



2016 FRIDAY WOMEN'S PENNANT HANDBOOK

Golf Victoria
Level 1, 47A Wangara Road
Cheltenham
Victoria, 3192

Tel: (03) 8545 6200
Fax: (03) 9543 9307

Email: pennant@golfvic.org.au
Web: www.golfvic.org.au



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2016 FRIDAY WOMEN'S PENNANT CONDITIONS

1. Definitions

- (i) **Golf Victoria (GV)** is the parent body for golf clubs and amateur golf in Victoria.
- (ii) A **Member Club** means a Member Club as defined in the Golf Victoria Constitution.
- (iii) The **Transitional Group** means the Group of Clubs as defined in the Golf Victoria Constitution.
- (iv) Friday Women's Pennant is under the control of the GV Match Committee.
- (v) The title of the competition between all competing Clubs is **Friday Women's Pennant (FWP)**.
- (vi) Where the number of competing clubs in Friday Women's Pennant exceeds a minimum number, as determined by the GV Match Committee, the competition will be divided into Divisions.
- (vii) The competition between two Clubs' teams is known as a **Contest**.
- (viii) In Friday Women's Pennant, a Contest consists of seven matches between each club's individual players.
- (ix) The contests grouped together in the draw generally played at the same venue on the same day is a **round**.
- (x) In the context of the different competitions conducted by GV, the term **weekend** refers to the same consecutive three-day period: Friday to Sunday.
- (xi) In Friday Women's Pennant, a contest is **decided** when all matches have been completed or one club has won a minimum of four individual matches.

2. Format

2.1 General

- (i) FWP is a club teams scratch match play competition which commenced in 2009 with the move of Women's Pennant to a Sunday competition. Originally known as Women's Metropolitan Match Play, following a GV Pennant Survey in 2014 and consideration by the Golf Victoria Board, it was agreed that the competition be renamed as Friday Women's Pennant commencing in 2015.

The competition is played on Fridays across 5 Divisions from approximately late March to early May. Over 500 people participate in FWP each week - this includes players, caddies, team managers, officials and supporters. It is a fiercely contested competition with the winner and runner-up in each Division are promoted at the end of the Season and last two teams in each respective Division relegated.

- (ii) A FWP season consists of 'round robin' rounds of contests between clubs in each division.
- (iii) Individual match play matches will be played under the *Rules of Golf* as approved by R&A Rules Ltd, these Conditions and any local rules and temporary local rules determined by the host club, the GV Match Committee and/or Championship Committee to be applicable.

2.2 Divisions

When it is determined that the FWP competition requires separate divisions, the GV Match Committee will allocate clubs to those divisions according to the following principles.

- (i) Wherever possible, 8 teams will play in each division.
- (ii) Allocation of teams to each division is according to the promotion and relegation procedures, as specified in Clause 6.3. However, newly affiliated Clubs participating in FWP for the first time, or Clubs returning to FWP after an absence, are allocated to the lowest division for their inaugural season.

2.3 Draw

- (i) The draw for the competition will be determined by the GV Match Committee.
- (ii) Unless determined otherwise by the GV Match Committee, each contest will be played at the venue and at times and from the tees specified in the draw. Clubs with more than one course must indicate to the GV Match Committee which course will be used.

3. Eligibility

3.1 Clubs

For a Club to be eligible for 2016 Friday Women's Pennant it must:

- (i) Be a fully financial member club of GV or a member of the Transitional Group.
- (ii) Each eligible Club may enter one team in the FWP Competition. The team must consist of seven (7) female players who each meet the criteria as set out in Condition 3.2.

Exception: Upon application to the Match Committee, a joint team fielded by two or more clubs may be permitted to compete in the Friday Women's Pennant competition only. Any participation so granted will be reviewed at the conclusion of each season.

3.2 Players

- (i) A player is eligible for Friday Women's Pennant if she is a financial female amateur member with playing rights of the club she represents as at January 1 of the year of the competition.

The membership must be an annual or longer term membership. The membership must not be in a social, non-playing, temporary, substantially restricted or similar category. Prima facie, the requirement to pay green fees in order to exercise their playing right is evidence the membership is of such a category.

Notes:

- 1) Standard 6 day, 5 day, country and junior members are eligible to play Friday Women's Pennant.
- 2) Clubs may submit to Golf Victoria a copy of the relevant clauses of their constitution or by-laws setting out the rights and obligations of any doubtful class of membership for determination of the eligibility for pennant of members of that class.

In addition, a player is eligible to compete in Friday Women's Pennant if she complies with Golf Australia's trans-gender policy.

- (ii) No player may represent more than one Club in any one season of Friday Women's Pennant.
- (iii) Players eligible to play in both Women's Pennant and Friday Women's Pennant are permitted to compete once only for the same club in either competition on any one weekend.

Exceptions:

- (a) Where a player becomes unavailable to represent their club in Women's Pennant on a Sunday at short notice (e.g. within 48 hours of the designated starting time), the replacement may include a player that has participated in Friday Women's Pennant on the immediately preceding Friday (e.g. within the same 'weekend' as defined in the Pennant conditions).

