

INTERNATIONAL GOLFING FELLOWSHIP OF ROTARIANS

Rules, Regulations and Guidelines for Tournament Organizers

<http://www.igfr-international.com>

“The International Golfing Fellowship of Rotarians is a group of Rotarians dedicated to promoting golfing as an opportunity for fellowship and service. This fellowship operates in accordance with Rotary International policy, but is not an agency of or controlled by Rotary International.”



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(Approved during Executive Committee meeting on 02.10.2016)

HISTORY

The International Golfing Fellowship of Rotarians was founded in 1963. It started with a friendly exchange at a golf outing between a Rotary Club in Butlers, Pennsylvania (District 728) and a Rotary Club in Dundee, Scotland (District 101), and has since become of great interest to golfing Rotarians throughout the world.

Through the efforts of Past President of Rotary International, Carl Miller of Honolulu, Hawaii/USA; Gavin Reekie, PDG D 101 of Cupar, Fife/Scotland; Willie MacAslam, PDG D 102, Scotland, W.A.P. Milne of Glasgow/Scotland and many, many others, the Organization has become a highly interesting and successful fellowship.

The aim of the International Golfing Fellowship of Rotarians is to foster International Fellowship and understanding through a common interest in golf and, although the challenge of funding the World Champion is important, it must be remembered that Fellowship is of equal importance.

This guidelines/manual draws on many years of experience of organizing the World Championships and, while stating certain requirements, puts forward guidelines and suggestions that have stood the test of time or have emerged as the number of participants has grown.

I. APPLICATION PROCEDURE

- A. Requests to organize a world championship must come from the Chairman of the organizing committee of the world championship confirming that the necessary golf facilities are available and the financial aspects of such an event are sufficiently secured for the time required. The organizing country should be a country with an IGFR structure and have/or being experienced with the organisation of such events.
- B. Requests should be forwarded to the Executive Secretary IGFR.
- C. Upon receipt of a request, the Executive Secretary IGFR will forward to the sponsoring Rotary Club an Application Questionnaire which, when completed, is to be returned to the Executive Secretary and will then be considered at the next Executive Committee meeting and then submitted to the annual meeting of the Board of Directors.
- D. Requests will be considered by the Executive Committee and then during each annual meeting of the Board of Directors, normally held prior to the Championship. Host countries should be prepared to present their request, in person, at least two years in advance (preferably earlier) of their requested date. The Executive Committee and the Board of Directors will select venues at least two years in advance, but not more than four years.

After the location has been determined for a given year, Executive Committee, upon request, will assist the local organizers in planning that particular IGFR Championship.

II. SELECTION CRITERIA

In the selection of a venue and a proposed facility, the following features will be considered:

- Character and quality of the golf course(s), choice of hotels, etc.;
- Facilities such as accommodations, meeting and dining space, electric carts, caddies, etc.;
- Cost of the venue for participants (not more than € 900.00 for the week for each Golfer-participant. IGFR International to be consulted.
- Additional entertainment and recreation facilities available;
- Accessibility of location to participants and organizing committee;
- Venue dates – Liaise with the Executive Secretary for selection of the dates;
- House of friendship facilities
- A financial plan is to be submitted to the Ex. Secretary of IGFR International.

III. CREATION OF HOST ORGANIZING COMMITTEE

- A. Bridging Finances – Host committees: IGFR International may loan up to USD 5'000.00 or the equivalent in Euro, to the upcoming venue chair, when requested, to be refunded three months prior to the championship and/or

sufficient revenue has been generated by the organizing committee. The treasurer of IGFR will administer such loan agreement.

- B. Organizing Committee: At this meeting, the various committee groups should be identified and appointed.

IV. PREPARATIONS

Once the Executive Committee and the Board of Directors have given approval to hosting the World Championship, the organizing committee may proceed with preparations for holding the tournament. The organizers of the next World Championship will also be given an opportunity to present it at the player's meeting which normally takes place the day before the tournament begins.

