

TOURNAMENT GUIDE

(Version 4 – released 25 February 2018)

Important Dates:

Registration of Club Competitions: Opens 1 February 2018 and closes 30 April 2018

Club Competitions: To be played from 1 March 2018 to 31 July 2018 (Guideline - in time to enter Regional Final)

Regional Finals: To be played from 1 to 31 August 2018 (Guideline)

Closing Date for entries into the Finals: Friday 31 August 2018

Deadlines for payments to CANSA in R25,000 Club Challenge Lucky Draw must be made by: Friday 31 August 2018

Entries for Lucky Draw winners of Non Handicapped Golfer Competition close: Friday 31 August 2018

Non Handicapped Golf Competition lucky draw and announcement of winners: Monday 3 September 2018

Last date to effect any changes to entries received for The Final field: Monday 10 September 2018

Ernie Els Experience lucky draw entries close: Friday 14 September 2018

Final: 8 and 9 October 2018

www.sanlamcancerchallenge.co.za

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Forms - All Forms are to be completed electronically on www.sanlamcancerchallenge.co.za

Conditions of Competition

1. Definitions

- 1.1. **'Club Competition'** is a competition forming part of the 2018 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. The divisional winners in each Club Competition are eligible to participate in the Regional Final Competition;
- 1.2. **'Final Host Venue'** is the Host Venue at which The Final is to be staged. The final will be staged at the Lost City Golf Course and Gary Player Country Club at Sun City.
- 1.3. **'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;
- 1.4. **'Host Venue'** is the golf club at which a competition is being played and includes the golf course, practice facilities, clubhouse and surrounding buildings;
- 1.5. **'NGF'** is the Namibia Golf Federation;
- 1.6. **'Regional Final Competition'** is the competition hosted by a Provincial Union, affiliated to SAGA or WGSA or NGF, in which the winners of all the Club Competitions, held at clubs affiliated to the Union, participate in order to determine which players will be eligible to participate in The Final. In a limited number of cases a Provincial Union is permitted two Regional Final Competitions;
- 1.7. **'SAGA'** is the South African Golf Association. The Provincial Unions making up the SAGA are: Boland Golf Union, Border Golf Union, Central Gauteng Golf Union, Ekurhuleni Golf Union, Eastern Province Golf Union, Free State Golf Union, Gauteng North Golf Union, KwaZulu-Natal Golf Union (two Regional Final Competitions: North and South), Mpumalanga Golf Union (two Regional Final Competitions: Lowveld and Highveld), Limpopo Golf Union, Northern Cape Golf Union, North West Golf Union, Southern Cape Golf Union and Western Province Golf Union;
- 1.8. **'The Final'** is the 2018 Sanlam Cancer Challenge Final;
- 1.9. **'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;
- 1.10. **'Union'** is the Provincial Union or Association affiliated to the SAGA or WGSA or NGF;
- 1.11. **'WGSA'** is Women's Golf South Africa. The Provincial Unions making up WGSA are: Boland Ladies Golf, Border Ladies Golf Union, Eastern Province Women's Golf, Ekurhuleni Womens Golf, Free State Ladies Golf Union, Gauteng North Golf Union, KwaZulu-Natal Ladies Golf Association (two Regional Final Competitions: North and South), Ladies Golf Gauteng, Limpopo Ladies Golf Union, Northern Cape Ladies Golf Union, North West Women's Golf, Southern Cape Women's Golf, Women's Golf Mpumalanga (two Regional Final Competitions: Lowveld and Highveld), and Women's Golf Western Province.

2. Conditions Applicable to all competitions

- 2.1. Competitions will be decided 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 0 to 9;
 - 2.2.1.2. B Division: Handicap 10 to 18;
 - 2.2.1.3. C Division: Handicap 19 to maximum 30*.
* If a player has a handicap of greater than 30 he may compete in a Club Competition provided he plays off a handicap no greater than 30.
 - 2.2.2. Women:
 - 2.2.2.1. A Division: Handicap 0 to 16;
 - 2.2.2.2. B Division: Handicap 17 to 24;
 - 2.2.2.3. C Division: Handicap 25 to 36.
- 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 Conditions 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;

3. Conditions applicable to Club Competitions

The following Conditions apply to Club Competitions in addition to those listed in point 2 above:

- 3.1. To be played over 18 holes;
- 3.2. Eligibility: Any male or female amateur golfer, who has a Handicap, may enter the Men's or Women's Club Competition. However, only members of the Host Venue, at the time the Club Competition is staged, are eligible to advance to the Regional Final Competition. A Tournament Committee may prohibit a non-member from entering the Club Competition;
- 3.3. Each Host Venue may only stage one Club Competition for men and one for women in each calendar year. These Club Competitions may be staged separately or together. **Exception:** For historical reasons only the following Host Venues may hold more than one Club Competition:
 - 3.3.1. Durban Country Club (two for men and women respectively);
 - 3.3.2. Bryanston Country Club, Johannesburg Country Club and Randpark Golf Club may hold two for women;
 - 3.3.3. Randpark Golf Club may hold four for men played over two courses.
- 3.4. If in any calendar year a Host Venue, mentioned in 3.3 above, does not stage a Club Competition, listed as exceptional in 3.3., will forgo its right to special dispensation in subsequent years;
- 3.5. Each participant's Handicap determines which Handicap Division he or she participates in as outlined in 2.2. above;
- 3.6. The starting field size will be determined by the Tournament Committee;
- 3.7. Entries:
 - 3.7.1. **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 Payment Procedures of Funds raised for CANSA by Golf Clubs on page 13);
 - 3.7.2. 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 – this is to ensure that the Club Competition is staged in advance of the Regional Final Competition commencement date;
 - 3.7.3. 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;
 - 3.7.4. 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;
- 3.8. 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;
- 3.9. 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 of this Condition:** 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 this condition for the remainder of the stipulated round. Otherwise the player is disqualified.
- 3.10. Prizes:
 - 3.10.1. The player, in each Handicap Division (see 2.2. above), recording the highest total number of Stableford points will be the winner;
 - 3.10.2. In the event of a tie in any prize winning position, the winner will be determined as follows:
 - 3.10.2.1. There will be a count out over holes 10 to 18, in the sequence listed below, until a winner is determined:
 - 3.10.2.1.1. The player recording the highest total number of points on holes 10 to 18;
 - 3.10.2.1.2. The player recording the highest total number of points on holes 13 to 18;
 - 3.10.2.1.3. The player recording the highest total number of points on holes 16 to 18;
 - 3.10.2.1.4. The player recording the most Stableford Points on hole 18;
 - 3.10.2.2. If the procedure in 3.10.2.1. fails to determine a winner, then the player with the lowest Handicap amongst those still tying, after application of paragraph 3.10.2.1.4., will be declared the winner. If this fails to determine a winner, then;
 - 3.10.2.3. The Tournament Committee shall determine the winner, their decision being final.
 - 3.10.3. Should the winner of a Handicap Division be a player who is a member of more than one golf club, then he or she may only advance to the first Regional Final Competition for which he or she qualifies. Winning any subsequent Club Competition, he or she will win the prize of the day, however the runner up in the applicable Division will advance to the Regional Final Competition (in accordance with 4.3 below). For the sake of clarity, a player winning more than one Club Competition is not entitled to select which Regional Final Competition they would prefer to play;
 - 3.10.4. Men's Club Competition Prize:
 - 3.10.4.1. The winner in each Handicap Division, subject to 3.10.3., qualifies to participate in the Regional Final Competition of the Union to which the Host Venue is affiliated, and in addition, will win a prize;
 - 3.10.4.2. The runner-up and second runner-up will win a prize;
 - 3.10.5. Women's Club Competition Prize:
 - 3.10.5.1. The winner in each Handicap Division, subject to 3.10.3., qualifies to participate in the Regional Final Competition of the Union to which the Host Venue is affiliated, and in addition, will win a prize;
 - 3.10.5.2. The runner-up and second runner-up will win a prize;
 - 3.10.6. The organisers retain the right to limit the allocation of Club Competition prizes to less than that stated in 3.10.4 and 3.10.5 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.

4. Conditions applicable to the Regional Final Competitions

The following Conditions apply to Regional Final Competitions in addition to those in point 2:

- 4.1. To be played over 18 holes. The dates and venues of the respective Union's Regional Final Competition are published on www.sanlamcancerchallenge.co.za;
- 4.2. The Men's and Women's Competitions may be staged simultaneously on the same date and at the same venue;
- 4.3. The Club Competition Host Venue is responsible for entering their Handicap Divisional winners, with the Union to which it is affiliated, using the Regional Final Entry Form on www.sanlamcancerchallenge.co.za. In the event of the winner in any Handicap Division being unavailable to play, then the runner-up, or failing the runner-up, the second runner-up may enter provided the player is not in breach of 3.10.3. (not already a winner);
- 4.4. The closing date for entries is determined by each Union. The Club Competition Host Venue is responsible for establishing the closing date for entries. Failure to enter on time will preclude the player from participating in the Regional Final Competition;
- 4.5. Only players from Club Competition Host Venues who have paid, in full, the CANSAs invoice made out to the Host Venue, are eligible to participate;
- 4.6. No entry fee is payable for players participating in this competition, however a Union may decide to charge players a green fee;
- 4.7. A player shall play in the Handicap Division, in which he or she participated in during his or her Club Competition, from their current Handicap, irrespective of whether or not this falls within the Handicap Division he or she competed in during their Club Competition (eg. In the Men's Competition, if a player plays in the Club Competition with a Handicap of 19 and wins the C Division, improves his handicap, to say 13, by the time the Regional Final Competition takes place, then he must play in the C Division (in the Regional Final Competition) off his current Handicap of 13.). For a player playing in the Men's Competition, whose Handicap is greater than 30, then 2.2.1.3. (maximum permissible Handicap is 30);
- 4.8. All costs in getting to and from the Regional Final Competition are the player's responsibility;
- 4.9. 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 Regional Final Competition on another date, it determines in its sole discretion;
- 4.10. The Tournament Committee may prohibit players from using a caddie during a stipulated round. Where players are allowed to use a caddie, the caddie must be a person arranged by the Host Venue and approved by the Host Venue Caddie Manager. **Penalty for breach of this Condition:** 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 this condition for the remainder of the stipulated round. Otherwise the player is disqualified.
- 4.11. Prizes:
 - 4.11.1. The player recording the highest number of Stableford points, in each Handicap Division, will be declared the winner;
 - 4.11.2. In the event of a tie in any prize winning position, the procedure outlined in 3.10.2. above shall be applied in order to determine a prize winner;
 - 4.11.3. Men's Regional Final Competition Prize:
 - 4.11.3.1. Each Handicap Divisional winner is eligible to participate in The Final, in accordance with the Conditions outlined in 5 below, on the following terms and conditions:
 - 4.11.3.1.1. Receive a return economy class airline ticket to either Oliver Tambo or Lanseria Airports near Johannesburg from an airport determined by the Tournament Organisers, at no cost to the player;
 - 4.11.3.1.2. Transfers to and from either Oliver Tambo or Lanseria Airports and the Final Host Venue at no cost to the player;
 - 4.11.3.1.3. In the case of players located near enough to the Final Host Venue to make it, in the opinion of the Tournament Organisers, impractical to travel by a domestic airline to either Oliver Tambo or Lanseria Airports, then the Tournament Organisers may reimburse such players their travel costs on terms and conditions determined by the Tournament Organisers in their sole discretion;
 - 4.11.3.1.4. Receive accommodation and meals as determined by the Tournament Organisers at no cost to the player for the duration of The Final;
 - 4.11.3.1.5. Provided with a room on a sharing basis only, in special cases single rooms will be considered provided they are available and that the player pays a single room surcharge determined by the Tournament Organisers in advance of The Final;
 - 4.11.3.1.6. No player may permit a person who is not eligible to play in The Final to accompany him or her to The Final or share accommodation with the player or attend any function, for any reason whatsoever;
 - 4.11.3.1.7. Green fees for each tournament round are provided at no cost to the player;
 - 4.11.3.1.8. All other costs are for the player's own account;
 - 4.11.3.1.9. Agree to abide by the Code of Conduct as outlined in 6 below;
 - 4.11.3.1.10. Shall be physically capable of walking 18 holes of the Gary Player Country Club during The Final. Should the player suffer from any medical disability and consequently request from the Tournament Organisers permission to use motorised transport, then he or she does so in the full understanding that the Final Host Venue has only a limited number motorised golf carts on the Gary Player Country Club for this purpose. The available carts will be distributed to such players by the Tournament Organisers acting in their sole discretion. In the event of a player being refused permission, whether or not all motorised golf carts are distributed, then that player shall walk the Gary Player Country Club for the duration of the stipulated round, at their own risk and without recourse to the Final Host Venue, Tournament Organisers, suppliers or sponsors for any reason whatsoever;
 - 4.11.3.2. Women's Regional Final Competition Prize:
 - 4.11.3.2.1. Each Handicap Divisional winner will be invited to participate in The Final, in accordance with Conditions outlined in 5 below, on the same terms and conditions for Men as outlined in 4.11.3. above.

