</b> | <b>EXECUTIVES ELECTION ADMINISTRATION.....</b>            | <b>12</b> |

## 1.0 Definitions

Note: Defined Terms are shown in bold. Headings have no significance in the interpretation of the **By-Laws**

- 1.1 **Affiliated Club** - means a golf club affiliated with the New South Wales Golf Association and **GA**
- 1.2 **Association /The Association and WSRVGA**- means the Western Sydney Region Veteran Golfers Association.
- 1.3 **Auditor** -means a person suitably qualified or experienced to perform the duties of an auditor.
- 1.4 **Audited Financial Reports** -means **Financial Reports** for the **Financial Year** signed by the President and Secretary/Treasurer as audited and approved by the **Auditor** in his report.
- 1.5 **AVGU** - means Australian Veteran Golfers Union.
- 1.6 **Bank Accounts** - means an account with a major financial institution in the **Association's** name that requires 2 signatories for any payment transactions.
- 1.7 **By-Law** - means laws and guidelines approved by **The Council** for the organisation and control of competitions conducted by the **Association** provided such **By-Law** are not inconsistent with the **Constitution**
- 1.8 **Chairperson** - means for **Association** meetings the President and in his/her absence the First Vice President and in his/her absence one of the persons entitled to vote at the meeting elected by those entitled to vote and present at the meeting.
- 1.9 **Club Delegates** - means two persons from a **Member Club** nominated by the **Member Club** in writing to act on its behalf at **Council** meetings. **Member Club** may also nominate an alternate for each **Club Delegate** to act on its behalf in the absence of the **Club Delegate**. No more than two **Club Delegates** from a **Member Club** may be present at a **Council** meeting
- 1.10 **Constitution/The Constitution** - means the **Constitution** as adopted and any subsequent amendments made in accordance with a **Special Resolution**.
- 1.11 **Council/The Council** - means all the **Club Delegates** together with all members of the **Executive**.
- 1.12 **Council Invitees** - means person or persons who are invited by **The Council** to join its meeting. The invitee has no voting rights.

- 1.13 **Council Meeting Quorum** - means a majority of **Member Clubs** entitled to vote at a **Council** meeting.
- 1.14 **Disbandment Notice** - means a notice issued by any **Member Club** requesting that a **Special Resolution** be passed that **The Association** be disbanded.
- 1.15 **Endorsed Event** - means an event hosted by a **Member Club** in accordance with **The Association's** timetable and **By-Laws**.
- 1.16 **Executive /The Executive** - means the **Playing Members** nominated by **Member Clubs** elected by **The Council** at an Annual General Meeting.
- 1.16.i **The Executive Positions include:**
- President  
Secretary/Treasurer  
Three Vice Presidents
- 1.16.ii The President must immediately upon being elected resign as a **Club Delegate**, but other members of the **Executive** may continue to also hold the position of **Club Delegate**
- 1.16.iii Upon being elected or in the event of a vacancy in the position **The Executive** shall elect one of the Vice Presidents as the First Vice President and the Secretary/Treasurer shall inform the **Council** in writing within 7 days the results of the election
- 1.16.iii Further Vice Presidents may be elected as agreed by **The Council** at an Annual General Meeting.
- 1.16.iv Unless removed by **The Council**, **The Executive** shall remain in office until the next Annual General Meeting
- 1.16.v If a vacancy should occur for the position of President it shall be automatically filled by the First Vice President
- 1.16.vi A casual vacancy on **The Executive** other than for President or First Vice President shall be filled by a **Playing Member** nominated by the President but must be ratified by **Council** within 3 month of the appointment
- 1.16.vii All members of the Executive shall have an equal vote
- 1.17 **Executive Meeting Quorum** - means at least 50% of **The Executive** which must include either the President or Secretary/Treasurer.
- 1.18 **Financial Records** - means suitable books of account detailing all receipts and payments together with supporting documentation.

- 1.19 **Financial Reports** -means Income and Expenditure Account and Balance Sheet for the **Financial Year** or **Financial Year** to date.
- 1.20 **Financial Year** is the period from 1 October to the following 30 September.
- 1.21 **GA** -means Golf Australia.
- 1.22 **Member Club** - means a **Veterans Golfers Group** which is part of an **Affiliated Club** which has been offered and accepted membership of **The Association** in accordance with the **Constitution**.
- 1.23 **Members Register** - means a register maintained by the Secretary/Treasurer containing details of the **Playing Member's** and **Special Playing Member's** Golfink Number, Member Golf Club, Name and financial status.