A detailed financial budget to be submitted to the Executive Committee and the IGFR board, approx. one/two years ahead of the World Championship.

Modern means of presentation of venues should be used as much as possible.

V. ENTRY FORMS AND DISTRIBUTION

Entry forms will be made available on the web site for electronic registration as well as per e-mail or mail. Informative literature will also be put on the web site of the venue. E-mail address lists will be put at the disposal of the organizers by the office of the Executive Secretary. These lists are confidential and should not be used by the organizers for commercial purpose and should not be given to any third parties, other than the Executive Secretary of IGFR.

The informative literature should be made available together with the entry form, giving details of the venue, accommodations, travel information, climate etc. A separate registration fee for those wishing to attend, but not playing golf, should be included.

Organizing committees have the registration form approved by the Executive Committee of the board through the Executive Secretary prior of sending it out or putting it on the web site.

Refund policy should be clearly established and communicated to participants. On request, the Executive Secretary can make available entry forms and refund policy guidelines.

VI. ADMINISTRATIVE REQUIREMENTS

A. General

1. Participation and qualifications: In order to participate in the IGFR world Championship and any other golf tournament organized by IGFR International the following rules apply:

- Be a member of a Rotary Club.

- Have a certified handicap from a recognized Golf Club or golf association. Rotarians, both female and male: for registration 36 hcp.(playing Hcp.) is acceptable, but Rotarians both male and female play off maximum 28 hcp. Female partners play off maximum 36 hcp. and male partners play off maximum 28 hcp.
 - Handicap changes should be accepted until 24 hours before the tournament begins. Every player is responsible to report his correct handicap. Handicap changes should be communicated by the participant to the organizers by e-mail, if possible.
 - Be a current member of IGFR International, be it Life Time member or annual member, having paid the membership dues.
 - Immediate family members may participate at the discretion of the organising committee, children should be of a minimum age of 14 years. All family members must be members of a recognized Golf Club or golf association.
 - It is left to the organizing committee to accept a reasonable number of guests in proportion to the total number of participants. If in doubt, the organizers should clarify with the Executive Secretary. Guests play in the “Partner’s and Guest-Division.”
 - Past Rotarians can participate in WC’s, They will play in the cat. “Partners and Guests-Division”.
2. The entry fee for the tournament shall cover the green fees, IGFR assessment, souvenirs, trophies, social and dining functions and local transportation (if applicable). It is desirable that the tournament breaks even.
 3. On acceptance of a participant’s application, the name and particulars will be recorded and that applicant will be notified that his registration has been accepted. An up-to-date list of entries, containing at least the name, first name, country and E-Mail address of the participant will be sent on a regular basis during registration to the office of the Executive Secretary.
 4. A Hospitality/Friendship room (house) must be made available at a suitable and convenient location. The friendship room (house) should be adequately manned at all times, sufficient sign-boards and space/tables should be made available. Storage room facilities should also be available. The IGFR raffle of all the gifts brought to the event by the participants is to be run by the Executive Secretary, along with board members and their partners, and the Executive Committee, with the prices displayed at the Hospitality/Friendship House. The raffle is for IGFR account.
 5. A full set of pictures from golfing events, social events, and hospitality dinners, opening and closing ceremonies will be made available for the IGFR web site on the last day of the tournament. Cost shall be included in the entry fee.
 6. The player’s meeting will take place before the first day of competition, normally the evening of the opening ceremony, on the same day as the flag rising ceremony. The same time is to be budgeted for the members gen. annual meeting – approx. 2x ½ hour.