However any player substituting as a replacement in such circumstances, is only permitted to do so once in the 2016 Pennant season.

Note: Any club making such substitution is required to advise Golf Victoria in writing (including email) by 5pm on the Monday immediately following the relevant Pennant round including the name(s) of the players involved and the reason for the substitution being made.

- (b) A player is ineligible to compete in either the final round/semi-finals (as applicable) of 2016 Friday Women's Pennant on Friday 6 May and/or the finals of Friday Women's Pennant if she has played four matches or more in the current season of the Women's Pennant competition for the same club. **(Amended: 040516)**
- (iv) The penalty for an ineligible player competing in a Friday Women's Pennant match is loss of the specific individual match.

4. Contest conditions

4.1 Team lists

- (i) A representative of each team must provide the host club office with the list of team members in numerical order from the No. 1 (best) player to the No. 7 player, plus emergency and team manager (if applicable), no later than 30 minutes prior to the scheduled hit-off time for the first match of the team's contest.

There are no restrictions on the order of players on the team list. However in keeping with the Spirit of the Competition, all clubs are requested to play their players in order of merit. The situation would be monitored throughout the season and reviewed again on its completion.

- (ii) Team lists may be amended up to 30 minutes before the scheduled hit-off time for the first match of the team's contest. Clubs are encouraged to submit their team lists to the host club the day before a Friday Women's Pennant round. Should a club's team have a sick, injured or absent player on the day of the contest, the team list may be amended in any manner prior to 30 minutes before the scheduled hit-off time for the first match of the team's contest. See also Clause 4.2.
- (iii) The penalties for late or no submission of a team list in Friday Women's Pennant are as follows.

| Team list not submitted: | Penalty: |
|--|--|
| by 30 minutes prior to scheduled hit-off time. | The team's No. 7 player will lose the 1st hole of her match. Play will commence from the 2nd hole. |
| by 15 minutes prior to scheduled hit off time. | The team's No. 7 player will lose her match. |
| prior to scheduled hit off time. | The team will lose the contest. |

4.2 Starting tees, late arrival, player substitution and walkovers

- (i) Contests will commence from the designated starting tees at the times and in the order listed on the draw unless otherwise advised by the Match Committee or the Championship Committee.
- (ii) As specified by Rule of Golf 6-3a, If a player arrives at her starting tee, ready to play, within five minutes after her starting time, the penalty for failure to start on time is loss of the 1st hole. Play will commence from the 2nd hole.

- (iii) If both players arrive at the starting tee, ready to play, within five minutes after the starting time, play will commence from the 2nd hole with the match all square.
- (iv) If a nominated player is not in attendance or is otherwise unable to play when required to do so, the emergency (if named) may be immediately substituted for the nominated player, but only in that player's listed team position. An emergency player can only be substituted up to and including the hit-off time of the listed player who has failed to appear. If not required, emergencies must not play on the day of the contest.
- (v) If a Friday Women's Pennant team consists of fewer than 7 players, walkovers will be given from the 7th position. If a club intends to give a walkover in an individual match or a contest, the captain or manager of the opposing team and the host club should be notified prior to the match or contest; if possible, on the day prior to the contest. If a walkover has been given, the opposing player or team need not be present on the day of the match or contest.

4.3 Honour, match duration and hit-off order

- (i) Players from the first-named team on the draw have the honour on the designated starting tee in all matches.
- (ii) All matches will be played over eighteen holes match play from the tee markers as directed by the host club. In Friday Women's Pennant, if a match is square after the completion of eighteen holes, the match will continue until one player secures the advantage.
- (iii) Individual matches will be played in order beginning with the No. 7 players and concluding with the No. 1 (best) players.
- (iv) Once play has commenced in any match, the penalty for any player playing in the incorrect team position is disqualification (loss of match).

Exception

If an emergency player is substituting for a listed player.

4.4 Pace of Play

- (i) All matches are expected to complete 18 holes in a maximum time of 3 hours and 45 minutes (approximately 12 and a half minutes per hole). In exceptional circumstances (such as extreme weather/playing conditions), the Championship Committee has the authority to modify this time requirement.
- (ii) The first match of a contest will be considered to be out of position if at any point in the round the match is taking more than an average of 12 and a half minutes per hole to play.
- (iii) Any following match will be considered out of position if it
 - (a) falls a clear hole behind the preceding match; and
 - (b) is taking more than an average of 12 and a half minutes per hole to play.
- (iv) If a match is out of position, loss of hole penalties may be issued by either the members of the Championship Committee or appointed Referees to an individual who, by her pace of play is responsible for such delay. Officials are not required to issue warnings prior to imposing penalties. If this occurs, the player may be required to appear before the Championship Committee at the conclusion of play and may be subject to suspension from further Friday Women's Pennant match (es) in the current season.