5. Conditions applicable to The Final

The following Conditions apply to The Final in addition to those in point 2:

- 5.1. Competition will be decided by Stableford Stroke Play over 36 holes, 18 holes each day in accordance with the Rules of Golf as approved by the R&A Ltd and in accordance with Local Rules approved by the Tournament Committee;
- 5.2. The competition will be played on 8 and 9 October 2018 at Sun City, near Rustenburg, over the Lost City Course and Gary Player Country Club respectively (The Final Host Venue);
- 5.3. Only players who are a member of a Host Venue that has paid in full the CANSA invoice made out to the Host Venue, in accordance with the Payment Procedures for Funds raised for CANSA (see page 13), are eligible to participate in the Final;
- 5.4. Each player plays in the Handicap Division, in which he or she participated in during his or her Club Competition, from their current Handicap, as at the commencement of the first round, irrespective of whether or not this falls within the Handicap Division he or she competed in during the Club Competition (see example in point 4.7. above). Maximum permissible Handicap for men is 30 (see 2.2.1.3);
- 5.5. Each Union is responsible for entering, into the Final, each player who wins a Handicap Division in a Regional Final Competition, using the Final Entry Form to be found on www.sanlamcancerchallenge.co.za. Should the winner be unavailable, for whatever reason, then the runner-up, or failing the runner-up then the second runner-up, will be eligible up until the closing date for entries (see 5.6.);
- 5.6. Entries for The Final close on Thursday 31 August 2018. Replacement for any withdrawal, of a player entered by 31 August 2018, will only be considered up to and including Monday 10 September 2018;
- 5.7. Players playing in The Final shall have an official handicap. Any player at any time leading up to the commencement of The Final, who no longer has an official handicap will not be eligible to participate in The Final;
- 5.8. If a player is under the age of 18, as at the commencement date of The Final, then he or she is required to submit a completed indemnity form (which is available from a Union Representative) prior to commencing his or her participation in The Final. Failure to do so will render the player ineligible to participate;
- 5.9. The player, in each Handicap Division, recording the highest total number of Stableford points on conclusion of The Final, will be a winner;
- 5.10. In the event of a tie, in any prize winning position, the winner will be determined as follows:
 - 5.10.1. The player recording the highest total number of Stableford Points in the final round; if this fails to determine a winner, then;
 - 5.10.2. There will be a count out, using scores recorded during the final round, over holes 10 to 18, in the sequence listed below until a winner is determined:
 - 5.10.2.1. The player recording the highest total number of points on holes 10 to 18;
 - 5.10.2.2. The player recording the highest total number of points on holes 13 to 18;
 - 5.10.2.3. The player recording the highest total number of points on holes 16 to 18;
 - 5.10.2.4. The player recording the most Stableford Points on hole 18;
 - 5.10.2.5. Should this fail to determine a winner then the player, amongst those still tying after application of 5.10.2.4., with the lowest Handicap will be declared the winner.
 - 5.10.3. If this procedure 5.10.2.5. still fails to determine a winner, then the Tournament Committee shall determine the winner, their decision being final.
- 5.11. A player may obtain distance information by using a device that measures distance only. If, during a stipulated round, a player uses a distance measuring device that is designed to gauge or measure other conditions that might affect his play (eg gradient, wind speed, temperature etc.) the player is in breach of Rule 14-3, of the Rules of Golf, for which the penalty is disqualification. Use of cellphone on the golf course is prohibited – see 6.2 below.
- 5.12. Players may only employ a caddie provided by the Final Host Venue Caddie Manager. **Penalty for breach of this condition:** From the points scored for the round, two points will be deducted for each hole at which breach occurred; maximum penalty per round: four points. In the event of a breach between the play of two holes, the penalty applies to the next hole. 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 this condition for the remainder of the stipulated round. Otherwise he or she is disqualified;
- 5.13. Play will not be continued beyond the advertised final day of The Final;
- 5.14. 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 declare a result over the number of rounds completed by all competitors in each Handicap Division;
- 5.15. The ball the player plays must be named on the current List of Conforming Golf Balls issued by the R&A. **Penalty for breach of this condition:** Disqualification.
- 5.16. Any driver the player carries must have a clubhead identified by model and loft, that is named on the current List of Conforming Driver Heads issued by the R&A. **Exception:** A driver with clubhead that was manufactured prior to 1999 is exempt from this condition. ***Penalty for carrying, but not making stroke with, club or clubs in breach of condition:** Deduct two points for each hole at which any breach occurred, with a maximum deduction per round of four points – 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. ***Any club or clubs carried in breach of this condition must be declared out of play by the player to his marker or a fellow-competitor in stroke play immediately upon discovery that a breach has occurred. If the player fails to do so, he is disqualified. **Penalty for making stroke with club in breach of condition:** Disqualification.**
- 5.17. Players are obligated to use motorised transport at the Lost City Golf Course. At the Gary Player Country Club players shall walk during a stipulated round unless authorised to use motorized transport by a Rules Official or, on medical grounds, by the Tournament Director. **Penalty for breach of this condition:** Two points for each hole at which breach occurred with a maximum deduction per round of four points. Use of any unauthorised transportation must be discontinued immediately upon discovery that a breach has occurred. Otherwise the player is disqualified.
Note: The Final Host Venue does not permit the use motorized transport on the Gary Player Country Club except for a limited number of players suffering from a medical disability. A player, with a medical condition and who feels the need to use motorized transport, may request permission, from the Tournament Director, who is entitled to ask for documentary evidence to support the player's stated condition. The Tournament Director will distribute motorised transport available for this purpose, in his sole discretion, on a case by

case basis and on terms and conditions agreed with the Final Host Venue. In the event of a player being refused permission, whether or not all motorised transport has been distributed, then that player shall walk the Gary Player Country Club for the duration of the stipulated round, at their own risk and without recourse to the Final Host Venue, Tournament Organisers, suppliers or sponsors for any reason whatsoever;