7. A group meeting shall be scheduled, early on, for all non-golfers for introductions and information as to the available activities.
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9. The organizing committee should budget for the accommodation for two persons and possible other expenses of the Executive Secretary as per agreement with the executive committee board members.
10. The organizing committee will pay IGFR International USD 20.00 per participant of the tournament. Participants are Rotarians, Partners, Non-Golfers, Sponsors, Non Rotarians, etc. A complete list of the participants is made available to the Executive Secretary at the beginning of the tournament. The payment is made to IGFR immediately after the tournament.
11. The organizing committee submits to the Executive Committee of IGFR its financial accounts before distribution of profits, latest 90 days after the end of the WC It proposes as to how profits are planned to be distributed. In case of profit, IGFR gets 10% of the net profit before distribution of profit for the development of IGFR in the various countries.
12. The dinner for the Board of Directors is at the expense of IGFR. Normally this dinner takes place the evening before the opening ceremony.
13. The Organizing Committee will be given the opportunity at the beginning of the board meeting in the place of the venues to discuss the Rules, Regulations and Guidelines, and any other exchange that may improve the overall "operations" of IGFR Championships.
14. The Organizing Committee is to have sufficient liability insurance to hold harmless the Board of Directors, the IGFR International, Rotary International, their local Rotary Club(s) and the Organizing Committee members. This information has to be forwarded to the Ex. Secretary 60 days before the start of the WC.
15. The Organizing Committee will also make sure that all participants indicate how many times they have attended the IGFR World Championship tournaments (request on registration forms).
16. The organizing committee will produce the final report and the financial accounts of the World Championship to the Executive Secretary for onward reporting to the members of the Board of Directors, not later than 3 months after the conclusion of the Championship.
17. In principle the organizers must provide conference facilities for a meeting of the Board of Directors IGFR on Sunday morning and a dinner the same evening. The details to be worked out between the Organizing Committee and the Executive Secretary.

B. Registration

1. Upon arrival, the participant's current playing hcp. is to be verified and the latest hcp. is to be taken into consideration.
2. The organizing committee collects on behalf of IGFR, (in cash), according to the list provided by the Executive Secretary, membership dues from participants who have not paid. In doing so, the organizing committee will provide the Executive Secretary in time and on regular bases with up-dated and complete registration lists.
3. Each participant (including non-golfers) is to be provided with a folder containing the following:
 - A large name badge on which is clearly printed and readable, the surname, given name (or nickname, if requested), home country and the number of tournaments attended. First Timers should be easily identifiable (maybe a blue ribbon attached to their name tag).
 - A program for the tournament with full details of all functions, golf and social, transportation schedules, details on the golf courses to be played, etc.
 - Player's lists with name, first name, Hcp., tee off time, home country (home country is much more important than either Golf club or RC) – clear indication on which golf course to be played on which day.
 - Pairing should be done fairly and intelligently – avoid that players are teamed up during two consecutive days etc. – indicate clearly the starting hole in case of shot gun competition.
 - The list of WC entries, including partners, first names, Hcp. and number of championships in which they have participated (since participants are coming from many countries all over the world, name of Rotary or Golf Club or District numbers are not necessary. No detailed addresses of participants should be published anywhere). Such lists should also give the nationality of the participant.
 - Any other information considered necessary by the Organizing Committee.

C. Functions

1. Pre-tournament meetings of the Board of Directors, with one evening function with the Organizing Committee (not to be included in the program of events). Normally also on the occasion of the board dinner the Organizing Committee members are joining.
2. The Organizing Committee provides free of charge for IGFR a conference room, fully equipped for their meeting on the morning of the Flag rising ceremony.
3. The Flag Rising Ceremony: An essential aspect of the proceedings is on the first evening - the flag rising ceremony – it is the central piece not only for our

guests, but also for participants from all over the world and, in particular, for first timers.

A suitable flagpole must be available in such position that all participants at the Ceremony have an uninterrupted view of the ceremonies. It is desirable that sufficient flagpoles be available to enable the flags of all countries represented at the tournament to be flown. The organizing committee is responsible that all flags needed are available.

The Flag rising ceremony can also have a local national touch. The incoming of the national flags or the parading of the participating nations' flags is still a must.

