

# TOURNAMENT GUIDE

(Version 4 – 29 January 2019)

## **Important Dates:**

Registration of Club Competitions: Opens 1 March 2019 and closes 30 June 2019

Club Competitions: To be played from 1 March 2019 to 31 August 2019

Regional Finals: None this year.

Club payments, of all money raised for CANSA, by 29 August 2019

Ernie Els Experience lucky draw entries close: Friday 13 September 2019

Deadlines for payments to CANSA in R25,000 Club Challenge Lucky Draw must be made by: Friday 20 September 2019

R25,000 Club Challenge Lucky Draw: 1 October 2019

Ernie Els Experience Lucky Draw: 1 October 2019

Final: None this year.

[www.sanlamcancerchallenge.co.za](http://www.sanlamcancerchallenge.co.za)

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Forms - All Forms are to be completed electronically on [www.sanlamcancerchallenge.co.za](http://www.sanlamcancerchallenge.co.za)

# Terms of Competition

## 1. Definitions

- 1.1. **'Club Competition'** is a competition forming part of the 2019 Sanlam Cancer Challenge competition hosted by a golf club affiliated to a Union which forms part of either SAGA or WGSA or NGF. When the term is used in reference to a participant, it refers to the competition hosted at the golf club where the participant is a member;
- 1.2. **'Handicap'** means the player's applicable official handicap, calculated and published by the SAGA or GolfRSA, in accordance with criteria laid down by the SAGA (or GolfRSA) Handicapping System from time to time;
- 1.3. **'Host Venue'** is the golf club at which a competition is being played and includes the golf course, practice facilities, clubhouse and surrounding buildings;
- 1.4. **'NGF'** is the Namibia Golf Federation;
- 1.5. **'SAGA'** is the South African Golf Association;
- 1.6. **'Tournament Committee'** is the Committee responsible for the integrity of the competition which includes, but not necessarily limited to, the administering, staging and managing a competition as outlined herein;
- 1.7. **'Union'** is the Provincial Union or Association affiliated to the SAGA or WGSA or NGF;
- 1.8. **'WGSA'** is Women's Golf South Africa.

## 2. Terms of Conditions Applicable to all competitions

- 2.1. Competitions will be decided, over 18 holes, by Stableford Stroke Play in accordance with the Rules of Golf as approved by the R&A Ltd and in accordance with the Local Rules approved by the Tournament Committee
- 2.2. Each Club Competition will be divided up into Handicap Divisions as follows:
  - 2.2.1. Men:
    - 2.2.1.1. A Division: Handicap Index up to 10.0;
    - 2.2.1.2. B Division: Handicap Index from 10.1 to 19.9;
    - 2.2.1.3. C Division: Handicap Index from 20.0 to maximum 36.0.
  - 2.2.2. Women:
    - 2.2.2.1. A Division: Handicap Index up to 13.5;
    - 2.2.2.2. B Division: Handicap Index from 13.6 to 21.5;
    - 2.2.2.3. C Division: Handicap Index from 21.6 to 36.0.
- 2.3. Male golfers may only play in the Men's Competition and Female golfers in the Women's Competition. In each competition all players must play from the same tees irrespective of age or handicap.
- 2.4. The Tournament Committee reserve the right to amend the Terms of Competition and the decision of the Committee will, on all matters, be final;
- 2.5. The Tournament Committee reserve the right to refuse an entry from a player who has failed to pay the entry fee required to enter the Club Competition;
- 2.6. Eligibility: Any male or female amateur golfer, who has an official Handicap, may enter the Men's or Women's Club Competition. A Tournament Committee may prohibit a non-member from entering the Club Competition;
- 2.7. Each Host Venue may only stage one Club Competition for men and one for women in each calendar year, unless agreed otherwise, in writing, with the organisers. These Club Competitions may be staged separately or together.
- 2.8. Each participant's Handicap Index determines which Handicap Division he or she participates in as outlined in 2.2. above;
- 2.9. The starting field size will be determined by the Tournament Committee;
- 2.10. Entries:
  - 2.10.1. **Entry fee is R75 per competitor, payable to the Host Venue, prior to commencing participation in the Club Competition.** The entry fee does not include green fees. The entry fee in full is payable to CANSA by the Host Venue (see point 5: Payment Procedures of Funds raised for CANSA by Golf Clubs on page 6);
  - 2.10.2. The closing date and time for entries into the Club Competition is determined by the Tournament Committee in consultation with the Union to which it is affiliated;
  - 2.10.3. Should a player having paid the entry fee fail to participate, for whatever reason, he or she forfeits their entry fee. Entry fee shall not be refunded should the Club Competition commence and subsequently be terminated for any reason beyond the control of the Tournament Committee;
  - 2.10.4. All entries are subject to the approval of the Tournament Committee which reserves the right to accept or reject, or having accepted, subsequently reject an entry without giving reason for its decision;
- 2.11. If in the opinion of the Tournament Committee adverse weather conditions, or any other occurrence beyond its control, render the commencement or the continuation of a tournament round impractical, then the Committee reserve the right to stage the Club Competition on another date it determines at its sole discretion;