Note: As part of implementing this condition and in the absence of mitigating circumstances, a match may be timed if it is in excess of the time allowed and in the case of second or subsequent matches, out of position. From the commencement of timing, if any player exceeds 50 seconds on a 'first to play approach shot (including Par 3 tee shot), chip or putt', or 40 seconds if it is a tee shot or 'second or third to play shot', they shall be deemed to have had a bad time. Out of position is defined as being more than the starting interval behind the match in front.

When Timing Commences:

Other than on the putting green, the timing of a player's stroke will begin when it is their turn to play and they can play without interference or distraction. Reasonable time spent by the first player to play in determining their yardage will not count as time taken for the next stroke.

On the putting green, the timing of a player's stroke will begin after a player has been allowed a reasonable amount of time to mark, lift, clean and replace their ball, repair ball marks and remove loose impediments on their line of putt. Time spent looking at the line from beyond the hole and/or behind the ball will count as part of the time taken for the next stroke.

- (v) If both players in a match are equally contributing to an unacceptable pace of play, they may be 'walked' a hole(s) until they are considered to be in position. If this occurs, both players may be required to appear before the Championship Committee at the conclusion of play and may be subject to suspension from further Friday Women's Pennant match (es) in the current season.
- (vi) Repeated infringements of this pace of play requirement in the current season may be referred to the GV Match Committee and may see a player subject to further action in accordance with the GV Code of Conduct.

4.5 Suspension of play and abandonment of contests

- (i) In the event of heavy rain, lightning, fog, extreme heat, unplayable course conditions or for any other reason, the Championship Committee will be responsible for deciding whether to suspend or resume play. The signal for suspending play will be three short siren blasts. The procedure when play is suspended is outlined under Rule of Golf 6-8b.
- (ii) When the course is ready for play, players will be advised to return to their various locations. The signal for the resumption of play will be one long siren blast.
- (iii) If the Championship Committee determines that completion is not possible or practicable on the scheduled day and less than half the contests have been decided, the round will be abandoned.
- (iv) If the Championship Committee determines that completion is not possible on the scheduled day and at least half the contests have been decided, play in all unfinished matches should be resumed on a day or days to be determined by the GV Match Committee in consultation with the host club. Matches will resume from where they were discontinued (see Rules of Golf 33-2d and 6-8b). In exceptional circumstances, the GV Match Committee may appoint an alternative venue for the conclusion of unfinished matches. The result of any decided matches will stand in this instance.
- (v) If resumption of play is not possible on the determined day or days, GV Match Committee will determine the action to be taken.

Note

In the event of extreme heat, the Championship Committee will act in accordance with the GV Heat Policy, as stated on the GV website, www.golfvic.org.au.

4.6 Practice

- (i) Players are not permitted to practise on the course on the day of competition prior to the commencement of their matches. Breach of this condition will be disqualification of the player or players involved. Prior to the commencement of their matches, players may practise on the designated practice areas of the host club and in accordance with the exception to Rule of Golf 7-1.
- (ii) Following the commencement of their matches, players may practise in accordance with Rule of Golf 7-2. However, players should note that penalties may still be applied in accordance with Rule of Golf 6-7 to any player who delays play by such actions.

4.7 Locomotion

- (i) Players, caddies and team managers are not permitted to ride in or on any form of mechanical locomotion during the play of a hole.
- (ii) In accordance with the Golf Victoria Transportation Policy, an exemption from Clause 4.7 (i) may be granted by Match Committee for a player, caddie or team manager who suffers a permanent disability, or who is recovering from serious illness or injury that does not permit them to reasonably walk the golf course. An application form is attached.

The following must be produced to gain exemption:

- (a) a certificate or letter from a Medical Practitioner specifying:
 - (i) the disability by which the player, caddie or team manager is affected;
 - (ii) the medical practitioner's opinion that the disability necessitates the player, caddie or team manager requiring the use of automotive locomotion in order to participate in the competition;
- (b) in the case of a permanent disability a letter from the Secretary/General Manager of the Club, confirming that the player, caddie or team manager does not participate in any games of golf at that Club except with the assistance of automotive locomotion; or
- (c) in the case of a temporary disability a letter from the Secretary/General Manager of the Club confirming that the player, caddie or team manager does not presently participate in any games of golf at the Club except with the assistance of automotive locomotion and nominating the period for which permission to use automotive locomotion is granted.

Golf Victoria accepts no responsibility for the availability of automotive locomotion at Host Clubs, or as to whether or not permission is granted to use automotive locomotion. When an exemption is granted, the use of such locomotion must solely serve the purpose of transportation — the use of mechanical locomotion must not provide the player or caddie with a benefit greater than a walking player or caddie may achieve.

- (iii) The penalty for breach of Clause 4.7 (i) by a player or caddie is as follows: At the conclusion of the hole where the breach is discovered, the state of the match is adjusted by deducting one hole for each hole at which a breach occurred; maximum deduction per round – Two holes. If a breach is discovered between the play of two holes, it is deemed to have been discovered during play of the next hole, and the penalty must be applied accordingly.

Use of any unauthorised form of transportation must be discontinued immediately upon discovery that a breach has occurred. Otherwise, the player is disqualified.

A breach of this condition by a team manager will be subject to penalty as determined by the Match Committee.

