



# GOLF CENTRAL HIGHLANDS INC

CQ/CH MEG NUNN MANUAL





## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
1 INTRODUCTION.....	5
2 GOLF CENTRAL HIGHLANDS INC (DUTY OF CARE) .....	5
2.1 So what does duty of care mean?.....	5
3 HISTORY OF MEG NUNN EVENT.....	5
3.1 About the event .....	5
3.2 Previous winners.....	7
3.3 Team mascot and colours .....	8
3.4 Procedure for the welcome and presentation functions .....	8
4 TIMELINE AND CHECKLIST FOR EVENT PLANNING .....	9
4.1 February.....	9
4.2 Four months before the event (March).....	9
4.3 Two - three months before the event (June-July) .....	9
4.4 Six weeks before the event (July- August) .....	10
4.5 Four weeks before the event (August) .....	10
4.6 Two weeks before the event (August).....	10
4.7 One week before the event (September).....	10
4.8 24 hours before the event (first week of September).....	10
4.9 Following Meg Nunn event.....	10
5 HOST DISTRICT PROTOCOL .....	11
5.1 Rotation of host district .....	11
5.2 Golf course selection.....	11
5.3 Host Information Kits.....	11
5.4 Host district responsibilities:.....	11
5.4.1 Golf.....	11
5.4.2 Hospitality .....	12
5.4.3 Administration .....	12
6 CONDITIONS OF PLAY AND ELIGIBILITY .....	13
7 DISTRICT SELECTION CRITERIA.....	14
7.1 Selection criteria .....	14
7.2 Selection trials.....	14
7.3 Selection committee .....	15
8 KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED OF OFFICIALS .....	15
8.1 Essential .....	15
8.2 Desirable .....	15



---

9	ROLES AND RESPONSIBILITIES OF OFFICIALS.....	15
9.1	Team manager .....	15
9.2	Team captain.....	16
10	OBLIGATIONS OF OFFICIALS.....	16
11	DUTIES OF OFFICIALS .....	17
11.1	District event organiser.....	17
11.2	Team manager .....	17
11.2.1	Prior to the event.....	17
11.2.2	Immediately prior to the event.....	17
11.2.3	During the event .....	18
11.2.4	Completion of the event .....	18
11.3	Team captain.....	19
11.3.1	Prior to the event.....	19
11.3.2	Immediately prior to the event.....	19
11.3.3	During the event .....	19
11.3.4	Completion of the event .....	20
12	EXPENSES RELATING TO APPOINTMENT .....	20
13	CODES OF CONDUCT .....	21
13.1	Team officials .....	21
13.2	Representative players .....	22
13.2.1	As a team member.....	22
13.3	Breach of code of conduct .....	23
14	EVENT SPECIFICS .....	23
14.1	Uniform and dress code.....	23
14.2	Travel.....	23
14.3	Accommodation.....	24
14.4	Meals.....	24
14.5	Media Releases .....	24
14.6	Finance .....	25
14.7	Medical information .....	25
14.7.1	First aid.....	25
14.7.2	Serious injury or illness .....	25
15	REPORTS.....	25
15.1.1	The District Event Organiser’s Report.....	25
15.1.2	Team Manager’s Report.....	26
15.1.3	Team Captain’s Report.....	26
16	FORMS.....	27

---



---

16.1	Team manager and team captain checklists.....	27
16.2	Code of conduct – representative players.....	28
16.3	Code of conduct - officials.....	29
16.4	Nomination form – representative players .....	30
16.5	Nomination form – officials .....	31
16.6	Consent and indemnity Form – representative player .....	32
16.7	Incident report form .....	33
16.8	Expense form .....	34
17	OUTGOING CORRESPONDENCE .....	35
17.1	Sample letter to successful players.....	35
17.2	Sample letter to unsuccessful players .....	36
18	RELATED POLICIES.....	37
18.1	Photographic Policy .....	37
18.2	Privacy Policy.....	40
19	DISTRICT SONGS.....	42
19.1	Welcome dinner.....	42
19.1.1	“Jingle Bells” .....	42
19.2	Pre tee off .....	42
19.2.1	Ditty 1.....	42
19.2.2	Ditty 2 “Waltzing Matilda” .....	42
19.2.3	Ditty 3 “Red Bottom Girls” .....	42
19.2.4	Ditty 4 “Teddy Bear Picnic Song” .....	43
19.3	Presentation lunch.....	43
19.3.1	"Everybody (Backstreet's Back)" .....	43
19.3.2	“Time Warp” .....	44
20	MEG NUNN AND JUNIOR JUG AGREEMENT .....	45



## 1 INTRODUCTION

The Golf Central Highlands Inc team manual is designed to:

- Outline the history of the Meg Nunn event
- Outline the selection criteria and nomination process for players and team officials
- Outline the roles and responsibilities of team officials
- Provide codes of behaviour for players and team officials
- Provide policy and guidelines relating to the administration of the event

## 2 GOLF CENTRAL HIGHLANDS INC (DUTY OF CARE)

Golf Central Highlands Inc has an extremely important role ensuring the successful conduct of all its activities in particular the welfare of the participants in its care. Most importantly Golf Central Highlands Inc has a 'duty of care' particularly with junior participants and is expected to take all reasonable steps to avoid any event that might cause injury to any persons.

### 2.1 SO WHAT DOES DUTY OF CARE MEAN?

There is a general expectation that everyone is responsible for taking reasonable care not to harm others. In law this is known as the 'duty of care'. This concept is based on the idea of looking after your neighbour. In law your neighbour is someone that you should have foreseen is or was closely and directly affected by your actions. So in sport and recreation if you are responsible for making decisions or taking action that ensures other people are not harmed you owe a duty of care to those individuals.

## 3 HISTORY OF MEG NUNN EVENT

### 3.1 ABOUT THE EVENT

To women golfers in Queensland, the Meg Nunn event is one of the most significant on their golfing calendar. It is a tournament steeped in history and tradition when, over four days in September, teams of five relatively low handicap women from the seven Districts of Queensland - Far North Queensland, North Queensland, Central Queensland and Central Queensland, Sunshine Coast Burnett, Downs and South Western, Brisbane and Districts and Gold Coast who compete for the lovely Meg Nunn salver. Each District hosts the event on a rotation basis. The format is handicap match play.

Meg Nunn did not come from a golfing family but she learned the game and loved it. She lived on a dairy farm at Peak Crossing outside Ipswich and after being introduced to golf by her husband, she went from a 36 handicap to 11 in her first year of playing. She was selected to play in the Queensland Country team of 1955 against the British team.