School children or representatives of charity institutions can be involved in the parading of nations' flags. If Press and sponsors can be present the better.

It is left to the Organizing Committee to invite Government Officials, RI International Directors, District Governors, and other Guests to attend the Ceremony (for Organizing Committee members and Board of Directors members the attendance is compulsory).

IGFR recommends to the Organizing Committee to ensure that the Flag-raising ceremony is well orchestrated and is the central piece of the week-long event. This ceremony should, whenever possible, take place outdoors.

4. Welcome Cocktail and Buffet: A "get acquainted" function to follow the Flag-Raising Ceremony and/or the Players meeting, with a special invitation for the first timers. The organizing committee should host drinks and buffet. The "get acquainted" function is compulsory for both members of the Board and members of the organizing committee. The Executive Secretary will provide the organizing committee and the board members with a list of first timers.
5. The Player's Meeting: The hall or conference-room must be big enough to give seating to all participants with a view of the speakers. Alcoholic drinks are not to be served or made available until completion of the Player's meeting.

IGFR Executive Committee board members must be given an opportunity to inform the participants about points of general interest to the audience, including information about financial matters regarding IGFR. The Organizing Committee makes sure that during the players meeting only IGFR members or Participants are present.

The Organizing Committee will make sure that a qualified referee and the Director(s) of Golf are available. Details are to be coordinated between the responsible person of the Committee and the Executive Secretary.

6. The Organizing Committee may also consider making on the evening of the first day of competition, a fellowship event.

Home Hospitality: In the spirit of international understanding and goodwill, an evening of hospitality, hosted by local Rotarians, is encouraged but not required. Small and well organized hospitality dinners/cocktails are very much appreciated by participants. Depending on the total number of participants, efforts should be made with neighbouring RC. If necessary, organizers can

limit the number of participants. Hospitality dinners serve also to promote IGFR to non-golfers.

7. The Organizing committee will provide all attending Rotarians with a make up card/slip for the duration of the Championship. These make up cards can be made available on the first day at registration and/or at the friendship room/house.
8. Awards Banquet: The members of the Board IGFR, the Chairman of the Organizing Committee, and some of his team, must be present to greet members and guests, as they arrive.

Speeches should be limited to the strict minimum and any entertainment should be well chosen and short. To be coordinated with the Executive Secretary, preceded by the flag lowering ceremonies, an Awards Banquet (Dinner) is the final function, during which the trophies will be presented at a seated dinner – cost to be included in the entry fee unless this event is sponsored by a third party.

The Organizing Committee provides a photographer. The photographs from the Award Ceremony will be given at the end of the day, on CD, to the Executive Secretary for loading on the IGFR web site where all participants can view these photographs as well as all others from the tournament.

Sufficient copies of leader board lists will be made available to the participants during the Award Ceremony. The leader board list should carry the logos of the most important sponsors of the tournament. Beside the name and first name and Hcp. of the player, the nationality must also be mentioned.

The room must be big enough that everybody can be seated and that everybody can be served during the seated dinner and that microphones and other technical installations allow good communication. The necessary equipment must be made available for video shows etc.

The championship results must be available on the same day before the farewell dinner.

In order that fellowship can also be cultivated during the last evening, organizers will make sure that entertainment/music will be short to allow conversations at the tables. Entertainment should be adapted to the time available.

9. Recommended dress: dark jacket or suit for gentlemen and party dress for the ladies or national dress.
10. Every three years during the banquet dinner an adequate ceremony should recognise the passing of the President's chain to the new President of IGFR. The executive Secretary will advise the chairman of the Organizing Committee in time. 1 table will be reserved for IGFR International. Provisions should be made for the flag lowering ceremony.