Exceptions

- (a) To assist the pace of play, Referees and/or Championship Committee members may utilise mechanical locomotion to transport a player and/or caddie without penalty.
- (b) The Championship Committee is authorised to permit all team managers at a venue to use carts if there are sufficient carts available for all managers after satisfying the requirements of all Championship Committee members and Referees.
- (c) Where a player is granted permission to utilise motorised transport during the FWP season, the player's caddie is permitted to ride with the player for any stipulated FWP round without separate permission being required.

4.8 Team Manager

- (i) Each team may appoint a team manager. The team manager must be a member or employee of the team's club. An employee may include a club manager, professional or member of staff. The team manager must be identified on the team list submitted prior to the start of the contest.

- (ii) In accordance with the Note to Rule of Golf 8-1, team managers are authorised to give advice to members of his/her team. Team managers are not part of a match and are considered to be outside agencies. Clubs appointing team managers ineligible under Clause 4.8 (i) will be subject to penalty as determined by GV Match Committee.
- (iii) A player accepting advice from persons other than his/her team manager or his/her caddie will be subject to penalty in accordance with Rule of Golf 8-1.

4.9 Distance Measuring Devices

A player may obtain distance information by use of a distance-measuring device. If during a stipulated round, a player uses a distance-measuring device to gauge or measure other conditions that might affect his/her play (e.g. elevation changes, wind speed, etc.), the player is in breach of Rule of Golf 14-3, for which the penalty is loss of hole for the first breach and disqualification for any subsequent breach.

Note:

Where the device contains other applications or features (e.g. a camera, video camera or spirit level), provided these applications or features are not used during a round in such a way that could assist the player in his/her play (e.g. videoing swing to analyse fault or gauging slope or green contours), the distance-measuring application is permitted.

As the Internet is now available on most mobile phones and multi-functional devices, it is possible to access information through this route at any time. Provided the player, during a round, does not use the Internet to access information or find measurement tools which would, if used, be a breach of Rule 14-3, there is no breach of the Local Rule and the phone may be used as a distance-measuring device.

4.10 Dress, footwear and course requirements

- (i) Players and caddies are required to wear footwear in accordance with host club policy. Penalty for breach: Disqualification of player.
- (ii) Caddies must be attired in accordance with host club dress standards and any caddie not attired in this manner will be withdrawn.
- (iii) Players or caddies who fail to adhere to the host club's dress and course requirements (e.g. failure to carry/use sand buckets, slicks on buggies, etc) will be subject to sanction in accordance with the GV Code of Conduct.
- (iv) Clubs are strongly encouraged to ensure that their supporters are attired in accordance with the host club's dress standard.

5. Adjudication

5.1 Championship Committee

- (i) Each FWP venue will have a Championship Committee. The Championship Committee is responsible for administering the competition at the venue, monitoring slow play (and issuing penalties if required) and determining any Rules of Golf dispute which may arise or is referred to it.
- (ii) The Championship Committee will comprise a representative from the host club (usually Women's Club Captain, President or a member of the Match Committee) and the GV Events Manager or his/her delegate.

5.2 Referees

- (i) Referees may be appointed by GV to each FWP venue to adjudicate on rules queries between players and pace of play issues as they arise (including issuing of penalties if required) Rules queries and pace of play issues may also be directly determined by a member of the Championship Committee.

Note

There is no right of appeal against any decision given by a Referee or individual member of the Championship Committee.

- (ii) At each FWP venue, Rules of Golf or pace of play matters will be considered by the Championship Committee only on the direct referral by a Referee or the member of the Championship Committee who has directly adjudicated on such a rules/pace of play matter. Any rules or pace of play decision made by an appointed Referee or individual Championship Committee member is final unless such official refers the matter to the Championship Committee for consideration.

5.3 Adjudication

- (i) Should any condition, competition administration, Rules of Golf or Pace of Play dispute arise at a FWP venue, prior to determining any such dispute, the Championship Committee is required to ascertain relevant details (either orally or in writing) from one representative of each club or clubs involved and any other relevant party. Following consideration of the matters of the dispute, the Committee decision must be conveyed to each representative from the club or clubs involved.
- (ii) Unless otherwise indicated, the Championship Committee does not have the authority to alter or vary any FWP condition.

6. Results

6.1 Ladders

- (i) Prior to the final round, Division ladders will be calculated as follows:
 - (a) Teams are positioned on their ladder in descending order of contests won;
 - (b) Teams tied on contests won are ordered by numbers of matches won;
 - (c) Teams still tied are ordered by the result of the most recent contest in the current season between the two teams;
 - (d) If the contest was undecided or the teams have not played each other in the current season, teams still tied are ordered alphabetically.
- (ii) At the conclusion of the last round of a season, teams still tied after (c) above will be ordered by the number of matches won by the player or players who played in the number 1 position during the current season. In the event of teams still being tied, teams will then be ordered by the number of matches won by the player or players who played in the number 2 position during the current season, and so on until a finishing order is achieved. If teams are still tied after completing this process, the matter will be referred to the Match Committee for decision.
- (iii) Ladders will be published in Results Vault available via the GV website, www.golfvic.org.au, as soon as practicable after each round.
- (iv) No contest or match wins will be awarded to any team receiving a bye.