- 5.18. The draw will be a random draw for the first round. The second round draw will be a seeded draw based on scores recorded in the first round of The Final. In the Men's Competition, players will be grouped, in both rounds, with those in the same Handicap Division (as per 2.2.1. above). The same applies to players in the Women's Competition (as per 2.2.2. above).
- 5.19. Time of Starting (Note to Rule 6-3a):
If the player arrives at his starting point, ready to play, within five minutes after his starting time, in the absence of circumstances that warrant waiving the penalty of disqualification as provided by Rule 33-7, the penalty for failure to start on time is a deduction of two points scored from the round. Penalty beyond five minutes is disqualification.
- 5.20. The Pace of Play conditions will be either published in The Final Conditions of Competition publication, distributed to each player, or posted on The Final Host Venue notice board. The allotted time for the completion of each hole in a stipulated round will be recorded on the Pin Placement Sheet or on the official score card distributed by the starters to each player at the commencement of each tournament round;
- 5.21. Suspension and Resumption of Play:
When play is suspended by the Committee for a dangerous situation, if the players in a group are between the play of two holes, they must not resume play until the Committee has ordered a resumption of play. If they are in the process of playing a hole, they must discontinue play immediately and not resume play until the Committee has ordered a resumption of play. If a player fails to discontinue play immediately, he is disqualified unless circumstances warrant waiving the penalty as provided under Rule 33-7. The following signals will be used:
 - 5.21.1. Suspension of Play for a dangerous situation: One prolonged note of the siren;
 - 5.21.2. Suspension of Play: Three consecutive notes of the siren, repeated;
 - 5.21.3. Resumption of Play: Two short notes of the siren, repeated;
- 5.22. The official practice range is situated at the Lost City Golf Course. Players wishing to practice must use the facility irrespective of whether they are playing at the Lost City Golf Course or the Gary Player Country Club. Players may use the practice facilities situated at each clubhouse. Practice anywhere else on the course will be deemed to be in breach of Rule 7-1b;
- 5.23. The Tournament Committee reserve the right to amend the Conditions of Competition and the decision of the Committee will, on all matters, be final;
- 5.24. Prizes:
 - 5.24.1. Men's Final Competition Prize:
 - 5.24.1.1. Floating Trophy, with a miniature to keep, will be awarded to the overall winner, being the player, irrespective of the Handicap Division in which he participates, who scores the highest total aggregate number of Stableford points;
 - 5.24.1.2. A trophy and prize will be awarded to the winner of each Handicap Division;
 - 5.24.1.3. Prizes will be awarded to the runner-up and second runner-up in each Handicap Division;
 - 5.24.2. Women's Final Competition:
 - 5.24.2.1. Floating Trophy, with a miniature to keep, will be awarded to the overall winner, being the player, irrespective of the Handicap Division in which she participates, who scores the highest total aggregate number of Stableford points;
 - 5.24.2.2. A trophy and prize will be awarded to the winner of each Handicap Division;
 - 5.24.2.3. Prizes will be awarded to the runner-up and second runner-up in each Handicap Division;
- 5.25. A player, in entering The Final, agrees to abide by the Code of Conduct, as outlined in 6 below. Should a player commit, or be suspected of committing, a breach of this Code, he or she will appear before a Disciplinary Committee. If the player is found to be in breach of this Code, he or she could be penalised in a manner decided by this Committee which will be binding upon the player;
- 5.26. Cellphones: the audible emission or unauthorized use or a mobile telephone or electronic equipment on the golf course or during play is a serious breach of etiquette and will attract a warning and possible disqualification (Rule 33-7);
- 5.27. Should a dispute arise out of the difference in the content between the last published Final Conditions of Competition, prior to the commencement of The Final, and those published in the 2018 Sanlam Cancer Challenge Tournament Guide, then the last published will supersede that published in the 2018 Sanlam Cancer Challenge Tournament Guide;
- 5.28. In agreeing to participate in The Final the player agrees that the exclusive rights to any photograph of him or her taken by a photographer, whether appointed by the organisers or not, while participating in The Final or in attendance at any of the official functions at the Final Host Venue, will lie with the tournament organisers. Furthermore the player consents to the use of such photograph in advertising and promotion of the Sanlam Cancer Challenge and / or CANSA, in any known form;
- 5.29. The Tournament Committee will determine and publish modifications to the Rules of Golf which will apply to individual disabled players playing in a tournament using the R&A Ltd Modifications of the Rules of Golf for Golfers with Disabilities as a guideline. For such modifications to be considered, a player must be a registered affiliated member of the South African Disabled Golfers Association (SADGA) or a governing body recognized by SADGA. For such players, consideration may also be given to the modification of 5.17 above. Applicants must apply individually to have their case considered by the Tournament Committee.