**(Words 'Special Playing Members' inserted at AGM held on 26/11/2013)**

- 1.24 **Nominated event:-** means an event, other than an endorsed event, that is run directly by the **Association** and designated a **Nominated Event** by the **Council** and is an event sanctioned by the **NSWVGA** in which only players affiliated to **NSWVGA** are entitled to play.

**(New definition 'Nominated event' adopted at AGM held on 26/11/2013)**

- 1.25 **Notice Address** - means the address notified by a **Member Club** to the **Association** Secretary to which all **Association** notices must be addressed
- 1.26 **Notice of Non Performance** - means a notice to a **Member Club** that fails to meet its responsibilities under the Constitution setting out the nature of the non performance and the expected course of action required to remedy such non performance.
- 1.27 **NSWVGA** -means The New South Wales Veteran Golfers Association.
- 1.28 **Ordinary Resolution** - means a resolution proposed and seconded by a **Member Club** and passed by a simple majority of **Club Delegates**.
- 1.29 **Playing Member** is:
- i. a financial member of an **Affiliated Club** and who if male has attained the age of fifty five (55) years or who if female has attained the age of fifty(50) years and has a **GA** handicap, and
  - ii. a financial member of a **Member Club**, and
  - iii. whose details have been entered in the **Member Register**

- iv in the instance of a Playing Member of the Association having dual membership within the Association, then that player shall play for the Member Club for whom he/she has a valid Golfink number, and **(approved at Council Meeting held on 07 February 2012)**
- v in the instance of a Playing Member having dual membership but his/her Golfink number applies to a club outside the Association, then that player is to be regarded as a visitor for Club and Player of the Year purposes.  
**(approved at Council Meeting held on 07 February 2012)**

1.30 **Proxy Vote** - means a written instruction to a **Club Delegate** to vote for or against a specific **Ordinary Resolution** or **Special Resolution** or any amendments thereto, providing such **Ordinary Resolution** or **Special Resolution** was advised in writing prior to the meeting. A **Proxy Vote** must be made known to the **Chairperson** at the commencement of the meeting. A **Proxy Vote** shall not give a general power to vote.

1.31 **Special Meeting Quorum** - means two thirds of the **Member Clubs** entitled to vote at a Special Meeting or Annual General Meeting

1.32 **Special Playing Member is**

- I. **a Veteran Golfer** who is not a member of a **Member Club**, and
- II. has completed the necessary application form and paid the **Special Joining Fee**, and
- III. whose details have been entered in the **Member Register** as a **Special Playing Member**, and
- IV. entitled to play in **Nominated events**
- V. has no further rights other than to be affiliated to **NSWVGA** for the period of membership which shall not extend beyond the normal membership year in which the details are entered in the **Member Register**

**Special Joining Fee-** means the amount fixed by **The Association** from time to time to cover the agreed **Special Playing Member** fee for joining the **Association** for the remainder of the membership year in which paid.

**(Special Playing Member adopted at AGM on 26/11/2013)**

1.33 **Special Resolution** -means a resolution passed by 75% majority of those **Member Clubs** present and entitled to vote at a Special Meeting or Annual General Meeting for which at least 21 days written notice has been given, such notice to include details of the proposed resolution.

- 1.34 **Subscription** – means the amount fixed by **The Association** from time to time to cover the agreed **Playing Member** categories which shall include but not limited to the following:-  
Male **Playing Members**  
Female **Playing Members** electing to be affiliated to **NSWVGA**  
Female **Playing Members** not electing to be affiliated to **NSWVGA**

**(Subscription definition adopted AGM 26/11/13)**

- 1.32 **Veteran Golfer** – means a male or female player with a **GA** handicap who qualifies as a Veteran in accordance with the rules of **NSWVGA**.
- 1.33 **Veteran Golfers Group-** means a collective of **Veteran Golfers** from a **Member Club**
- 1.34 **Written Notice** - means a notice given in writing which includes electronic communication such as email

## **2.0 Guide Lines for Endorsed Events.**

- 2.1 The format of all **WSRVGA Endorsed Events** is to be decided in consultation between the Host Club and the **Association**.
- 2.2 The Host Club should appoint a Tournament Organiser to coordinate all processes from Nomination to Presentation.
- 2.3 The **Endorsed Event** is to be open to all **Playing Members**.
- (1) Each of the 8 Clubs be permitted 18 entries  
**(approved at Council Meeting held on 05 February 2013)**
- (2) The Host Club be permitted to nominate additional players if any visiting Club does not meet its quota
- (3) In the event that the Host Club cannot fill the field with additional players (as per (2) above), then additional players can be nominated from the reserve list submitted from visiting Clubs.  
**(approved at Council Meeting held on 09 August 2011)**
- 2.4 Non **Playing Members** who are **Veteran Golfers** may play if the **Endorsed Event** numbers are not fully subscribed by **Playing Members**.
- 2.5 The Host Club should ensure the course is presented in order to produce a fair and challenging game of golf with the needs of **Veteran Golfers** in mind, and should be typical of the club`s normal competition days.