VII. TOURNAMENT FORMAT, RULES, SCORING AND AWARDS

A. Format

The Executive Board IGFR decided in their meeting of 25.01.2016 the following amendments and which were in the meantime accepted by the Board of directors of IGFR:

DIVISION 1:

Rotarian males: 0 – 12,4 Hcp. – medal play, gross

Rotarian ladies: 0 – 12,4 Hcp. – medal play, gross

The world champion will be from this division with the best Gross result during the duration of the championship.

Players in this Division cannot be mixed up with players from other Divisions.

DIVISION 2:

Rotarian males: 12,5 – 19,4 Hcp - stableford net

Rotarian ladies: 12,5 – 19,4 Hcp - Stableford net

Players from this division cannot be mixed up with players from other divisions.

DIVISION 3 Fellowship Division:

Rotarian males: 19,5 – 28,0 Hcp - stableford, net

Rotarian ladies: 19,5 – 28,0 Hcp - stableford, net

Players with hcp. 28,1 to 36 can participate, but have to play with Hcp. 28.0.

Partner and Guest Division:

Mixed female and male

Division 1: 0 to 18,4 Hcp - stableford, net

Division 1: 18,5 to 36 Hcp - stableford, net

Past Rotarians do play in this division.

The schedule of play foresees a rest day in the middle of the week.

- Sunday: Optional practice round.
- Monday: Four ball/better ball, stableford, net
- Attention should be given by the organizers that the players from Division 1-3 are divided into half and paired by the higher handicap-player with a lower handicap-player.

Whenever possible, awards for the 4BBB competition on Monday should be distributed to the winners on the same day in the clubhouse of the event in order to reduce to a minimum the award giving on the last night of the championship.

- Tuesday: 1st day of competition
- Wednesday: free day
- Thursday: 2nd day of competition
- Friday: 3rd day of competition – final round of championship

Nation's cup:

We would like that Organizing Committees see the benefits of the Nation's cup. The more participants participate from a Nation, the higher the chances that such Nation may win the nation's cup. The higher the number of player participants of a Nation the better the chances for such nation to win the cup. The three best net scores from all Rotary Divisions are taken into consideration. Strokeplay results will be converted into stableford results. The nation's cup can bring additional Golfers/participants to the venue place.

Players of 70 years and over: (this used to be 65 years)

Players of 70 years and over, both female and male, stableford Net , from Div. 1-3 (Div. 1 will be converted from medal play into Stableford points). Players from Division "Partners and Guests do not qualify for this trophy:

Winner: best stableford result net. (Trophy)

Organizers make sure that pairings are made in such a way that players do not play more than once with the same player in the same flight. Attention should also be given to avoid that the same Nationalities are in the same flight.

If possible, Organizing Committees should consider to distribute special prizes such as nearest to the pin or longest drive on the same day when all participants are together (after shot gun etc.) .

Prizes should be sponsored, if possible.

During the last round the Organising Committee should make sure that the best players are grouped together

Shot-gun vs normal tee off times:

Organizers are free to choose, but should consider the pro and cons for the two systems.

Starting lists

Not only the Name, first name, Hcp, should appear on such lists per Golf club, but also the Nationality of the player. Such list should be made available by the respective golf clubs in time.

Closing day with award dinner remains Friday.

Partners and guests Division:

Sunday: same as Div. 1-3

Monday: four ball/better ball competition: participate together with the Div. 1-3.

Tuesday: first day of the 36 holes individual competition

Wednesday: free day

Thursday: 2nd day of the 36 holes individual competition

Friday: free day

Organizers make sure that pairings are organized in such a way that players do not play twice in the same flight during the week.

B.

Rules: Rules of the Royal and Ancient Golf Club and the rules of the US Golf Association, supplemented by any local rules, will apply. If a larger entry requires to play on several courses, players in each division must play the same course the same number of times. Local rules will be explained at the players meeting.

In the drawing of flights, players in each Division will play together. The drawing of flights will be changed each day without regard to handicaps.

Rounds will be drawn with 4 players and never less than 3.

Position of flags and length of courses should be so that all players can enjoy playing the given golf course.