6. General

- 6.1. Code of Conduct:
 - 6.1.1. Any player making a false statement on his or her entry form or any other documentation required by a Tournament Committee will be considered to be in breach of this Code of Conduct;
 - 6.1.2. A player is required to adhere to the guidelines, recorded in Section 1 of the Rules of Golf (Etiquette; Behaviour on the Course) – see page 26 of the Rules of Golf (Effective January 2016), outlining the manner in which the game of golf should be played;
 - 6.1.3. Players are to be neat in appearance at all times;
 - 6.1.4. Players are required to adhere to normally accepted social behaviour at all times;
 - 6.1.5. Players who are under age may not smoke, consume alcohol or non subscription drugs or any other illegal substance;
 - 6.1.6. Players are obliged to wear The Final golf shirts, provided by Sanlam, for each round making up The Final;

- 6.1.7. In order to ensure that a player's supporters do not disturb a fellow competitor during a stipulated round, each player shall ensure that any parent, family member, friend, acquaintance or supporter following him or her remain at all times off the teeing ground, fairway and putting green, of the hole being played, and more than 20 metres from the player or any other player in the same group as the player;
- 6.1.8. Accommodation arrangements are made, on a sharing basis, by the Tournament Organisers as outlined in paragraph 4.11.3.1.5 and 4.11.3.1.6 above
- 6.2. Acceptance of Conditions. A large number of players and officials are involved in The Final. It is therefore not possible to entertain a player's individual requests for, amongst others, their parents or spouse to accompany them, to be provided with single rooms, etc. Should a player, or anyone acting on behalf of the player, whether with the player's consent or not, persist in making special requests of the Tournament Organisers, the player will be deemed to be in breach of the Code of Conduct and consequently will be summarily withdrawn from The Final without prior notification.

Club (Host venue) and Union Responsibilities

7. Club Competition

The Club is responsible for:

- 7.1. Registering its intention to participate in the 2018 Sanlam Cancer Challenge between 1 February 2018 and 30 April 2018 by:
 - 7.1.1. Registering online at www.sanlamcancerchallenge.co.za; or
 - 7.1.2. Emailing sanlamcancerchallenge@syner-g.co.za for further information;
 All Club Competitions should be played from 1 March 2018 to 31 July 2018 or before the closing date for entries for the Regional Final Competition for which the Club qualifies.
- 7.2. A Club indicating that it will host a Non Handicapped Golfer Competition must then go about organising it in accordance with 13 (on page 11). This competition must be played on the same day as the Club Competition;
- 7.3. Club Competition Prizes will only be made available to a Host Venue on the successful completion of 7.1. above (- see point 10 below which explains how prizes and handouts will be distributed);
- 7.4. Establishing from their affiliated Union, the closing date for entries for the Regional Final (see paragraph 4.4.) and ensuring that its Club Competition is completed prior to this date;
- 7.5. 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 for assistance;
- 7.6. The 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 Conditions of Competition, as recorded in point 2 and 3 above;
- 7.7. The collection of Entry fee (R75) payable by each player entering a Club Competition and Non Handicapped Golfer 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 14. for Payment Procedures of Funds raised for CANSA on page 13);
- 7.8. On conclusion of a Club Competition the the Club shall:
 - 7.8.1. On receipt of a CANSA Invoice, pay over all money due to CANSA;
 - 7.8.2. Enter the Club Competition, Non-Handicapped Golfer Competition results and amount of money raised on the online Results Form on www.sanlamcancerchallenge.co.za ;
 - 7.8.3. The Club is responsible for entering their Divisional winners (for both Men and Women's Competition) into the Regional Final Competition, prior to the closing date for entries, using the online Regional Final Entry Form (see www.sanlamcancerchallenge.co.za). This form is automatically sent to the Union to which the Club is affiliated. For dates of respective Regional Final Competitions please refer to page 8;
 - 7.8.4. Advise their respective Club Competition Divisional Winners that:
 - 7.8.4.1. They have been entered into the Regional Final Competition;
 - 7.8.4.2. The date on and venue at which the Regional Final Competition is taking place;
 - 7.8.4.3. Of the Conditions of Competition applicable to the Regional Final Competition. These are recorded in this Tournament Guide (see point 4.). It is important that players are informed of paragraph 5.17. of the Conditions applicable at The Final (should they win their respective Division at the Regional Final Competition).;

The Union is responsible for:

- 7.9. Advising its affiliated member Clubs in good time of the closing date for entries (see 4.4) for it's Regional Final Competition.

8. Regional Final Competition

The Club is responsible for:

- 8.1. Entering their respective Club Competition Divisional Winners in accordance with 4.3 and as outlined in paragraph 7.8.3 above;
- 8.2. Failure by a Club to enter its players into the Regional Final Competition on time could preclude the players from participating further in the 2018 Sanlam Cancer Challenge. The Organisers cannot be held responsible for the consequence of a Club's failure to enter their players in accordance with that stated herein.

The Union is responsible for:

- 8.3. Setting up a Tournament Committee to run the Men's (SAGA) or the Women's (WGSA) or combined Men's and Women's Regional Final Competition in accordance with the Conditions of Competition (see point 4 above). This Tournament Committee is responsible, for amongst others, the securing a venue, the course setup, ensuring adherence to Conditions of Competition, as recorded in points 2 and 4, and the Local Rules applicable to the competition;
- 8.4. For ensuring that their Regional Final Competition concludes no later than 31 August 2018. All changes to the published schedule of Regional Final Competitions, on www.sanlamcancerchallenge.co.za, the applicable Union is responsible for advising the Tournament Organiser (Marya Roux) immediately the change is known;
- 8.5. Ensuring that each member Club, who held a Club Competition, is advised, in good time, of the following information:
 - 8.5.1. Date and venue;
 - 8.5.2. The closing date for entries and the process of confirmation of receipt of entry;
 - 8.5.3. The cost of green fees, should green fees be payable;
 - 8.5.4. The Draw, once concluded. This should be distributed to member Clubs at least two weeks prior to the scheduled commencement date;
- 8.6. A Club's Divisional Winners are only eligible to participate in the Regional Final Competition if the Club has paid the CANSA invoice (in accordance with the Payment Procedures for Funds raised for CANSA on page 13 and that stated in 4.5). A Union's sole responsibility in this regard is to verify each Club's player eligibility prior to the commencement of its Regional Final Competition. To assist Unions in this regard the Organisers will distribute regular communication on CANSA Invoices issued and payments received, which will commence in May 2018. Any information or queries in this regard should be directed to Marya Roux. In the event of establishing that a member Club is ineligible the Union is to advise the Club accordingly and request that they contact Marya Roux who can assist in concluding the matter;
- 8.7. Prior to staging the Regional Final Competition each Union is to obtain the following from the Tournament Organiser (Marya Roux):
 - 8.7.1. Clarification as to how to enter the Divisional winners online, into the Sanlam Cancer Challenge Final, using the Final Entry Form (see www.sanlamcancerchallenge.co.za). This is the official entry form an must be used for all entries. This form is to be completed and submitted prior to the closing date for entries for The Final (see paragraph 5.6.)
 - 8.7.2. The Terms and Conditions of participation in The Final: Each Division Winner is be required to sign a copy as a condition of entry. By signing this the player agrees to abide by the terms and conditions of participation in the Sanlam Cancer Challenge Final;
 - 8.7.3. An Indemnity Form to be completed by the Guardian of any Divisional Winner who, by the commencement date of the Sanlam Cancer Challenge Final, will be under the age of 18 years;
- 8.8. Each Union receives a Catering Contribution from CANSA of **R50** per participant in (and officials involved in running) the Regional Final Competition. In order to receive this contribution each Union is required to raise an invoice made out to CANSA once the Regional Final Competition draw has been concluded and verified. The number of expected players, including officials, must be recorded on this invoice. The invoice is to be submitted to Maria Scholtz (see page 18 for contact details) **at least two weeks prior** to the Regional Final Competition taking place, who will arrange for the agreed amount to be paid over to the Union. To expedite payment the Union's banking details should be recorded on the invoice. A Union may not use funds raised for CANSA from Club Competitions to pay the Catering Contribution.