- 2.12. The Tournament Committee may prohibit players from using a caddie. Where players are allowed to use a caddie, the Host Venue is entitled restrict players from employing certain groups or individuals from caddying in the Club Competition. **Penalty for breach:** Two points for each hole at which breach occurred, maximum penalty per round: four points. A player having a caddie in breach of this condition must, immediately upon discovery that a breach has occurred, ensure that he or she conforms with these terms for the remainder of the stipulated round. Otherwise the player is disqualified.
- 2.13. Prizes:
- 2.13.1. The player, in each Handicap Division (see 2.2. above), recording the highest total number of Stableford points will be the winner;
  - 2.13.2. In the event of a tie in any prize winning position, the winner will be determined as follows:
    - 2.13.2.1. There will be a count out over holes 10 to 18, in the sequence listed below, until a winner is determined:
      - 2.13.2.1.1. The player recording the highest total number of points on holes 10 to 18;
      - 2.13.2.1.2. The player recording the highest total number of points on holes 13 to 18;
      - 2.13.2.1.3. The player recording the highest total number of points on holes 16 to 18;
      - 2.13.2.1.4. The player recording the most Stableford Points on hole 18;
    - 2.13.2.2. If the procedure in 2.13.2.1. fails to determine a winner, then the player with the lowest Course Handicap amongst those still tying, after application of paragraph 2.13.2.1.4., will be declared the winner. If this fails to determine a winner, then;
    - 2.13.2.3. The Tournament Committee shall determine the winner, their decision being final.
  - 2.13.3. Men's Club Competition Prize:
    - 2.13.3.1. The winner, runner-up and second runner-up in each Handicap Division will win a prize;
  - 2.13.4. Women's Club Competition Prize:
    - 2.13.4.1. The winner, runner-up and second runner-up in each Handicap Division will win a prize;
  - 2.13.5. The organisers retain the right to limit the allocation of Club Competition prizes to less than that stated in 2.13.3 and 2.13.4 above in cases where the field size is, or is likely to be, limited to a few players. The organisers decision in this regard is final.

# Club (Host venue) Responsibilities

## 3. Club Competition

### The Club is responsible for:

- 3.1. Registering its intention to participate in the 2019 Sanlam Cancer Challenge between 1 March 2019 and 30 June 2019 by:
  - 3.1.1. Registering online at [www.sanlamcancerchallenge.co.za](http://www.sanlamcancerchallenge.co.za); or
  - 3.1.2. Emailing [mvbiljon@cansa.org.za](mailto:mvbiljon@cansa.org.za) for further information;

All Club Competitions should be played from 1 March 2019 to 31 August 2019.
- 3.2. Club Competition Prizes will only be made available to a Host Venue on the successful completion of 3.1. above (- see point 4 below which explains how prizes and handouts will be distributed);
- 3.3. Ensuring that contact is made with the CANSA representative whose contact details appear in the email sent to the Club on successful conclusion of the online Club Competition registration process. If it is unclear as to whom this may be or you cannot get hold of the CANSA representative, please call Maria Scholtz (of CANSA) on 083 280 0725 or email her on [mscholtz@cansa.org.za](mailto:mscholtz@cansa.org.za) for assistance;
- 3.4. Setting up a Tournament Committee for each of the Men's and Women's Club Competitions. These Committees are responsible for the determining field size, course setup, the Local Rules applicable to the competition, ensuring adherence to the Terms of Competition, as recorded in point 2 above;
- 3.5. The collection of Entry fee (R75) payable by each player entering a Club Competition. Whether or not the Entry Fee includes green fees is at the discretion of the Club. All entry fee money collected by the Club is payable to CANSA on presentation of a CANSA Invoice (see point 7. for Payment Procedures of Funds raised for CANSA on page 6).