6.2 Finals and divisional winners

- (i) At the conclusion of the round robin contests, the leading two teams in each Friday Women's Pennant division will qualify to compete in divisional Finals on a day, time and at a venue to be determined by Match Committee.
- (ii) All Finals will be played on neutral courses.
- (iii) The winner of each division will be the team winning the Final, unless Clause 6.2 (iv) applies.
- (iv) If in a Final, the contest is not decided and play is suspended, and is unable to be resumed on that day, play will be resumed on a day and at a time to be determined by Match Committee in consultation with the host club. In the event of the Final not being decided and not being able to

be resumed, the higher-placed team on the ladder at the conclusion of the round robin contests will be declared the winner.

- (v) Divisional winning teams will be presented with flags in recognition of this achievement. Members of the winning teams will be presented with mementos in recognition of this achievement.

6.3 Promotion and relegation

- (i) In all but the highest division, the two teams contesting the Final will be promoted to the next highest division for the following season's competition.
- (ii) In all but the lowest division, the two lowest placed teams will be relegated to the next lowest division for the following season's competition.
- (iii) In the case of a change in the number of clubs participating in a succeeding season, the Match Committee reserves the right to modify this condition, in accordance with Clause 2.2.

6.4 Undefeated players

Players who have played all, or missed no more than one, of their round-robin contests and who are undefeated will be awarded a memento in recognition of this achievement.

7. Code of Conduct

- (i) All players, caddies and club officials are required to abide by GV's Code of Conduct.
- (ii) In the event that a person is reported for a possible breach of the GV Code of Conduct, such report will be considered by GV's Match Committee.
- (iii) The GV Code of Conduct can be found on the Golf Victoria website, www.golfvic.org.au, within *Rules & Handicapping – GA Code of Conduct*.



DIMENSIONS OF LOGOS IN COMPLIANCE WITH RULES OF AMATEUR STATUS

Clothing including headwear, issued by a commercial sponsor to individual golfers may only bear the small emblem of the clothing or headwear manufacturer, and the event concerned (which may or may not include the name or logo of the sponsor of the event).

If clothing or headwear is issued by a sponsor to individuals in any event, it must be available to all and not just selected players.

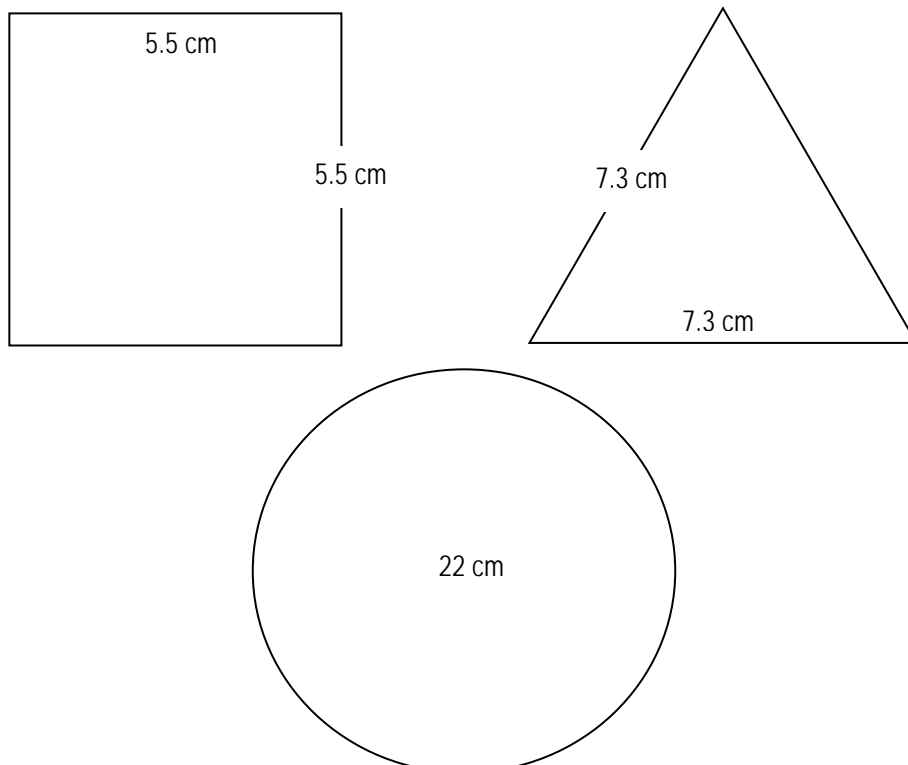
Teams: Where a National, State, District or Club Team is sponsored, the members of the Team may have on their uniforms the emblem of the Team (e.g. a golf club logo) and the small name or logo of either or both the sponsor and the manufacturer.

The sponsor's or manufacturer's name or logo must not appear more than once on each garment and must not exceed a **cumulative** perimeter measurement of 220mm, as per the Decisions on the Rules of Amateur Status (p53).