9. The Final

The Union is responsible for:

- 9.1. On conclusion of the Regional Final Competition, each Union is responsible for entering the divisional winners with the Tournament Organisers (Marya Roux) by following the steps outlined in 8.7.1 above;
- 9.2. At The Final each Union:
 - 9.2.1. Will be sent an invitation inviting a representative to attend The Final, the purpose is to:
 - 9.2.1.1. Recognize the contribution each Union and their member clubs play in the success of the Sanlam Cancer Challenge;
 - 9.2.1.2. To act as a form of 'team manager' in assisting the Tournament Organisers coordinate the travel and participation in The Final of the players who win the Union's Regional Final Competition. All expenses for the 'team manager' will be provided for by the organisers. Accommodation however is on a sharing basis only.

Regional Final Dates

To view an updated list of Men and Women's Regional Final dates please go to www.sanlamcancerchallenge.co.za.

Club Competition Prizes & Handouts

10. Club Competition Prizes and Handouts

- 10.1. Each Host Venue will receive a handout for each player participating in the Club Competition and the Non Handicapped Golfer based on an estimated field size stated on the online Club Competition Registration form on www.sanlamcancerchallenge.co.za;
- 10.2. All handouts and prizes will be delivered to the Host Venue by a CANSA representative;
- 10.3. In general prizes for each **Club Competition** will be allocated prizes, determined by the Sanlam Cancer Challenge organisers in their sole discretion, as follows:
 - 10.3.1. Men: For each Division
 - 10.3.1.1. Winner;
 - 10.3.1.2. Runner Up;
 - 10.3.1.3. Second Runner Up.
 - 10.3.2. Women, the same as for men as stated 10.3.1 above;
 - 10.3.3. **Non Handicapped Golfer Competition:**
 - 10.3.3.1. Men's winner;
 - 10.3.3.2. Women's winner.
- 10.4. 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 7.5 above) please contact Maria Scholtz on 083 280 0725 or email her on mscholtz@cansa.org.za for further assistance;
- 10.5. 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 3.10.6). The exact prize allocation for a Club Competition is at the sole discretion of the Tournament Organisers.

Ernie Els Experience

11. 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 11.3 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
- Overall winner in each of the Men's and Women's 2018 Sanlam Cancer Challenge Final.

11.1. Ernie Els Experience Lucky Draw

11.1.1. Who Can Participate?

- 11.1.1.1. This competition is open to any person who is reasonably proficient at the sport of golf, its rules and etiquette;
- 11.1.1.2. Reasonably proficient' refers to a golfer's playing ability, understanding of the basic rules of the sport and an understanding of acceptable conduct on the golf course;
- 11.1.1.3. The winners of the Lucky Draw must be, in view of the organiser's sole discretion, 'reasonably proficient'. To determine 'reasonable proficiency' any person identified as a possible winner, by the organisers, may be required to participate and succeed in an evaluation process prior to being declared a winner;
- 11.1.1.4. The evaluation process will be formulated by the organisers in their sole discretion;
- 11.1.1.5. If an entrant is required to be evaluated for 'reasonable proficiency', such decision shall be at the organisers sole discretion, the evaluation procedures and what, as a minimum, the entrant is required to achieve to succeed will be explained prior to its commencement. All entrants are to be evaluated in the same way. Entrants will be advised immediately on conclusion of the evaluation process whether or not they have succeeded;
- 11.1.1.6. The tournament organisers may appoint any third party to conduct the evaluation process on their behalf.

11.1.2. How to enter?

- 11.1.2.1. To enter go to www.sanlamcancerchallenge.co.za and complete the Ernie Els Experience Competition entry form online;
- 11.1.2.2. Only those who complete the entry form fully and submit it, as stated on the form, will be considered for the Lucky Draw;
- 11.1.2.3. Only one entry per person will be considered;
- 11.1.2.4. The **closing date for entries** is Friday 14 September 2018.

11.1.3. How will the winner be determined?

- 11.1.3.1. All entrants, after the closing date for entries, will have their name put into one lucky draw. The first two entrants drawn, who are 'reasonably proficient' as identified in paragraph 11.1.1 above, will be declared winners.

11.1.4. When will the winner's be announced?

The result of the lucky draw will be publically announced at the 2018 Sanlam Cancer Challenge Final Prize Giving Dinner.

11.1.5. The Prize (see paragraph 11.3. below)

The prize can only be redeemed as outlined in paragraph 11.4. 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.