# Club Competition Prizes & Handouts

## 4. Club Competition Prizes and Handouts

- 4.1. Each Host Venue will receive a handout for each player participating in the Club Competition based on an estimated field size stated on the online Club Competition Registration form on [www.sanlamcancerchallenge.co.za](http://www.sanlamcancerchallenge.co.za);
- 4.2. All handouts and prizes will be delivered to the Host Venue by a CANSA representative;
- 4.3. In general prizes for each **Club Competition** will be allocated prizes, determined by the Sanlam Cancer Challenge organisers in their sole discretion, as follows:
  - 4.3.1. Men: For each Division
    - 4.3.1.1. Winner;
    - 4.3.1.2. Runner Up;
    - 4.3.1.3. Second Runner Up.
  - 4.3.2. Women, the same as for men as stated 4.3.1 above;
- 4.4. In the event of any Host Venue not being contacted, in advance of their Club Competition, by the CANSA representative indicated in the email it receives on completion of the online Club Competition registration (see 3.3 above) please contact Maria Scholtz on 083 280 0725 or email her on [mscholtz@cansa.org.za](mailto:mscholtz@cansa.org.za) for further assistance;
- 4.5. The Tournament Organisers retain the right to reduce the prize allocation to a Host Venue on the basis of the expected field size or the historical field size (see 2.14.5). The exact prize allocation for a Club Competition is at the sole discretion of the Tournament Organisers.

# Ernie Els Experience

## 5. Ernie Els Experience Competition

This competition is brought to you by the Sanlam Cancer Challenge in co-operation with Ernie Els.

The purpose is to create awareness of the Sanlam Cancer Challenge and its fundraising efforts and highlight the involvement of the Sanlam Cancer Challenge's **Champion of Hope**, one of South Africa's greatest golf ambassadors, Ernie Els.

The winners of the Ernie Els Experience will get to participate in a memorable two day Ernie Els Experience where they will see, learn and experience more about Ernie Els and his business enterprises in South Africa. For more details of the prize see 5.2 below.

Invitations to take part in the Ernie Els Experience will be awarded to:

- Two lucky winners who enter the Ernie Els Experience Lucky Draw; and
- Winner in the R25,000 Club Challenge Lucky Draw.

### 5.1. Ernie Els Experience Lucky Draw

#### 5.1.1. Who Can Participate?

- 5.1.1.1. This competition is open to any golfer who participated in a 2019 Sanlam Cancer Challenge Club Competition;
- 5.1.1.2. The tournament organisers retain the right to declare a golfer ineligible to participate if in their sole discretion insufficient evidence is available in order to verify that the golfer did indeed participate in a 2019 Sanlam Cancer Challenge Club Competition.

#### 5.1.2. How to enter?

- 5.1.2.1. To enter complete the form at your 2019 Sanlam Cancer Challenge Club Competition;
- 5.1.2.2. Only those who complete the entry form fully and submit it, as stated on the form, will be considered for the Lucky Draw;
- 5.1.2.3. Only one entry per person will be considered;
- 5.1.2.4. The **closing date for entries** is Friday 13 September 2019.

#### 5.1.3. How will the winner be determined?

- 5.1.3.1. All entrants, after the closing date for entries, will have their name put into one lucky draw. The first two entrants drawn as identified in paragraph 5.1.1 above, will be declared winners.

#### 5.1.4. When will the winner's be announced?

The result of the lucky draw will be publically announced no later than 1 October 2019.

#### 5.1.5. The Prize (see paragraph 5.2 below)

The prize can only be redeemed as outlined in paragraph 5.3 below. If for any reason whatsoever a person whose name is drawn cannot adhere fully to these conditions then the lucky draw will be repeated until such time as two people are identified who do. Any redraw will be done at a time determined by the organisers in their sole discretion.

### 5.2. The Prize

The Ernie Els Experience prize shall comprise the following:

- 5.2.1. A game of golf (18 holes) at Oubaai Golf Club, near George, an Ernie Els designed golf course. The green fees, halfway house, caddie fees or golf cart hire (where applicable) and soft drinks on course will be provided;
- 5.2.2. Evening dinner at the Waterside Grill at the Hyatt Oubaai Hotel;
- 5.2.3. A tour of Ernie Els Winery outside Stellenbosch followed by a light lunch at the Winery. The lunch will include wine tasting at the winery, a light meal and drinks as are reasonably required;
- 5.2.4. Evening dinner at the Big Easy Restaurant in Stellenbosch. A three course meal and drinks as are reasonably required will be provided;
- 5.2.5. All transfers, accommodation and meals as determined by the Tournament Organisers in their sole discretion;
- 5.2.6. All other costs are for the winner's own account.