It has been brought to GV's attention that the above requirements are, in some cases, not being observed. Captains and Delegates, please ensure that your players and teams are fully compliant with these requirements so to avoid unnecessary embarrassment.

Please refer to documentation on the Rules of Amateur Status and/or the Decisions on the Rules of Amateur Status, which should be readily accessible via your club or district. Copies may be obtained from GV at a nominal cost, if required.

(See diagrams below for examples of sizing)





NOTES FOR HOST CLUBS, CLUB CAPTAINS AND FRIDAY WOMEN'S PENNANT TEAM MANAGERS

1. DRESS REGULATIONS

All players, officials, caddies and supporters are required to observe dress standards and regulations advised by host clubs. **Unless otherwise specified by the Host Club, FWP team playing uniforms are permissible for all after match and official functions.**

Where playing uniforms are being worn at after match functions, the condition of the clothing must be maintained at the highest levels. Players with wet or dirty playing uniforms should change prior to entering the clubhouse. **In addition, all players are required to take a change of shoes for wear in the clubhouse.**

2. COURSE REGULATIONS AND CARE

It is the responsibility of all players to observe their obligations as guests when playing away from their own club during both lead up practice rounds, regular season play **and** finals.

Golf Victoria is greatly appreciative of all clubs that host the Victorian Golf Program and additionally in the case of FWP, provide players with practice opportunities on the course. In return, it is expected that players would appreciate this opportunity and behave in a respectful manner when enjoying such access.

All players should note that, in accordance with Rule of Golf 33-7, a player can be disqualified for a serious breach of etiquette.

Golf Victoria and State Level Referees will be monitoring the field during the 2016 FWP Season to ensure appropriate course etiquette is being adhered to by all players.

While expected levels of Golf Etiquette are fully outlined in Section 1 of the Rules of Golf book, players should give particular attention to the following etiquette issues during FWP:

- The carrying of sand buckets and use of sand to repair all divots.
- The repair of pitch marks on greens.
- The placement of litter in rubbish bins.
- The raking of all bunkers after playing from them.
- Behaviour that distracts the attention of fellow-competitors including the use of audible obscene language and club throwing.
- Non-emergency use of mobile telephones.

Players who are observed to display serious breaches of etiquette may be disqualified in accordance with Rule of Golf 33-7.

In addition, after completion of each round all sand buckets must be returned to sand bucket dispenser units. Under no circumstances must sand buckets be left scattered in the club car park. Players who are observed to leave sand buckets in the club car park will be subject to action in accordance with the Golf Victoria Code of Conduct.

Notes

- (i) Clubs having any further or special course requirements such as golf shoe requirements are asked to provide such details to visiting clubs with adequate notice.
- (ii) Club towels must not be removed from clubhouses.

3. MATCH TIMES AND STARTERS

In all divisions, contests are to commence from the starting tees as stated in the draw. All clubs are requested to use the 1st and 10th tees (or equivalent) for FWP.

The host club is responsible for the appointment of suitable personnel to start matches. (See Starters Instructions ~ starters are requested to be fully familiar with requirements).

4. RECIPROCAL PLAYING RIGHTS

The issue of reciprocal playing rights being provided to host club members by other divisional clubs on FWP days is to be discussed and finalised between clubs prior to the commencement of the season.

5. HOLE LOCATIONS AND COURSE SET-UP

It is the recommendation of Golf Victoria that hole locations (pin positions) be provided to all FWP teams by host clubs.

In addition, Golf Victoria has become progressively concerned at the difficult set-up of courses during recent FWP seasons. Particular problems experienced have been:

- greens being excessively fast;
- pin placements overly severe; and
- holes being played to full length despite prevailing weather conditions experienced.

Golf Victoria believes that the difficult set-up of courses has contributed to some slow play issues experienced during the season. It would be appreciated during the 2016 FWP Season that courses be set up no harder than are used for club medal day competition.

The Golf Australia guidelines regarding hole locations should be strongly adhered to for all FWP contests, particularly on days of inclement weather. The guidelines state as follows:

It is strongly recommended that holes should not be placed closer to the edge of the green than 5 metres; they should not be placed in any position in which a player who is on the green has a putt the line of which would take him off the green; they should not be placed on excessive slopes or in tricky positions; the level or slope should be fairly constant in the immediate vicinity of the hole. Consider the holding quality of the green, the length of the shot to the green, the probable conditions for play, and the design of the overall hole.

6. PRACTICE OPPORTUNITIES

The issue of practice opportunities is to be discussed and finalised between clubs prior to the commencement of the season.

However, it is the recommendation of Golf Victoria that practice opportunities are to be made available with a minimum requirement that practice opportunities are to be provided to teams playing the host club in the forthcoming FWP round. Practice rounds are to be restricted to FWP team members only with tee times arranged between club General Managers.

7. CAR PARKING

Clubs are requested wherever possible to set aside reserved car parking for the Captain and President of all visiting teams plus sufficient spots for Golf Victoria officials.