11.2. Overall Men's and Women's 2018 Sanlam Cancer Challenge Winners Prize

- 11.2.1. The overall winner of the Men's and Women's Competitions in 2018 Sanlam Cancer Challenge Final will both qualify to redeem The Prize;
- 11.2.2. If a winner cannot adhere fully to the conditions under which The Prize is awarded, as indicated in paragraph 11.4., then the highest placed player, in the same Competition as the winner, that agrees to adhere to these conditions, will be awarded The Prize;
- 11.2.3. If two players are on the same score, then the count out procedures, in determining a prize winner, in the Conditions of Competition applicable to the Sanlam Cancer Challenge Final will be applied to identify a winner.

11.3. The Prize

The Ernie Els Experience prize shall comprise the following:

- 11.3.1. Transport to George (Southern Cape) from the nearest airport, to a winner's residential address, in South Africa at which a regular domestic airline service operates. Any dispute in this regard, the organiser's decision shall be final;
- 11.3.2. 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;
- 11.3.3. Evening dinner at the Waterside Grill at the Hyatt Oubaai Hotel;
- 11.3.4. 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;
- 11.3.5. Evening dinner at the Big Easy Restaurant in Stellenbosch. A three course meal and drinks as are reasonably required will be provided;
- 11.3.6. All transfers, accommodation and meals;
- 11.3.7. Return transport to the airport referred to in paragraph 11.3.1.;
- 11.3.8. All other costs are for the winner's own account.

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

- 11.4.1. 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;
- 11.4.2. No partner, spouse, friend or family member may accompany a winner without the prior written permission of the organisers;
- 11.4.3. The organisers will appoint a chaperone to accompany the winners;
- 11.4.4. 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;
- 11.4.5. The Prize is not transferrable and shall not be exchanged for cash;
- 11.4.6. 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.;
- 11.4.7. The organisers retain the right to amend these conditions or The Prize in their sole discretion and without prior consultation with a prize winner.

Non Handicapped Golfer Lucky Draw Competition

12. Non Handicapped Golfer Lucky Draw Terms and Conditions

12.1. Purpose

Provide Host Venues who cannot fill their Sanlam Cancer Challenge Club Competition Field with an opportunity to invite Non Handicapped Golfers (meaning those golfers without an Official Handicap), to participate in a **separate** competition to the Club Competition on the same day. This will raise more money for CANSA while providing participating Host Venues an opportunity to market their membership offerings to non members (potential new members).

12.2. How it works?

- 12.2.1. A Host Venue wishing to host a Non Handicapped Golf Competition must indicate this at the time it registers (online on www.sanlamcancerchallenge.co.za) for its 2018 Club Competition. Each Host Venue is then responsible for:
 - 12.2.1.1. Advertising the fact in advance of its Club Competition in order to attract enough players to fill its field;
 - 12.2.1.2. Informing each participant of the Conditions of Competition (see 12.3 below) in advance of the commencement date;
 - 12.2.1.3. Providing the winners' name and contact details needed in the Results Form (see 12.4.1 below);
- 12.2.2. For each Host Venue indicating its intention to host a Non Handicapped Golf Competition every effort will be made by the Sanlam Cancer Challenge Tournament Organisers to treat players in the same fashion as it does each player in the Host Venue's Club Competition, as it relates to handouts;
- 12.2.3. The Non Handicapped Golfers Competition must be staged on the same day as the Host Venue's 2018 Club Competition;
- 12.2.4. The winners of the mens and womens Non Handicapped Golfer Competition are each eligible to participate in the Lucky Draw (see 12.4 below on how the Club is to enter their winners);
- 12.2.5. The Lucky Draw entries close on 31 August 2018;
- 12.2.6. A Host Venues competition winners are only eligible to participate in the Lucky Draw if the Host Venue has paid the CANSA invoice (in accordance with the Payment Procedures for Funds raised for CANSA on page 12 and that stated in 4.5).
- 12.2.7. The Lucky Draw winners will be notified on 3 September 2018. The **first eight players' names drawn will win the prize** (see 12.5 below);
- 12.2.8. In the event of a Host Venue failing to complete fully the Results Form (see 12.4 below) and that Host Venue's winners' name is drawn with insufficient information to make contact with that person, then it is the Host Venue's responsibility to locate and advise the winner of his or her prize prior to the deadline stated in 12.2.9. Failure to locate the winner will result in that player being ineligible to redeem his or her prize;
- 12.2.9. The winners have until 10 September 2018 to comply with all the requirements of the Tournament Organisers. Failure to conclude these by this date, could result in the player forfeiting his or her prize;
- 12.2.10. In the event of a winner becoming ineligible, then a further Lucky Draw will take place to determine a replacement up to and including the 10 September 2018. Thereafter no further replacements will be considered for any reason;
- 12.2.11. In the event of any dispute arising, the Tournament Director's decision on the matter will be final and no further correspondence will be entered into.

12.3. Conditions of Competition

- 12.3.1. Each player in the Non Handicapped Golf Competition is subject to the same Conditions of Competition as those participating in the Host Venue's Club Competition (points 2 and 3), as published in the Tournament Guide on www.sanlamcancerchallenge.co.za, with the following exceptions:
 - 12.3.1.1. Eligibility: any golfer who is not listed on the HNA list of active golfers at the time of the staging of the Host Venue Club Competition is eligible to participate;
 - 12.3.1.2. The handicap applicable is that determined by the golfer and recorded on the official competition scorecard. Failure to record a handicap on a scorecard returned on conclusion of the round will result in that player being disqualified;
 - 12.3.1.3. All men will play one competition and all women the other in accordance with 2.3. There will be no divisional competitions;
 - 12.3.1.4. Prizes: There will only be one winner in the men's competition and one in the women's. In the event of a tie for first place, on conclusion of the stipulated round, a countout will follow, to determine a winner, involving all players on the same winning score, in accordance with 3.10. If after the application of 3.10.2.1.4 no clear winner is determined, then a lucky draw will take place, amongst those still tying;
 - 12.3.1.5. The winner is eligible to enter the Non Handicapped Golfers Competition Lucky Draw. Paragraph 3.10.3 does not apply to this competition.