In the early 1970s, Meg was the Country Vice-President of the Queensland Ladies' Golf Union. In this role she visited as many of the country golf clubs in the state as she could, and perhaps there were only as few as 3 that she did not get to in her travels. One western course boasted that they had been able to put the grader over the fairways the week before her visit!



---

Meg uncovered a wide-spread belief that the QLGU represented only those ladies who played golf in the south-eastern corner of the State and she came understand that country ladies felt they were overlooked by this body. And so she often expressed the view that an event along the lines of the Gladys Hay Inter-State Matches could be played between the State's Districts.

In her last report as retiring Country Vice President to the QLGU Annual General Meeting, November 1982, Meg proposed that such a tournament be established. At the time, the Districts were being formed and during the Country Championships at Goondiwindi in 1983, Mrs Peg Torrens, Country Vice-President, initiated a meeting with District Presidents or their representatives where it was decided to stage a handicap match play event for Silver Division players, between Country Districts with teams of five, and four to play each match.

Pam Ranger, a member and committee person of the Surfers Paradise Golf Club, presented the antique silver tray that now bears the name "Meg Nunn Salver" as the Districts had voted to name the event in her honour.

The inaugural Salver was played in Rockhampton in 1983. Far North Queensland did not participate because they were a newly formed District and did not have the funds to send a team. The draw had Gold Coast against Central Queensland and, at the first match off, the coin was tossed. Gold Coast won the honour and so began the Meg Nunn legend. Coincidentally but quite fittingly, it was Meg Nunn's daughter who took to the tee and sent the first ball of this tournament flying down the first fairway.

The "shape" of the Meg Nunn tournament has evolved over time though the continued efforts of the District President body. In 1984 the venue club was Mackay and all six country Districts were represented as was the newly formed Brisbane and District, a suggestion from the group at the Rockhampton meet. In Mackay there were six players to each team with five to play. Trophy badges had been designed and were presented to past and present team members. Gold Coast held the event in 1985 at Meg Nunn's home club, Southport and it was in this year that the Queensland map showing District boundaries and colours was made by Mr. Scott of the Gold Coast. A cedar carry case for the Salver was also made in 1985 crafted by Mr. Neil McGilp of Dalby, a team mate of Meg's late husband, John, in State shooting teams. At Toowoomba, in 1987, Val Johnston chaired a meeting of Presidents and announced that the QLGU would establish a Pool of Fares for both the Inter-District Match Play and the Meg Nunn.

It was never envisaged that players who were members of a state team should be included in the Meg Nunn tournament because they had always had ample opportunity to attend interstate events. Meg Nunn's concept for the tournament named in her honour was that the "grass-root, turn up every week" country player should have the opportunity to play match play, and to represent her District. She was devoted to the idea that each year, new friends would be made amongst the teams and the tournament would be one of good golf, good companionship, and great rivalry .

"I value my Meg Nunn badge above every other award I've received over my golfing life" Judy Logan

"I hit the first ball ever in the tournament named in honour of my Mum. I still get tears in my eyes when I think of it". Anne Alletson Brown

Over the years, the Meg Nunn basics have never changed and the rewards that flow from the tournament are many. Apart from the opportunity for low markers to match play in competition

---



with the peers from other parts of the state, there is economic benefit that flows into the area, most frequently a smallish town in largely rural Queensland. For a few months every year, women’s golf receives greater attention as the seven teams are selected to compete and then the competition is held in one of the Districts.

On the other hand, women’s golf itself has changed. Fewer women are playing golf, fewer women are taking up the sport, and more women have work and carer responsibilities. All of these circumstances impact on the time they have available to play and also the time they have available to join ladies’ committees, both of which are fundamental to the ongoing success of women’s golf in general and participation in the Meg Nunn event in particular.

These changes make it timely to consider how the event might benefit from further evolution, but in a way that does not erode the original dream of Meg Nunn or undermine the spirit in which the competition was conceived. What follows is a commentary on emerging pressures and possible modifications to existing arrangements that might ensure the survival of the tournament as an annual coming together of women from largely rural settings to play good golf.

### 3.2 PREVIOUS WINNERS

Year	Host District	Venue	Dates	Winning Team
1983	Central Qld	Rockhampton	24-26/10	Gold Coast
1984	North Qld	Mackay	15-18/10	Gold Coast
1985	Gold Coast	Southport	22-25/9	Brisbane & District
1986	Far North Qld	Cairns	28/9-1/10	Brisbane & District
1987	Downs & South West	Toowoomba	3-6/8	Gold Coast
1988	Wide Bay Burnett	Caloundra	5-8/9	Gold Coast
1989	Brisbane & Districts	Pacific	21-24/8	Brisbane & District
1990	Central Qld	Capricorn	3-6/0	Gold Coast
1991	North Qld	Townsville	26-29/8	Gold Coast
1992	Gold Coast	Southport	6-10/0	Gold Coast
1993	Downs and South West	Goondiwindi	13-16/10	North Qld
1994	Far North Qld	Gordonvale	18-21/7	Gold Coast
1995	Wide Bay Burnett	Kingaroy	3-6/10	Wide Bay Burnett
1996	Brisbane & Districts	Nudgee	14/17/10	Central Qld
1997	Central Qld	Yeppoon	13-16/10	Gold Coast
1998	Gold Coast	Sanctuary Cove	19-22/10	Gold Coast
1999	North Qld	Townsville	9-12/8	North Qld
2000	Downs & South West	Toowoomba	16-19/10	Gold Coast
2001	Far North Qld	Cairns	3-6/9	Far North Qld
2002	Wide Bay Burnett	Maryborough	9-12/9	Gold Coast
2003	Brisbane & Districts	Pacific	1-4/9	Wide Bay Burnett
2004	Central Qld	Emerald	20-23/9	Brisbane & District
2005	Gold Coast	Coolangatta/Tweed Heads	4-9/9	Far North Qld
2006	North Qld	Townsville	11-14/9	Brisbane & District
2007	Downs & South West	Toowoomba	10-13/9	Downs & South West
2008	Far North Qld	Cairns	8-12/9	Far North Qld
2009	Wide Bay Burnett	Caboolture GC	7-11/9	Brisbane & District
2010	Brisbane & Districts	Indooroopilly	6-11/9	Brisbane & District
2011	Central Queensland	Calliope GC	12-15/9	Wide Bay Burnett