8. SCOREBOARD

For FWP, the host club is requested to provide and maintain a scoreboard in a prominent place, (outside if weather permits) giving a summary of progress in each match. As in past years, the "official" plastic scoresheets should be used for this purpose.

9. REFEREES

It is requested that clubs note the following arrangements in relation to Referees for the 2016 season.

- Each club is requested to source a minimum of one person available to serve as a Referee for the specific round that the club hosts Friday Womens Pennant.
- Each club is required to advise Golf Victoria of the names, addresses and contact phone numbers of the available persons nominated as the club's Referee one month prior to the Friday Womens Pennant season (see form on page 19).
- Referees should preferably be either State or Club level accredited. However if a club does not have sufficient numbers of qualified persons, other club members suitably knowledgeable of the Rules of Golf may be nominated.
- Upon returns from all clubs, an official Rules Roster will be developed for each division of FWP for each round. Wherever possible, a minimum of one official will be allocated to Friday Womens Pennant for each round. Referees will wear armbands, which will be directly forwarded to all officials prior to the start of the season.
- All Referees are responsible for resolving any rules and pace of play issue that is referred to them by competing players or which they become aware of whilst on the course. Clubs should note that, in accordance with Condition No. 4, rules and pace of play decisions made by Referees are final. There is no right of appeal against any decision given by a Referee.

The Referee may

- refer the situation to the Championship Committee if he/she requires an additional opinion in relation to a ruling;
- correct or revise an incorrect decision prior to the player playing a stroke.
- Rosters will be forwarded directly to all host clubs and nominated Referees. Wherever possible it would be appreciated if each host club could provide the following for nominated Referees:
 - Copy of Contest sheets including player names.
 - Copy of the club's Local Rules and any Temporary Local Rules.
 - Course map.
 - Food/drink voucher (one per Referee) redeemable either in the clubhouse or at any on-course food service area (eg, barbeque).
 - A golf cart for each rules and Golf Victoria official (usually 3 carts are required in the morning and afternoon).
 - A two-way radio (with earpiece if possible) to enable communication between clubhouse and officials.

Note. Should golf carts be unavailable, each host club is to place Referees at specific locations around the course. All competing teams are to be advised of such arrangements.

Notwithstanding individual club policies on mobile telephones, host clubs are requested to permit Team Managers to make telephone calls from the course to the clubhouse for rules/emergency assistance. Two-way radios or mobile telephones should then be used to contact Referees. Such a policy may speed up response times to rules issues.

Should clubs experience difficulty in securing sufficient numbers of Referees, it is recommended to refer to the State and Club Level Rules Accreditation list on the Golf Victoria website and seek the support of accredited persons from clubs within the same Pennant Division.

The State/Club Level Rules Accreditation list is available on the Golf Victoria Website at www.golfvic.org.au.

10. RESULTS PROCEDURE

Golf Victoria provides clubs with an online system called **Results Vault** for submitting Friday Women's Pennant scores directly to the Golf Victoria Website. Specific instructions on how to access & use this system (including educational sessions for club officials/staff) will be provided upon request.

In addition, Golf Victoria staff will also be available on each day of the competition to assist with any Results Vault/IT issues that may arise.

To ensure the reporting of Friday Women's Pennant scores to Golf Victoria for the 2016 season, clubs are requested to be submit results online to **Results Vault** via the Golf Victoria Website by 3pm on the day of the competition but preferably as soon as contests are completed.

Golf Victoria will continue to provide specific Pennant Result Sheets as Microsoft Word documents for each Divisional round. These documents may be completed and emailed back to the Golf Victoria office should any Results Vault/IT issue occur.

Note: Once results are submitted to Results Vault, any subsequent changes that are required (e.g. correction of incorrect match result; misspelling of player's name etc) should be directed to the GV Office for such amendment to be made.

10.1 Liaison Officer Appointment

Each host club is to appoint a Liaison Officer who is responsible for the coordination of match results of Friday Womens Pennant contests played at the host club. It would be appreciated if all clubs could advise Golf Victoria of the Liaison Officer two weeks prior to FWP being played at the club.

10.2 Liaison Officer Duties

On the day of the competition the Liaison Officer is required to

- collect the team sheets from the host club office and prepare results sheets;
- coordinate team managers/captains to complete and sign the result sheets;
- compile all Friday Womens Pennant contest results played at the host club and submit to **Results Vault** via the Golf Victoria Website as outlined above. Assistance with this process can be gained via contacting the Golf Victoria office on 8545 6200 immediately after all contests are completed and results known. Please do not leave this matter until after presentations.

11. OTHER SPECIAL ARRANGEMENTS

It is the responsibility of host clubs to advise all visiting teams of any local or other special requirements.

12. RESULTS

All Friday Women's Pennant results and feature articles can be found on the Golf Victoria Website at www.golfvic.org.au.



GUIDE TO AFTER MATCH ENTERTAINMENT

1. MORNING TEA

The host club is requested to provide morning tea/coffee during the morning to enable officials of host clubs, competing clubs and Golf Victoria to meet and mix.