### 5.3. The conditions under which The Prize is awarded to a winner are as follows:

- 5.3.1. The Prize must be redeemed on a date determined by the organisers. All prize winners will participate at the same time and no exception will be considered;
- 5.3.2. No partner, spouse, friend or family member may accompany a winner without the prior written permission of the organisers;
- 5.3.3. The organisers will appoint a chaperone to accompany the winners;
- 5.3.4. if a winner is a minor he or she is required to have signed an indemnity, provided by the organisers, in which their parents or legal guardians agree to waive all and any claim against the tournament organisers, sponsors or Ernie Els arising out of participating in the Ernie Els Experience howsoever caused;
- 5.3.5. The Prize is not transferrable and shall not be exchanged for cash;
- 5.3.6. Should organisers be unable to deliver The Prize to the winners as outlined herein, as a whole or in part, for any reason beyond their control, then they or the sponsors are absolved from having to deliver The Prize, as a whole or in part, without recourse.;
- 5.3.7. The organisers retain the right to amend these conditions or The Prize in their sole discretion and without prior consultation with a prize winner.

# R25,000 Club Challenge Lucky Draw

## 6. R25,000 Club Challenge Lucky Draw Terms and Conditions

### 6.1. Purpose

Provide an incentive to Host Venues to raise money for CANSA during the staging of their 2019 Sanlam Cancer Challenge Club Competition.

### 6.2. How it Works

A lucky draw will be done on 1 October 2019 from all entries into the competition. A Host Venue gets one entry for each R25,000 it raises for CANSA. As an example, if R80,000 is raised then it will have three entries in the lucky draw.

### 6.3. Prize

6.3.1. The first Host Venues drawn, in the lucky draw, will win a fourball to the Ernie Els Experience, see point 5 above;

6.3.2. A fourball is defined as four golfers (each golfer referred to as a player in 6.3.3 below) determined by the Host Venue in their sole discretion;

6.3.3. The Prize, Terms and Conditions, applicable to the Lucky Draw winners, is outlined in points 5.2 and 5.3 above.

### 6.4. Rules

6.4.1. To be eligible for the lucky draw the Host Venue must have staged either a Men's or Women's Sanlam Cancer Challenge Club Competition in 2019;

6.4.2. Only money raised by the Host Venue, that has been paid into the CANSA's bank account (as stated on the CANSA Invoice made out to the Host Venue) by no later than Thursday 29 August 2019 will be considered in determining the total money raised by a Host Venue;

6.4.3. Winning clubs will be notified on 1 October 2019;

6.4.4. Any dispute arising as to the exact amount raised by the Host Venue, the decision by CANSA's financial representative will be final and binding upon all parties;

6.4.5. The prize is not transferrable nor will it be exchanged for cash;

6.4.6. Non adherence to these Terms and Conditions could result in the prize being withdrawn, the Tournament Organiser's decision in this regard being final.

# Payment Procedures for Funds raised for CANSA

## 7. Payment Procedures of Funds raised for CANSA by Golf Clubs

All payments are to be made to CANSA only. Please do not pay the Union, Sanlam or a CANSA Representative.

Below please find detailed procedures to be followed by a Golf Club in order for CANSA to raise a CANSA Invoice, made out to the Golf Club, for the money it raises during the club's Club Competition. **A Golf Club must only make payment to CANSA on receipt of a CANSA Invoice.**

The payment procedures are:

- 7.1. Once a club has registered its Club Competition online, an email will be sent to the club confirming the name and contact details of the CANSA Regional representative, in the geographical area in which the club is based. The Regional CANSA Representative will subsequently inform the club of the CANSA Representative assigned to assist the Club in staging its Club Competition. If this does not happen, please report this to Maria Scholtz by emailing her on [mscholtz@cansa.org.za](mailto:mscholtz@cansa.org.za) or calling 083 280 0725;
- 7.2. The Club and CANSA representatives are to consult with each other in advance of the staging of the Club Competition so as to ensure that as much funding for CANSA can be raised and that players have a memorable experience;
- 7.3. On the day of the Club Competition, the Club and CANSA representatives are to conclude the following:
  - 7.3.1. CANSA representative is to complete an Invoice Request Form (Proforma Invoice) in consultation with a Club representative which must include:
    - 7.3.1.1. The Club's Tournament Reference Number (which is available from CANSA (Maria Scholtz));
    - 7.3.1.2. The Club's invoice details (Club's Registered Name, Club Company Registration Number, VAT Registration Number (if registered for VAT), Postal Address, E-mail address (or Fax if no internet facilities are available) and contact person (his or her name and telephone number);
    - 7.3.1.3. The exact number of players paying the club their R75 entry fee;
    - 7.3.1.4. A breakdown of all additional money raised for CANSA during the Club Competition;
    - 7.3.1.5. Reach agreement on the total amount payable by the Club to CANSA;
  - 7.3.2. The Club and CANSA representative must then sign the Invoice Request Form as being accurate. If a Sanlam representative is in attendance it is advised that they too sign this Form at the same time;
  - 7.3.3. The CANSA representative will provide the Club representative with a copy of the Invoice Request Form completed as outlined above;
- 7.4. In the event of a Club conducting additional CANSA fund raising activities then the Club is to advise the CANSA representative, at the same time as concluding 7.3.1. above, of these activities and the date by which they are to conclude. The CANSA representative will inform the Club whether or not a separate Invoice Request Form is required for the funds so raised. In most cases this is only necessary if the conclusion of the Club Competition precedes the date of conclusion of the additional fund raising activities by a month or more.

## 8. CANSA's Responsibilities after completion of Invoice Request Form

After the successful conclusion of the Club Competition and completion of the Invoice Request Form as outlined above, then the CANSA Representative must:

- 8.1. Submit the Invoice Request Form to CANSA's Central Finance Department as per CANSA Business Development Department's internally agreed procedures;
  - 8.2. CANSA's Sustainability Unit will ensure that CANSA's Central Finance Department not only receives the Invoice Request Form but also raises a CANSA Invoice made out to the Golf Club accordingly (which must include the Tournament Reference Number – paragraph 7.3.1.1. above);
  - 8.3. CANSA Invoice will be mailed directly to:
    - 8.3.1. The Club (as per the email address on the Invoice Request Form) and distribute copies to:
      - 8.3.1.1. CANSA Representative who drew up the Invoice Request Form;
      - 8.3.1.2. CANSA Representative Regional Representative (only if 7.3.1.1. is not the same person);
  - 8.4. CANSA's Sustainability Unit is to provide regular and up to date financial reports on Golf Club payments due to and received by CANSA based on Invoice Request Forms completed and CANSA Invoices raised.
  - 8.5. CANSA are responsible for provision of regular payment reports and following up on collection of late payments by Clubs.
9. **Any queries from Clubs related to Invoice Request Forms, CANSA Invoices and payments please contact Mantoine van Biljon** at [mvbiljon@cansa.org.za](mailto:mvbiljon@cansa.org.za) or call her on Cell: 072 278 4526.

## 10. The Club's Responsibilities after the conclusion of a Club Competition

After the conclusion of the Club Competition and successful completion of the Invoice Request Form as outlined above, then the Club Representative must:



- 10.1. Retain all funds raised for CANSA, in accordance with Invoice Request Form/s, in the Club's bank account until it receives it's CANSA Invoice;
- 10.2. Pay the CANSA Invoice made out to the Club into CANSA's bank account recorded on the CANSA Invoice. Electronic payments are preferable. All deposits however must use the CANSA Invoice number as reference so tracking of payments by CANSA is possible;
- 10.3. Proof of deposit for all payments of CANSA Invoices must be mailed to [mscholtz@cansa.org.za](mailto:mscholtz@cansa.org.za) or faxed to 086 540 6903 and marked for the attention of Maria Scholtz;
- 10.4. Ensure that the payment to CANSA is made by the Club no later than 29 August 2019;
- 10.5. Any queries relating to CANSA Invoices from a Club must be directed as follows:
  - 10.5.1. First to the CANSA Representative with whom the Club drew up or received their Invoice Request Form from, should this be unsuccessful then;
  - 10.5.2. Please contact Mantoine van Biljon as outlined in page 8.

**Note:** - CANSA does accept payments based on the amount reflected on the Invoice Request Form (or Pro-Forma Invoice);

# Contacts

## Cansa

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### Divisional ManagersSustainability

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## Sanlam

#### Chief Organiser

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