---

<b>2012</b>	Gold Coast	Coolangatta/Tweed Heads	10-14/9	Far North Qld
<b>2013</b>	North Qld	Mackay	9-12/9	Brisbane & District
<b>2014</b>	Downs & South West	Toowoomba	8-12/9	Downs & South West
<b>2015</b>	Far North Qld	Cairns	7-11/9	Far North Qld
<b>2016</b>	Wide Bay Burnett	Kingaroy	5-8/9	Central Qld & Central Highlands

### 3.3 TEAM MASCOT AND COLOURS

Each of the seven districts that participate in the Meg Nunn event has specific team colours and a team mascot. These are as follows:

- Gold Coast – colours white and purple – Mascot White Bunny
- Brisbane – colours red, white and navy – Mascot Golliwog
- Sunshine Coast Burnett- colours orange and navy – Mascot Kookaburra
- North Queensland – colour light blue - Mascot Turtle
- Far North Queensland – colour green – Mascot Frog
- Downs and South-Western – colour lime green – Mascot Kangaroo
- Central Queensland and Central Highlands – colours white and red – Mascot Tambo Teddy

Team mascots must be display during Meg Nunn but safeguarded from other teams from the first day of play until Wednesday afternoon. Kidnapping and stealing district mascots has become a fun tradition of the event, where teams often hold mascots for ransom. This friendly banter encourages comradery between players and other team members, but care must be emphasised when handling mascots as they are precious and difficult to replace.

If a mascot is kidnapped they must be returned to the host district on the eve of the final day of competition. This allows the host district time to display the mascots, in whatever way they deem appropriate, on the final day.

### 3.4 PROCEDURE FOR THE WELCOME AND PRESENTATION FUNCTIONS

1. Host Club (either President or Captain) welcomes players and officials to the club and announces any special arrangements (e.g. practice facilities, caddie check-in points, dress regulations for course and clubhouse) and any other housekeeping type matters. Introduces host District President to open the proceedings.
2. Host District President opens proceedings and acknowledges past dignitaries, introduces team of officials, any Golf Qld personnel (and if present, asks them to address the gathering).
3. Host District President to introduce each District President and team captain, who will in turn introduce their team members. The order of district introduction to be the previous host first, home district last and others in alphabetical order. Any changes to nominated teams and handicaps would be announced plus advise the personnel who is allowed to give advice to the players. Once the team is introduced they will be required to sing a team song. This song can be renewed each year. Examples of previous year's songs are in Section 20.
4. District President will announce any special details regarding play.
5. The final presentation, usually a seated luncheon, is to be presided over by the Host District President.





6. Golf Qld Representative invites the winning team to the stage and presents a medal to those members of the winning team.
7. Winning team captain then responds.
8. All other team captains are invited to the stage to thank the host club and the host district - order to be last team first, second last team next, and so on. Each team finishes with a team song. The chosen song can be one sang at the welcome dinner. The team however may choose to write a new one or use one from previous years. Examples are shown in Section 20.
9. President of the next host district is to speak, invite teams to participate, announce the venue and dates and present each president with a folder of relevant information.

## 4 TIMELINE AND CHECKLIST FOR EVENT PLANNING

It is a requirement of Golf Central Highlands Inc and Golf Central Queensland Inc that team nominations are requested at least four months prior to the commencement of the Meg Nunn event. This is to ensure that the information required by the host to finalised programs prior to the tournament's commencement can be achieved within a suitable timeframe.

The following checklist is a list of duties required of the district representative in charge of undertaking the preparations prior to the event.

### 4.1 FEBRUARY

1. Apply to Golf Qld for funding of Meg Nunn.

### 4.2 FOUR MONTHS BEFORE THE EVENT (MARCH)

1. Receive welcome package information (from previous year's event).
2. Call for nominations of players and officials.
3. Hold planning meeting with Golf Central Queensland Inc and Golf Central Highlands Inc Districts to discuss event planning and administration.
4. Establish responsibilities.
5. Determine funding and budget sources.
6. Book accommodation and pay deposit.
7. Determine selection committee.

### 4.3 TWO - THREE MONTHS BEFORE THE EVENT (JUNE-JULY)

1. Close nominations.
2. Advice received from Golf Qld on whether the district has been successful in receiving funding for the Meg Nunn event.
3. Provide nominations to selection panel.
4. Send letter advising players and officials of selection decision.
5. Discuss travel arrangements with officials.
6. Book travel arrangements.
7. Book practice round at the host golf club for the Sunday prior to play.
8. Nominate team to host district and pay registration fee.



#### 4.4 SIX WEEKS BEFORE THE EVENT (JULY- AUGUST)

1. Raise an invoice to Golf Qld for funding amount.
2. Receive the following paperwork from players and officials.
  - a. Code of Conduct.
  - b. Parental Agreement.
  - c. Medical Form Details.
  - d. Consent Indemnity Form.
3. Forward relevant forms to host district.
4. Ensure player contribution money has been received.
5. Order team shirts including embroidery requirements.

#### 4.5 FOUR WEEKS BEFORE THE EVENT (AUGUST)

1. Prepare document folders for officials.
2. Email each district president and the Central Highlands District Inc Executive Committee for agenda items and information required to be included in the Golf Central Queensland Inc and Golf Central Highlands Inc District Report for the President's Meeting.
3. Forward agenda items to host district secretary.
4. If budget allows, organise a gift for each team member to receive at the first group session on behalf of Golf Central Highlands Inc.

#### 4.6 TWO WEEKS BEFORE THE EVENT (AUGUST)

1. Collect team shirts from store.
2. Create bag tags for each player's golf bags.
3. Prepare District Report for President Meeting to be sign off by the Golf Central Queensland Inc and Golf Central Highlands Inc district presidents.

#### 4.7 ONE WEEK BEFORE THE EVENT (SEPTEMBER)

1. Provide team manager or team captain with shirts, official documentation and Tambo Teddy.

#### 4.8 24 HOURS BEFORE THE EVENT (FIRST WEEK OF SEPTEMBER)

1. Finalise accommodation account.

#### 4.9 FOLLOWING MEG NUNN EVENT

1. The winning team is to take the Jug to the next host club.
  2. The team presented the wooden spoon is to take that to the next host club.
  3. Host district provides information kit to each district on Meg Nunn for the following year's play.
  4. If the district will become the host district then they will be provided an Organisational Kit containing:
    - a. CD/USB with relevant forms and other information pertinent to the organisation;
    - b. Caddie and Starter Bibs;
    - c. Queensland State Map;
    - d. File containing minutes from which the protocol has been updated.
-



## 5 HOST DISTRICT PROTOCOL

### 5.1 ROTATION OF HOST DISTRICT

The Meg Nunn event is rotated between districts each year. Preparations need to begin at least eighteen months prior to the hosting of a district's Meg Nunn event to ensure information kits can be handed to teams at the Presentation Lunch the year before. The following is a list of the host districts for the next seven years.