- 2.6 The Host Club will use the funding provided by the Association to ensure an appropriate trophy and/or prize is provided to the following winner:-
- 2.6a Winning Club
  - 2.6b Winning **Playing Members**
  - 2.6c Winning Non Playing Member
- With prizes under 2.6b and 2.6c being of equal value for the leading winner
- 2.7 The Host Club will ensure all Major sponsor banners are appropriately located around the course and that all event advertising recognises the Major sponsor of the **WSRVGA**.
- 2.8 The Host Club will appoint a member of their club to host Sponsor representatives on the day of the event. They will ensure registration; lunch ordering and presentation participation is completed appropriately.
- 2.9 The Host Club will ensure registration and lunch ordering is set up to enable players to start on time.
- 2.10 Prior to dispatching players to starting holes Host Club should ensure local rules together with competition conditions of the day should be announced and distributed. This should include events and nearest to the pins. Card collection and score processing should also be advised at this time.
- 2.11 Host Club should ensure club house is set up for lunch delivery and trophy presentation and players advised on return the program to follow. Sponsor acknowledgement should be done as often as possible and also included in the presentation. Club house set up should include display of trophies and any sponsorship material.
- 2.12 On completion of presentation Host Club should invite representatives from the **Member Club** hosting the next **Endorsed Event** to advise any details and hand out any nomination forms.
- 2.13 Host Club is to allow for the number of players as agreed from time to time by Council to be Sponsor representatives to play in the event.
- 2.14 **WSRVGA** will pay costs for Sponsor representatives including entry fee, cart hire and lunch.
- 2.15 The entry fee of players who fail to attend after they have indicated they would attend shall be forfeited and retained by the Host Club
- 2.16 **WSRVGA** will provide \$300 towards the cost of running the event but specifically to ensure appropriate trophy is provided for winning club.  
**(approved at Council Meeting held on 07 February 2012)**  
**(\$300 approved at Council Meeting held on 5/02/2013)**
- 2.17 **WSRVGA** will provide any Sponsor banners or material for the event and the Host Club will arrange appropriate display and distribution.



- 2.18 The Host Club should complete an Event Feedback Form report that provides but is not limited to “what went well” and “what could be done differently next time”.
- 2.19 **WSRVGA** will provide a Feedback report form to be completed and returned to the **Association** Secretary within 7 days of tournament completion.

### **3.0 Event Feedback Form**

- 3.1 Feedback form should follow format of:-

HOST CLUB

EVENT DATE

PLAYING NUMBERS

Sponsors

Male

Female

RESULTS

Winning club

Team winners

Individual winners

Male

Female

HOW DID FOLLOWING WORK AND WHAT COULD BE DONE  
DIFFERENTLY

Registration

Lunch ordering

Event format and prize list

Playing conditions and course set up

Sponsor acknowledgement and display and distribution of  
banners and material

Lunch delivery and food quality

Card collection and score processing

Presentation process and timing

- 3.2 Feedback form is to be completed and returned within 7 days of  
Endorsed Event to WSRVGA Secretary

### **4.0 Club and Player of the Year Trophy Conditions**

- 4.1 The winning club at each **Endorsed Event** will be determined by adding the best 4 Stableford scores (male and/or female) for each club.
- 4.2 In the case of a tie at an **Endorsed Event** the winner will be determined as follows:-
- 4.2a The club with the highest 4<sup>th</sup> placed score will be the winner.
  - 4.2b If still a tie the club with the highest 3<sup>rd</sup> placed score will be the winner.
  - 4.2c If still a tie the club with the highest 2<sup>nd</sup> placed score will be the winner.
  - 4.2d If still a tie the club with the highest 1<sup>st</sup> placed score will be the winner.
  - 4.2e If still a tie normal count back conditions will be applied to the highest 4<sup>th</sup> placed score.
    - 4.2e(i) Best back 9 will be the winner
    - 4.2e(ii) If still a tie best score last 6 holes will be winner,
    - 4.2e(iii) If still a tie best score last 3 holes will be winner,
    - 4.2e(iv) If still a tie, starting from 18<sup>th</sup> best score hole by hole will be winner.
  - 4.2f If still a tie, joint winners will be declared
- 4.3 After all 8 **Qualifying Events** have been played the club that has accumulated the most points by adding their best 4 scores from all **Qualifying Events** will be declared the winning Club of the Year.
- 4.4 In the case of a tie for Club of the Year, the points scored by the clubs at their home event will be deducted from their 8 event total and the club then left with the highest total will be declared the winner of Club of the Year.  
If still a tie, joint winners will be declared.
- 4.5 To be eligible to win Player of the Year (Male and Female), **Playing Members** must have played in at least 3 of the 8 qualifying events.
- 4.6 At the end of the 8 **Qualifying Events** the **Playing Members'** 3 highest stableford scores will be added and the player with the most points will be the winner of Player of the Year.  
**(Amendments adopted when Penrith admitted)**
- 4.7 In the case of a tie for Player of the Year, the lowest score will be deducted and the player with the highest aggregate of the remaining two scores will be the winner. If still a tie, joint winners will be declared.