2. AFTER MATCH ENTERTAINMENT

2.1 Catering

For the 2016 season, in order to affect cost savings for host clubs, the Match Committee recommends that food only at the discretion of the host club be provided as the catering requirements for after-match Pennant functions.

All drinks are to be at the players, caddies, officials and/or spectators own expense.

Note: Golf Victoria no longer specifies a per-head figure to provide the above catering requirement. It is each club's responsibility to undertake such catering provision to the required levels at its own expense. Should players, caddies and/or officials require either an alternate or more substantial meal than the minimum provided, they may purchase such a meal (if available) at their own expense.

2.2 Dress

All players, officials, caddies and supporters are required to observe appropriate dress standards and special regulations advised by host clubs. Unless otherwise specified by the Host Club, team playing uniforms are permissible for all after match and official functions.

Where playing uniforms are worn at after match functions, the condition of the clothing must be maintained at the highest levels. Specifically players with wet or dirty playing uniforms should change prior to entering the clubhouse/bar area.

2.3 Participants – Friday Women's Pennant

Each club is to be represented by a maximum of 8 players, 7 caddies and 2 club/team officials.

Total: 17

Under this arrangement total group sizes for each contest would normally be restricted to 24 people.

Note. When submitting team lists, Team Managers are requested to advise the host club office of anticipated numbers for catering purposes.



GUIDELINES FOR STARTERS

A Championship Committee will be present at all host clubs. That Committee consists of Golf Victoria representatives and two host club representatives.

The Championship Committee is responsible for the administration of Friday Women's Pennant. One specific duty is to deciding whether to suspend the start of matches or abandon matches due to heavy rain, lightning, fog, extreme heat, unplayable course conditions or other reason. Starters should obtain the assistance of members of the Championship Committee when in doubt whether play should commence.

Golf Victoria will endeavour to appoint Referees to each venue. Referee may also be of assistance to starters in the application of the Rules of Golf or FWP Conditions.

If the starter is in doubt on any issue she/he should consult with a member of the Championship Committee or a Referee.

Starters Duties

The starter's primary duty is to announce to the tee each match.

The starter should also be aware of the following Competition Conditions and act as required.

1. Players and caddies MUST adhere to the host clubs dress regulations
2. Players MUST adhere to host club course requirements eg using sand buckets, wide tires on buggies, etc
3. Matches are played in the order appearing on the draw. The team listed first on the draw has the honour.
4. Play is in pairs
5. Play is from tee markers as directed by the host club.
6. No 7 players play first, followed by no 6 players etc
7. Players MUST play in the position listed on the team lists. A loss of match penalty applies if a player plays out of position.
Exception – an emergency player may be substituted only in the position of the player they are replacing.
8. If a player arrives at her starting tee, ready to play, within five minutes after her starting time, in the absence of circumstances which warrant waiving the penalty of disqualification as provided in Rule of Golf 33-7, the penalty for failure to start on time is loss of the first hole in the match instead of disqualification. Play will commence from the second hole.



FRIDAY WOMEN'S PENNANT 2016

TEAM SHEET

TEAM _____ GOLF CLUB _____

DIVISION _____ ROUND _____

Please provide copy to Host Club and opposing Club Captain

| | First Name | Surname |
|---|------------|---------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |

Please print clearly

1st Emergency _____

Team Captain: _____

2nd Emergency: _____

Team Manager: _____

SIGNED: _____

POSITION: _____

DATE: _____



2016 FRIDAY WOMEN'S PENNANT RESULT SHEET



Division ___ – Round ___
 Played at _____ Golf Club on Friday _____ 2016

| Player | Club | Result | Defeated/Lost to | Club | Result |
|--------------------|------|--------|------------------|--------------------|--------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| Matches Won | | | | Matches Won | |
| Signature | | | Signature | | |

| Player | Club | Result | Defeated/Lost to | Club | Result |
|--------------------|------|--------|------------------|--------------------|--------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| Matches Won | | | | Matches Won | |
| Signature | | | Signature | | |

| Player | Club | Result | Defeated/Lost to | Club | Result |
|--------------------|------|--------|------------------|--------------------|--------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| Matches Won | | | | Matches Won | |
| Signature | | | Signature | | |

| Player | Club | Result | Defeated/Lost to | Club | Result |
|--------------------|------|--------|------------------|--------------------|--------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| Matches Won | | | | Matches Won | |
| Signature | | | Signature | | |

Please email the completed Results Sheet to pennant@golfvic.org.au as soon as contests are completed.



CLUB RULES OFFICIAL AND CLUB CONTACT/S

Please complete and return to pennant@golfvic.org.au at least 1 month prior to hosting Friday Women's Pennant at your club

_____ GOLF CLUB

Date: _____

Referee: _____

Referee: _____

LIAISON OFFICER

Name: _____

Email: _____

Mobile Phone: _____

CLUB OFFICIALS

Name: _____ Position: _____

Email: _____

Mobile Phone: _____

Name: _____ Position: _____

Email: _____

Mobile Phone: _____