1. Brisbane & District 2017
2. Central Queensland / Central Highlands District 2018
3. Wide Bay Burnett 2019
4. North Queensland 2020
5. Gold Coast 2021
6. Downs and South Western 2022
7. Far North Queensland 2023

### 5.2 GOLF COURSE SELECTION

The host district should consider a number of factors in selecting a course for Meg Nunn, such as:

1. The cost of travelling to the location for the other districts;
2. The time to travel;
3. Proximity of suitable accommodation;
4. Whether it is necessary to have a rest day or half day to comply with the host club's members' competitions;
5. The availability of volunteers;
6. The condition of the golf course.

### 5.3 HOST INFORMATION KITS

At the presentation ceremony in the year immediately preceding a district's turn to host the event, that district president or district representative will invite districts to attend the event and announce the venue and dates. They will then present each district with an information kit which should include:

1. information about the host golf course;
2. the host golf club score cards;
3. accommodation options;
4. what there is to see and do in the region.

### 5.4 HOST DISTRICT RESPONSIBILITIES:

#### 5.4.1 Golf

1. Appoint a match committee. Decide on a suitable golf course and ensure the ladies captain of the club is included in this committee.
2. Book the Sunday practice round with the pro shop for each district team. Discuss the cost of one practice round for six players from each team.
3. Arrange push buggies for each player where needed. Recommended that these be ready for allocation at the practice round and that buggies which are set aside for each district be



---

identified with ribbons matching the respective district's colours. These buggies are then retained by the district for the remainder of the tournament.

4. Arrange locked storage area for clubs and buggies (if possible) – to be ready for use on Sunday afternoon – or whenever the practice round is.
5. Appoint a caddy master. This person's role will be to allocate caddies on the day, as well as distribute and collection of the cloth caddy numbers. It is to be noted that effective 2006, district presidents agreed at their meeting that when a visiting district asks for a set number of caddies and those caddies are provided by the host district, then the visiting district concerned must use those caddies on all occasions.
6. Organise a starter for the first tee for both morning and afternoon matches. The district which has the honour is called first. The starter must be informed that the highest marker must hit-off first. The starter should announce the teams (district vs district), the player number for each individual match, and their handicap. Example commentary would be "the next round is between Brisbane and the Gold Coast. Could I have to the tee please the number five player for Brisbane, Mary Smith, on a handicap of 9 and for the Gold Coast, the number five player, June Bell, also on a handicap of nine." It is the starter's responsibility to ensure the morning and afternoon games are started on time.
7. Ensure there are some practice balls available for each district.
8. Liaise with club professionals for a reduced rate for motorised buggy hire (if possible) and trying to ensure that there is one motorised buggy available for each district, each day, at their own expense.

#### 5.4.2 Hospitality

1. The welcome and presentation functions for three players and two district personnel. Presentation function to be a sit down meal. Welcome function can be more casual to encourage mixing between participants.
2. Organise a welcome gift for each district.
3. The duration of the lunch break is up to the host district to decide, bearing in mind that sufficient time is to be allocated for the afternoon games to ensure players don't finish in the dark. To save time, it is suggested that teams pre-order lunch.
4. Have complimentary fruit on hand at the tee (either in eskies or out of the sun), at the 1st and 10th tees.

#### 5.4.3 Administration

1. Collect the nomination fee from each district. This is currently set at \$250.00 (includes GST) per district however is subject to increase if deemed necessary by the host district.
  2. A request for payment of the nomination fee is normally sent 6 – 8 weeks prior to the event, together with the nomination form requesting names of team members, team captain and district president. An email address contact should be requested on the nomination form.
  3. Prepare Meg Nunn booklet which is handed out at the Welcome function, eight copies per district.
  4. Prepare results slips for each match. These slips are handed to each player of the team which has the honour. The loser of each match should complete the slip, have it signed by the winner and then return it to the tournament match committee as soon as possible.
  5. Prepare team slips (for use by captains when submitting team names). These are to be submitted in triplicate. One for the starter, one for the scorer and one for the opposing team captain.
-



6. A half time score board and someone allocated to write it up. This can either be a blackboard or typewritten sheets. This should be positioned near the 10th tee or halfway point.
7. Prepare computerised score sheets at the end of each day's play. One copy to be posted on a board, a copy given each district captain. E-mail the daily results to all district secretaries and Golf Qld.
8. Send media releases daily to the local media and to appropriate newspapers for each district.
9. Provide blank score cards in an area easily accessible by team captains.
10. Ensure photo albums, map and Jug are on display during the tournament. It is the responsibility of each host district to safeguard the photo albums for posterity. The host district has the responsibility of updating the albums with relevant photos, press clippings, etc. pertaining to the current year and sending them to Golf Qld for safe keeping. Golf Qld to acknowledge receipt of the albums
11. Make sure Meg Nunn medals are on hand for the presentation.
12. Arranging a large group photograph to be taken with all teams, captains and district presidents.
13. Organise a District Presidents' meeting. As agreed at District Presidents Meeting in 2008 the meeting is to be held on Sunday prior to the welcome dinner.
14. Invite a representative from Golf Qld to the presentation ceremony to present the Meg Nunn medals and also to attend the President's Meeting.

## 6 CONDITIONS OF PLAY AND ELIGIBILITY

1. Single handicap match play with full difference to apply (daily playing handicap).
2. Matches to finish at the 18<sup>th</sup> Hole.
3. A team shall consist of three players. Two players play each match, with a GA handicap of 18.0 and under and who will be under 18 years of age on the first day of play. Team players and handicaps to be confirmed by the day before competition begins.
4. Team to play in order of handicap, highest marker to hit off first.
5. Rules of Golf and the Local Rules of the host golf club will apply.
6. Team lists to be handed to the starter (in duplicate) and one to the opposing team captain fifteen minutes before play begins.
7. Points System:
  - a. 1 point for an individual win
  - b. ½ point for an individual square
  - c. 2 points for a winning team
  - d. 1 point for each team for a squared team result
8. Eligibility of Player – Players are eligible to play in Meg Nunn event as long as Citizenship Application papers have been submitted to relevant authorities. Copies of documents as submitted must be presented to the district. Those players to compete in Meg Nunn must play for the district where the player is handicapped, except if attending school outside their district, in which case they play for their district of origin.
9. In the event of a tie, a count back will be taken over matches won.
10. Proof of Golf Australia handicaps to be available upon request.