4.8 For a player to be eligible for either Club of the Year or Player of the Year he/she must be a **Playing Member**

4.9 **DELETED**

Player allocation for each event will be as follows;

Host Club 40 players, each visiting club 20 players, 4 players for sponsor, maximum field of 144. All clubs should submit names and numbers by timelines and include reserves in the event some clubs do not fill their quota.

**(4.9 Deleted, at Council Meeting held on 09 August 2011 and replaced under By-Law 2.3)**

## 5.0 Sponsorship Support

5.1 **WSRVGA** to obtain and maintain sponsorship agreements.

5.2 **WSRVGA** to liaise with Host Clubs re sponsorship activity and advertising.

5.3 **WSRVGA** to ensure all Host Club requirements are met for each **Endorsed Event**

5.4 Host Club to provide requirements for Sponsor displays (banners, stands, giveaways, and advertising material) and **WSRVGA** to comply **WSRVGA** in conjunction with Host Club to ensure Sponsor complies with requirements during the event and whilst on Host Club premises.

5.5 Suggested sponsor needs for Host Club to provide are as follows;

- Prominent position near pro shop or registration area to display sponsor naming banners. Prominent position on 1<sup>st</sup> and 10<sup>th</sup> Tees to display sponsor naming banners.
- Prominent position on designated Tees of NTP holes and/or long drive holes to display naming banners.
- Prominent area for distribution of any advertising material or giveaways.
- Space on club notice boards to place event advertising

## 6.0 Membership Fees and Administration

6.1 Membership fees are to be paid for each **Playing Member** and are:-

|      |  |        |
|------|--|--------|
| 6.1a | Male <b>Playing Members</b>  | \$5.00 |
| 6.1b | Female <b>Playing Members</b> electing to be affiliated to <b>NSWVGA</b>     | \$5.00 |
| 6.1c | Female <b>Playing Members</b> not Electing to be affiliated to <b>NSWVGA</b> | \$2.00 |

**(ADOPTED TO AGM HELD ON 26/11/2013)**

6.2 Membership fees are to be paid as follows:-

- 6.2a For existing **Playing Members** - Annually by 31 October
- 6.2b For new **Playing Members** - by 15 days after month of joining

6.3 Secretary/Treasurer must be provided with following details and changes thereto for each **Playing Member** by the **Member Club**:-

Full Name  
Sex  
**Affiliated Club**  
Golflink Number

6.4 Secretary/Treasurer must maintain a **Member Register** for all **Playing Member** with their details as per 6.3 and their financial status

6.5 Upon receipt of the membership fees the Secretary/Treasurer must issue an **Association** membership card to a **Member Club's Club Delegate** for their relevant **Playing Members**

6.6 Secretary/Treasurer must pay the **NSWVGA** affiliation fee for male **Playing Members** to the **NSWVGA** in accordance with the instructions issued by the **NSWVGA**

6.7 The **NSWVGA** affiliation fee and due date for payment are :-

|                           |            |
|---------------------------|------------|
| Affiliation Fee for males | \$3.00     |
| Due Date for payment      | 1 November |

6.8 Upon receipt of the **NSWVGA** fixtures booklet the Secretary/Treasurer must within 30 days forward these to the relevant **Member Club** for distribution to male **Playing Members**

## **7.0 Executives Election Administration**

7.1 Members of the **Executive** may only be elected from **Playing Members** nominated by a **Member Club**

7.2 Nomination must be in writing and received by the Secretary/Treasurer no later than 28 days before the Annual General Meeting.

7.3 In the absence of written nominations the **Chairperson** may call for nominations from the **Club Delegates** present at the Annual General Meeting.

7.4 In the case of an equality of votes for an Executive the **Chairperson** shall **not** have a casting vote.

- 7.5 Voting will be by a show of hands unless a **Club Delegate** calls for a written vote.
- 7.6 **Proxy Votes** will not be permitted.

**ADOPTED 20 SEPTEMBER 2011  
WITH AMENDMENTS**

**09 August 2011  
07 February 2012  
05 February 2013  
26 November 2013**