In the event of dispute or the need of decision, the ruling of the tournament committee (Rules) will be final. The IGFR Executive board members will be available for consultation, if required. The Arbitration Committee consisting of representatives from the organizing committee and IGFR International will have the final ruling.

Scorecard countback will be conducted as follows:

Last nine (9) holes of the last day. If still a tie, then

Last six (6) holes of the last day. If still a tie, then

Last three (3) holes of the last day.

Any protest, by any participant, must be made to the Organizing Committee not later than two hours from the posting of scores on any given tournament day.

C. Scores and Scoreboard

A scoreboard shall be available in a prominent position and brought up-to-date daily and/or television monitors in club facilities could be used for the display of leader boards and photographs of the day,

A daily print-out of each days play and cumulative scores should be made available and put on the main board in the Friendship house.

At the end of the tournament and after the trophies have been awarded, a complete set of results (leader board list), should be on display in front of the banquet room and the friendship house. Copies of the leader board list can also be made available to participants by way of Internet. The Organizing Committee will make sure that the results will be audited and then made available to the Executive Secretary by e-mail.

The coversheet of the score-list should have the correct title of the championship and the logos of the main sponsors.

The net and gross results must be clearly shown. The world champion as from 2016 is the best gross result, medal play, from division 1, 54-hole competition.

The leader board list must mention:

- Family name
- First name
- Hcp.
- and the country for which the player is playing.
(Golf and Rotary clubs are not required)

A daily IGFR news bulletin is welcome, but not a requirement.

D. Trophies/Awards

The floating (rotating) trophies, with the exception of the Carl Miller Trophy for the world champion, have been discontinued.

Awards: see the attached list.

All IGFR awards should be a suitable gift trophy, reasonable in size, distinguished, not cheap, but not extravagant either, taking country specific aspects into consideration as much as possible. However all trophies should have engraved:

- IGFR World championship and year and venue
- The name or type of the category
- The IGFR logo

Medals should be avoided. Organizer will have their trophies approved by the Executive Committee in time.

The winner of the Carl Miller trophy shall keep it in its possession until the next IGFR World championship. Thereafter he shall personally carry it to the next venue or ship it 90 days prior to the venue direct to the Organizing Committee of the next Championship, at the expense of the WC
The World champion should be given a personal trophy beside the rotating Carl Miller trophy.

For the smooth and efficient presentation of awards the following will be required:

- Master of Ceremony from the Organizing Committee
- Perfect sound installations with the necessary amplifications
- Adequate tables for the display of trophies and possibly other prizes.
- The following persons have to be present:
President IGFR
Executive Secretary IGFR and
President of the Organizing Committee
Anybody the President IGFR or President of the Organizing Committee will name.

- Award list is attached. In case of any questions, please consult Executive Secretary.
- The Organizing Committee chairman will put at the disposal of the following year's chairman, any relevant information, if requested, without delay.
- The Organizing Committee will submit its final report and financial results of the tournament to the Executive Secretary not later than 3 months after conclusion of the championship. The Executive Secretary will then inform the Board of Directors accordingly.
- A summary of the report (without the finances) will be put on the web site.
- A member of the Executive Committee may visit the upcoming venue some months prior to the beginning of the Championship in order to offer assistance and to review preparations for the Championship with the Organizing Committee.

E. Tournament Brochure:

Some of the figures/results are made available by the Executive Secretary, including the list of the board members to be reproduced in the Brochure– the Brochure should be a marketing tool in connection with Sponsors. Adverts should be sold the world over in order that the brochure is paid by adverts. The board members can assist in obtaining adverts.

Revisions of the Rules, Regulations for Tournament Organizers

Were made in:

1997, 1999, 2000, 2000, 2003, 2004, 2005, 2009, 2012, May 2016 and October 2016.

Read, understood and approved :

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Chairman of the organizing committee of the World Championship 2017.