11. All protests must be lodged with the match committee in writing within thirty minutes of completion of play.
12. Caddies are permissible.
13. Mobile phones must be turned off or in mute mode whilst on the golf course.
14. Distance measuring devices are allowed to be used in the Meg Nunn event.

As at 6 September 2015

## 7 DISTRICT SELECTION CRITERIA

The Golf Central Queensland Inc and Golf Central Highlands Inc Districts aim to establish a transparent and fair selection process to ensure a strong, cohesive and well prepared team is able to contest the Meg Nunn event each year.

### 7.1 SELECTION CRITERIA

The following district requirements and/or performance must also be met to be eligible for selection in a Golf Central Queensland Inc and Golf Central Highlands Inc District Meg Nunn team:

1. Team traits and previous performance, character, behaviour:
  - a. Team person, good mixer, good district ambassador;
  - b. Past Meg Nunn experience an advantage (however not a necessity);
  - c. Performance at selection trials;
  - d. Physical endurance;
  - e. Rules knowledge.
2. Club and district performances:
  - a. Club match play results, if applicable;
  - b. Club championships and/or handicap match play events;
  - c. District open events, players are expected to enter district open events (not necessarily all events);
  - d. Club verification of player's current performances and ability;
  - e. Computer printouts of player's Golf Link scores, particularly courses played away from home course. However not necessarily an indication of a good match player.
3. Player confirmation of availability for:
  - a. Meg Nunn event
  - b. Selection trials (should they be required)

### 7.2 SELECTION TRIALS

Should it be required nominees may be requested to attend at least one trial match play day in either Central Highlands or Central Queensland district.

In the event that a nominee is unable, for bona fide personal or professional reasons, to participate in one of these trials, she is welcomed to put forward a statement of recent golfing successes that she believes is relevant to the requirements of a Meg Nunn team member.

Nominees are encouraged to travel to the nominated courses of their own accord to play the course prior to the trials.



### 7.3 SELECTION COMMITTEE

The Golf Central Queensland Inc and Golf Central Highlands Inc Meg Nunn Selection Committee will consist of two representatives chosen by each respective district executive committee who will then be responsible for the final selection of the team.

## 8 KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED OF OFFICIALS

It is essential that a team manager and team captain has knowledge, skills and experience to deal with individuals and issues that invariably arise from any activity involving a diverse group of people in an unfamiliar environment.

### 8.1 ESSENTIAL

- Strong interpersonal and oral communication skills including ability to liaise effectively with players, administrators and parents (as applicable).
- Strong organisational skills.
- Sound knowledge of the selection procedures and rules/regulations of the event/competition.
- Current Class A or B Driver's Licence.
- Club president's endorsement.

### 8.2 DESIRABLE

- Previous management of a team.
- Current First Aid Certificate.

## 9 ROLES AND RESPONSIBILITIES OF OFFICIALS

### 9.1 TEAM MANAGER

The role of the team manager is to organise and coordinate all aspects of the team that they are appointed to manage. This role begins from the appointment of the team manager by the Golf Central Queensland Inc and Golf Central Highlands Inc Meg Nunn Selection Committee until completion of the post event report.

The team manager is required to liaise between the district event organiser, the team, the captain, the host club and where applicable parents and lead the team to meet all protocol responsibilities whilst on tour. The conduct of a successful tour will depend on the team manager's ability to plan and manage administration and organising activities for the team.

The team manager has an extremely important role ensuring the successful management of the Team and welfare of the players in their care. Most importantly the team manager has a 'duty of care' and is expected to take all reasonable steps to avoid any event that might cause injury to any persons.

The team manager is supported by the Committees of Golf Central Queensland Inc and Golf Central Highlands Inc.



## 9.2 TEAM CAPTAIN

The team captain's main objective is to obtain maximum performance from the team at the Meg Nunn event. To achieve this objective, the team captain is responsible for managing the Sunday practice session, discipline and welfare of the team prior to and during the event. It is recommended that team captain perform as many functions as are reasonable to allow the players to focus solely on optimising their performance.

The team captain is responsible for the general management of the team – ensuring good balance of golf, rest and enjoyment. The team captain should ensure the team arrives at the tournament early enough to practice and acclimatise to the venue before tee-off.

The team captain should become acquainted with other captains and tournament officials. Every effort should be made to exercise diplomacy to ensure that the best interests of the team are met. It is also critical that the team captain obtain and maintain the respect of the team.

The team captain is responsible for:

- enforcing positive thinking within the team - The team captain should ensure the team is kept motivated throughout the tournament, even when well ahead or well behind. Ensure that an environment is created where players feel that they will give their best.
- ensuring a harmonious working relationship within the entire team. The team captain helps to resolve issues and relieve team tensions. A team can work as one effectively if they maintain an environment free from individual tensions.
- establishing rapport among the team players - It is undeniably pleasurable and easy to work within a team when player's know and trust each other. The team captain is responsible to create an environment for this to occur.

The team captain is supported by the Committees of Golf Central Queensland Inc and Golf Central Highlands Inc and is expected to follow the general policy guidelines.

## 10 OBLIGATIONS OF OFFICIALS

The following obligations are expected of officials during the Meg Nunn event:

1. Refrain from any conduct which may lessen the value of your services as an official of Golf Central Queensland Inc and Golf Central Highlands Inc;
2. In respect to any player under their management not to advocate, prescribe, recommend, or administer the use of drugs, stimulants, or doping practices;
3. Refrain from any form of personal or physical abuse, or harassment towards players;
4. Comply with Golf Central Highlands Inc policies;
5. Comply with all reasonable orders and directives given by Golf Central Queensland Inc and Golf Central Highlands Inc;
6. Not disclose any confidential information of Golf Central Queensland Inc and Golf Central Highlands Inc to anyone;
7. Not, without the approval of Golf Central Queensland Inc and Golf Central Highlands Inc, supply any information to the media or to any person for the purpose or use by the media relating to matters of policy of Golf Central Highlands Inc;





8. Cooperate with Golf Central Queensland Inc and Golf Central Highlands Inc and provide support in all promotional and public relations activities.