12.4. How to enter the Host Venue winners into the Lucky Draw

- 12.4.1. Each Host Venue is asked to submit their Club Competition results using the online form available on www.sanlamcancerchallenge.co.za. In this form is a section for the Non Handicapped Golfer Competition results. By completing and submitting this section the winners will be considered as having entered the the Lucky Draw. A Host Venue's failure to complete this by the closing date for entries (see 12.2.5) means the winners will not be eligible to participate in the Lucky Draw;
- 12.4.2. Any queries in this regard can be directed to Nic Lanham or Marya Roux whose contact details are available under Contacts on page 14.

12.5. Prizes

- 12.5.1. The winner of the Non Handicapped Golfers Competition for men, staged at the same time as the Host Venue's Club Competition, will win a prize as determined by the Sanlam Cancer Challenge Tournament Organisers. The same applies to the women's competition which will be held concurrently;
- 12.5.2. The prize is not transferrable and nor will it be exchanged for cash;

Payment Procedures for Funds raised for CANSA

13. Payment Procedures of Funds raised for CANSA by Golf Clubs

The Payment Procedure to be used by Golf Clubs in paying CANSA is the same as last year. **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:

- 13.1. 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 or calling 083 280 0725;
- 13.2. 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;
- 13.3. On the day of the Club Competition, the Club and CANSA representatives are to conclude the following:
 - 13.3.1. CANSA representative is to complete an Invoice Request Form (Proforma Invoice) in consultation with a Club representative which must include:
 - 13.3.1.1. The Club's Tournament Reference Number (which is available from CANSA (Maria Scholtz));
 - 13.3.1.2. 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);
 - 13.3.1.3. The exact number of players paying the club their R75 entry fee;
 - 13.3.1.4. A breakdown of all additional money raised for CANSA during the Club Competition;
 - 13.3.1.5. Reach agreement on the total amount payable by the Club to CANSA;
 - 13.3.2. 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;
 - 13.3.3. The CANSA representative will provide the Club representative with a copy of the Invoice Request Form completed as outlined above;
- 13.4. 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 13.3.1. 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.

14. 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:

- 14.1. Submit the Invoice Request Form to CANSA's Central Finance Department as per CANSA Business Development Department's internally agreed procedures;
 - 14.2. 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 13.3.1.1. above);
 - 14.3. CANSA Invoice will be mailed directly to:
 - 14.3.1. The Club (as per the email address on the Invoice Request Form) and distribute copies to:
 - 14.3.1.1. CANSA Representative who drew up the Invoice Request Form;
 - 14.3.1.2. CANSA Representative Regional Representative (only if 14.3.1.1. is not the same person);
 - 14.4. 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. These updates are to be sent regularly to the Tournament Organisers (Marya Roux)
 - 14.5. Tournament Organisers (Marya Roux and Nic Lanham) are responsible for following up on collection of late payments by Clubs and communicating to each Union all payments received and outstanding from Clubs affiliated to that Union;
15. **Any queries from Clubs related to Invoice Request Forms, CANSA Invoices and payments please contact Maria Scholtz at mscholtz@cansa.org.za or call her on Cell: 083 280 0725.**

16. 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:

- 16.1. Retain all funds raised for CANSA, in accordance with Invoice Request Form/s, in the Club's bank account until it receives its CANSA Invoice;
- 16.2. 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;
- 16.3. Proof of deposit for all payments of CANSA Invoices must be mailed to mscholtz@cansa.org.za or faxed to 086 540 6903 and marked for the attention of Maria Scholtz;
- 16.4. Ensure that the payment to CANSA is made by the Club prior to the Club's affiliated Union staging their Regional Final otherwise the Club's Club Competition Divisional winners and Non Handicapped Golfer Lucky Draw entrants could be precluded from participating (see paragraph 4.5.);
- 16.5. Any queries relating to CANSA Invoices from a Club must be directed as follows:
 - 16.5.1. First to the CANSA Representative with whom the Club drew up or received their Invoice Request Form from, should this be unsuccessful then;
 - 16.5.2. Please contact Maria Scholtz as outlined in page 16.

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

17. The Tournament Organisers Responsibilities after the conclusion of a Club Competition

Once CANSA's Central Finance Department commence with the distribution of CANSA Invoices then the Tournament Organisers are responsible for:

- 17.1. Distribution of the regular financial reports (see paragraph 14.4 and 14.5 above) to each Union. In these reports financial records only Clubs falling within the applicable Union will be listed;
- 17.2. Following up on late payments by Clubs the contact people in this regard are Marya Roux and Nic Lanham. Where applicable queries will be escalated to CANSA.

18. Union's Responsibilities prior to the Staging of a Regional Final

Unions are not responsible for ensuring any of its member Clubs adheres to the above payment procedure, however they are required to adhere to the Conditions of Competition applicable to the Regional Final (see paragraph 4.). Consequently the Union (in regard to the payment procedure above) is responsible for:

- 18.1. Ensuring that only eligible players participate in the Regional Final it organises. Paragraph 4.5. states that if a Club fails to pay its CANSA Invoice prior to commencing the Regional Final means that Club's members are ineligible to participate.
- 18.2. **How will a Union determine a player's eligibility for the Regional Final?**
Each Union will receive regular financial reports of payments made to CANSA by each of its member Clubs as outlined above, drawn up by CANSA (see paragraph 17.1.). This will commence from approximately the beginning of May 2018 onwards. This will provide the Union with the necessary information to apply paragraph 18.1. (above).
- 18.3. For all queries in relation to contents of this document must be:
 - 18.3.1. First referred to Marya Roux, and based on each specific query, either she will resolve the matter or it will be escalated to CANSA as determined Marya Roux;
 - 18.3.2. Otherwise contact Maria Scholtz (see page 15).

Contacts

Men's Competition

Please view **Union** contacts on www.saga.co.za or www.golfrsa.com which ever is applicable.

For Union contacts in relation to **Regional Finals only**, please use contact details stated on the 2018 schedule of Regional Final dates published on www.sanlamcancerchallenge.co.za .

Women's Competition

Please view **Union** contacts on www.wgsa.co.za or www.golfrsa.com which ever is applicable

For Union contacts in relation to **Regional Finals only**, please use contact details stated on the 2018 schedule of Regional Final dates published on www.sanlamcancerchallenge.co.za .

CANSA

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