## 11 DUTIES OF OFFICIALS

### 11.1 DISTRICT EVENT ORGANISER

The district event organiser is the district person responsible for the administration of the Meg Nunn event from application right up to delivery. The following list outlines some of the duties this position will be required to undertake:

1. Communicate, maintain and develop relationships with officials, players, other district representatives and district executive committees.
2. Set, communicate and maintain timelines and priorities.
3. Manage operational and administrative functions to ensure the event timeline is delivered efficiently.
4. Ensuring excellent customer service and quality delivery.
5. Liaise with host district to deliver their event requirements.
6. Produce detailed administration for the event (e.g. timelines, venues, suppliers, legal obligations, and budgets).
7. Secure, book and arrangement payment for suitable accommodation and travel expenses.
8. Ensure legal, health and safety obligations are adhered to.

### 11.2 TEAM MANAGER

The district event organiser provides each selected Meg Nunn player with a written confirmation letter covering travel and accommodation, practice times and venues and player information. Team Managers are required to maintain an over-view of this as part of their role.

#### 11.2.1 Prior to the event

1. In consultation with team captain liaise with the district event organiser regarding any concerns relating to accommodation, travel arrangements and administration.
2. Liaise with district event organiser regarding their preferred shirt size.
3. Collect or organise uniforms for the players prior to departure, and upon arrival distribute them to players. Mascot
4. Provision of current Blue Card to district event organiser.
5. Liaise with team captain to discuss team arrangements.
6. Assist the district event organiser with any other administrative task relating to the event and the team.
7. Discuss with team captain the allocation of players and officials to rooms.

#### 11.2.2 Immediately prior to the event

1. Advise players on allocation of rooms. Ensure that everyone is aware of fire exits and emergency procedures. When you arrive at your room, check that all windows and doors are safe.
2. Refresh each player on the Code of Conduct.
3. Discuss required travel arrangements with team captain for travel to and from the golf course each day.



4. Supervise conduct of team in transit. Discuss and reinforce with team members the desirable conduct and attitudes while on tour.
5. If required, collect excess money and valuables from team members and have them kept in safe keeping eg. safety deposit box at accommodation.
6. If required, ensure players have received suitable pull buggies and caddies have been assigned as requested.
7. Seek preferred options on what the team would like for breakfast each morning. Complete a team shop to purchase these items. Ensure the team purchase their own snacks for the golf course during this time.

#### 11.2.3 During the event

1. Ensure the team is dressed appropriately prior to leaving for the golf course.
1. Ensure all welfare and safety requirements for the team are met. Players must be supervised at all times. Report on any player's inappropriate behaviour, misconduct, injury or illness immediately to the district event organiser or president. . It is extremely important that the team manager is aware of Golf Central Highland Inc relevant policies:
  - a. Golf Central Highlands Inc Photography Policy (Section 19.1)
  - b. Golf Central Highlands Inc Privacy Policy (Section 19.2)
  - c. Golf Central Highlands Inc Mobile Phone Policy Meg Nunn (Section 19.3)
2. Organise meal arrangements and in consultation with players and team captain prepare daily lunch orders for the team. Be aware of any allergies or dislikes a player may have in regards to food choices.
3. Be aware of any medical condition of each player. This is kept confidential.
4. As required throughout the tournament ensure team shirts and bottoms are washed and ready to wear.
5. Liaise with the Pro-Shop for golf requirements. Organise practise balls for use on the driving range prior to matches. Transfer the golf buggy from the Pro Shop to the practice area ready for the day's matches. Ensure players have enough drinking water and snacks to last their match and that the golf buggy is stocked just in case.
6. Ensure the team mascot, Tambo Teddy, is secure and in a safe location.
7. Be responsible for all financial details, including collection of receipts and providing a financial payment of monies expended.
8. In liaison with the team captain, prepare a daily results and player's report and forward to the district event organiser for distribution to Golf Central Queensland Inc and Golf Central Highlands Inc executive committees.
9. Coordinate team photo on last day of play. Ensure the team is dressed appropriately.

#### 11.2.4 Completion of the event

1. Thank host district and club hostesses at end of tournament for their hospitality.
2. Congratulate winning team on behalf of Golf Central Queensland Inc and Golf Central Highlands Inc.
  1. Ensure that team members are aware of return travel details.
  2. Pay accommodation tariff if not pre-paid or on account.
  3. All equipment must be returned to district event organiser at the completion of the event. The additional shirt provided during the event is to be returned to the team manager before travel home, even if unwashed.



4. Submit a written report to district event organiser within two weeks of return for distribution to Golf Central Queensland Inc and Golf Central Highlands Inc executive committees.
5. Forward all receipts to the district event organiser for processing.

## 11.3 TEAM CAPTAIN

### 11.3.1 Prior to the event

1. Liaise with district event organiser regarding their preferred shirt size.
2. Provision of current Blue Card to district event organiser.
3. Liaise with team manager to discuss team arrangements.
4. Assist the district event organiser with any other administrative task relating to the event and the team.
5. Provide input to the team manager with the allocation of players and officials to rooms.

### 11.3.2 Immediately prior to the event

1. Liaise with the team manager regarding any concerns relating to accommodation, travel arrangements and administration.
2. Discuss required travel arrangements with team manager for travel to and from the golf course each day.
3. Supervise conduct of team in transit. Discuss and reinforce with team members the desirable conduct and attitudes while on tour.
4. When you arrive at your room, check that all windows and doors are safe.
5. If required, collect excess money and valuables from players store in a safe place eg. safety deposit box at accommodation.
6. Have a group meeting to review the programme and rules. Ensure each player is aware of the Code of Conduct.
7. Organise practice session on arrival prior to tournament (booked by the district event organiser).
8. Attend Presidents Meeting conducted by host district.

### 11.3.3 During the event

2. Provide a complete support system for the team providing all reasonable assistance possible and necessary to ensure a successful tournament.
  3. Adjudicate any problems that may arise amongst players. Ensure team harmony and morale is maintained. Encourage and support all players.
  4. Hold daily group meetings. They don't need to be long and they provide the opportunity to discuss any issues or problems before they escalate.
  5. Set time to leave for the course each morning and a time to be at the tee prior to hit off. Ensure team works and travels together. Both officials are responsible for getting players to course and functions on time at all times.
  6. Decide on team for next game/day. Discuss selection and tactics for matches to come as well as a brief on last matches. Discuss ideas privately with team manager. Final decision made by team captain.
  7. Discuss pending weather concerns and make sure correct equipment is taken to the course.
  8. Ensure the team is dressed appropriately prior to leaving for the golf course. The correct uniform must be worn on course and to all functions at all times during the tournament
-



unless the team manager and team captain deem otherwise. Team shirt with players name on it are to be worn on the last day of the tournament.

9. Ensure all welfare and safety requirements for the team are met. Players must be supervised at all times. Report on any player's inappropriate behaviour, misconduct, injury or illness immediately to the President of Golf Central Highlands Inc. It is extremely important that the team captain is aware of Golf Central Highland Inc relevant policies:
  - a. Golf Central Highlands Inc Photography Policy (Section 19.1)
  - b. Golf Central Highlands Inc Privacy Policy (Section 19.2)
  - c. Golf Central Highlands Inc Mobile Phone Policy Meg Nunn (Section 19.3)
10. Golf Central Highlands Inc Behaviour Management Policy (provided on request)
11. Be aware of any medical condition of each player. This is kept confidential.
12. Make yourself familiar with each player's family and have their home contact numbers in the event of any problems.
13. Collect the caddie bibs from the scorer and provide to each player's caddy.
14. Introduce self to opposing captain prior to match. Check official handicaps of all players to ensure they are correct. Complete team sheets and register with officials within required time before play each day. There will be three team sheets. Team lists to be handed to the starter (in duplicate) and one to the opposing captain fifteen (15) minutes before play begins.
15. Thank captain of opposing team at end of match.
16. It is the responsibility of the match loser to advise match result to the official's table so that they can be posted on the scoreboard.
17. Observe matches, encourage and support players. Observations can help with discussions in team meetings at end of day, and for team captain's tournament report for the Golf Central Queensland Inc and Golf Central Highlands Inc District Committees at conclusion of tournament.
18. In liaison with team manager, discuss information to be recorded in the daily results and player's report to be forwarded to the district event organiser for distribution to Golf Central Queensland Inc and Golf Central Highlands Inc executive committees.

#### 11.3.4 Completion of the event

3. Thank host district and club hostesses at end of tournament for their hospitality.
4. Congratulate winning team on behalf of Golf Central Queensland Inc and Golf Central Highlands Inc.
5. Ensure that team members are aware of return travel details.
6. Submit a written report to the district event organiser within two weeks of return.
7. Forward any outstanding receipts or accounts to the district event organiser for reimbursement.

## 12 EXPENSES RELATING TO APPOINTMENT

The positions of team manager and team captain will require an amount of travel for the event. This travel is expected as part of the positions. The following expenses will be covered by Golf Central Queensland Inc and Golf Central Highlands Inc:

- Economy airfares, bus hire or car hire to the event;



- Fuel costs for the personal use of an official cars for the sole purpose of team travel;
- Twin or triple share accommodation with the team during the event (accommodation will not be covered after the event has finished);
- All meals during the event; and
- Reasonable miscellaneous expenses occurring during the event, if previously approved by the district event organiser.

The following expenses will not be covered by Golf Central Queensland Inc and Golf Central Highlands Inc:

- Any traffic infringement and speeding fines occurring during the period of the event, or at any time.

## 13 CODES OF CONDUCT

Each member of the team is required to abide by the Golf Central Queensland Inc and Golf Central Highlands Inc Code of Conduct. The Code of Conduct applies to both 'on-course' and 'off-course' behaviour of an individual representing Golf Central Queensland Inc and Golf Central Highlands Inc. A player's non-compliance with the Code of Conduct may result in one or more of the following, suspension from the team, or dismissal from the event. Each player in a Golf Central Queensland Inc and Golf Central Highlands Inc team is required to sign a Code of Conduct.

### 13.1 TEAM OFFICIALS

The team manager and team captain are required to comply with Golf Central Highlands Inc Code of Conduct and must meet the following requirements:

1. Show respect towards other players, officials, committees and the Host Club.
2. Include all players regardless of their age, gender, race, cultural, religious or sexual orientation.
3. Demonstrate a high degree of individual responsibility when communicating with other officials and players.
4. Provide a safe and inclusive environment for players.
5. Show concern and caution towards others who may be ill or injured.
6. Be a positive role model.
7. CQ/CH District officials will observe the highest standards of sportsmanship at all times.
8. Know the rules and understand the consequences if rules are breached.
9. Complete all forms and reports as requested by CQ/CH District;
10. Accept the CQ/CH District Selection Policy and associated criteria and agree that decisions made by selectors are final;
11. Refrain from the use of mobile phones, including texting, during functions where the official is representing CQ/CH District;
12. Wear appropriate attire requested by event organisers and/or CQ/CH District at functions where the player is representing CQ/CH District;
13. Pay excess charges and any other expenses incurred in relation to travel to or attendance at events, outside those expenses formally arranged by CQ/CH District;
14. Not bring the good name of CQ/CH District into disrepute;



- 
15. Not offer any public statement that is derogatory or critical of CQ/CH District, a golf club, another State Association or Golf Australia;
  16. Abide by the Doping Policy of Golf Australia and agree that the
    - a) possession or consumption of illicit drugs, or contraband items is prohibited;
    - b) To refrain from consuming tobacco products during official events and take a responsible approach to the consumption of alcohol.
  17. Not use or authorise any photographs, video or images of the players for personal purposes unless approved by the CQ/CH District;
  18. Authorise CQ/CH District to obtain emergency medical treatment in the instance of an accident or illness sustained during the event, and agrees not to make any claims of any kind against CQ/CH District arising from such treatment;
  19. Note: Whilst this Code of Conduct aims to address all circumstances which may arise during the delivery of CQ/CH District's golf program, CQ/CH District will manage other situations as they may arise on a case by case basis.

## 13.2 REPRESENTATIVE PLAYERS

Golf Central Highlands Inc and Golf Central Queensland Inc has a high expectation of the conduct of representative players.

### 13.2.1 As a team member

1. Follow all directions of, and respect the position of team captain and team manager.
2. Co-operate with the team manager, team captain and team mates.
3. Encourage and support team mates.
4. Act responsibly at all times whether with the entire group or separated.
5. Understand and respect cultural and social differences, and behave with sensitivity and due consideration of others.
6. Follow all regulation and codes specified by places of accommodation, golf club or anywhere else. Do not damage, steal or otherwise interfere with any property.
7. Be friendly, a good sport and show respect for opponents and their skills.
8. Abide by the competition conditions and rules. Never argue with an official decision or a decision by a club committee member.
9. Respect the privacy of others when sharing a room. Ensure room is kept tidy so gear does not go missing.
10. At all times observe Golf Central Queensland Inc and Golf Central Highlands Inc's Code of Conduct.

Players will not undertake any of the following (non-exclusive) activities:

1. Use or supply of drugs (unless required for a medical condition)
2. Souvenir any property which is not their own or commit any other law breaking offence.
3. Accept any invitation unless permission has been obtained from the team captain.
4. Leave their place of accommodation without permission from the team captain and/or officials in charge of the group.
1. Use of objectionable or obscene language or gesture.
2. Engage in any activity likely to compromise or endanger the reputation of Golf Central Queensland Inc and Golf Central Highlands Inc.



---

### 13.3 BREACH OF CODE OF CONDUCT

Serious breach of the Code of Conduct involving the team manager or team captain will result in the official being terminated from their position. Any additional expense incurred will be the responsibility of the person concerned.

Serious breach of the Code of Conduct involving a player will result in the player being banned from the remainder of the event, parents being notified, and where applicable the player being sent home by the first available transport. Any additional expense incurred will be the responsibility of the player and/or their parents.

Any breach of the Code of Conduct is to be recorded on the Golf Central Highlands Incident/Accident Form. Further judiciary actions may also be imposed. Please refer to the Golf Central Highlands Inc Behaviour Management Policy for further information.

## 14 EVENT SPECIFICS

### 14.1 UNIFORM AND DRESS CODE

Golf Central Queensland Inc and Golf Central Highlands Inc makes available two polo shirts for team officials and players, one of which will be required to be returned at the end of tournament. Players and officials are required to provide their own red bottoms ie shorts, skirt or long pants. Golf Central Queensland Inc and Central Highlands Inc requests that player's and official adhere to a no short shorts policy. Bottoms must be no shorter than 20cm above the knee.

In the event of wet or cold weather, players are responsible for ensuring they have suitable gear. Therefore players will need to supply their own jumpers etc, preferably in red, not mandatory, red or black leg-ins worn under skirts or shorts are acceptable.

Team players and officials will wear their walk out uniform at all official functions (including presentations) prior to and during the event. The team shirt with player's name on it are to be worn on the last day of the tournament.

### 14.2 TRAVEL

The district event organiser will arrange all air fares, bus and car hire, or private transport for players and officials and book said arrangements. On all possible occasions the team will arrive the day prior to the event and will return the morning after the last day of the event.

Should players or officials wish to change their return or arrival details they must first gain approval from the district event organiser. Following approval these changes must then be provided to the district event organiser for distributing to the team manager and team captain. Any such changes will be at the individual's expense.

In the event of a player or official needing to be sent home during an event for disciplinary reasons, the additional costs of changing an airfare or other travel arrangements will be borne by the person.

The district event organiser will arrange all hire vehicles for players and officials. It is expected that officials will be able to drive these vehicles (normally 8-12 seat buses) on their normal driver's licence.



The teams will always travel to and from an event as a complete team (unless a player has received written exemption). Teams should be clearly briefed on the need for excellent behaviour when travelling with other passengers. Rowdy behaviour, poor language or rudeness are examples of unacceptable behaviour. Good manners in these situations create a favourable impression on the team and golf.

Players should ensure that baggage and golf clubs are clearly marked and easily identified for travelling by public transport. In the case of flying, Golf Central Queensland Inc and Golf Central Highlands Inc will pay for the excess baggage of a player's golf bag only. All other excess baggage will be the responsibility of the individual player.

Officials will not consume alcohol while travelling as a team.

### 14.3 ACCOMMODATION

The current policy of Golf Central Queensland Inc and Golf Central Highlands Inc is to provide good quality self-contained accommodation for teams. The reasoning for self-contained styled accommodation is so officials can ensure that players receive the necessary nutrition from their meals whilst on tour.

The district event organiser will select accommodation based on quality, facilities and proximity to the host golf club. All players and officials are required to stay together at the same venue and any variations to this policy must be approved by Golf Central Queensland Inc and Golf Central Highlands Inc prior to any alternative arrangement being made.

Room configuration will depend on the particular venue but will normally be multi share rooms for players and officials. The general rule of thumb is a minimum of one official to two players.

At the conclusion of the tournament it is the responsibility of the team manager to ensure that the rooms are in good condition and that no items are left behind.

### 14.4 MEALS

The current Golf Central Queensland Inc and Golf Central Highlands Inc guidelines is to provide good quality meals aligned with high dietary and nutritional requirements. It is anticipated that the team manager and team captain will plan where the team will dine each evening, lunches will be pre-ordered each morning at the golf club and breakfast will be a shared activity at the accommodation.

Golf Central Queensland Inc and Golf Central Highlands Inc will provide a daily meal allowance for each player and official of approximately \$12 for lunch from Monday to Wednesday. Breakfast foods and bottled water will be purchased at a group shop on the Saturday prior to play. Players and officials are expected to purchase their own individual snacks for the course, drinks and unofficial dinner meals during the tour.

A welcome dinner is held on the Sunday prior to play and an official presentation lunch is held at the completion of play on the last day. Caddies are welcome to attend these events but must advise and pre-pay to the district event organiser at their earliest convenience.

### 14.5 MEDIA RELEASES

Player's representing Golf Central Queensland Inc and Golf Central Highlands Inc at a Meg Nunn event will be required to sign a publicity release and declaration form.

---





---

## 14.6 FINANCE

The district event organiser will attempt to organise the pre-payment of all accounts for the Meg Nunn event including travel, accommodation and car hire. The team manager will be provided with an ANZ bankcard for all incidental expenses including the purchase of food. The team manager is then responsible for completing an Expenses Form and attaching the relevant receipts as proof of expenditure. On return from the event all paperwork must then be submitted to the district event organiser for processing.

Reimbursement will be made on proof of expenditure. Any unauthorized expenditure by the team manager or team captain will not be reimbursed.

Players and officials are expected to purchase their own drinks and refreshments whilst on tour.

## 14.7 MEDICAL INFORMATION

In order for officials to properly care for its players while on tour it is important that Golf Central Queensland Inc and Golf Central Highlands Inc collect a player's medical information prior to travel. This information is highly confidential and must remain secure during the tournament. The original documents are held by the district event organiser and a copy of the documents will be given to the team manager. These copies must be returned to the district event organiser at the completion of the tournament so they and the originals can be properly disposed of in accordance with the Privacy Policy of the sport.

### 14.7.1 First aid

If a player is injured or reports illness the team manager is to ensure that the appropriate first aid is provided by a qualified person. All head injuries are to be reported to the player's emergency contact with the treatment administered.

### 14.7.2 Serious injury or illness

If the player's condition is assessed as serious or deteriorates and emergency medical treatment is necessary the team manager is to call a doctor or an ambulance as appropriate. All attempts should be made to contact the player's emergency contact in these circumstances. Any serious injury or illness is to be reported to the President of Golf Central Highlands Inc immediately.

Any treatment for injury/illness is to be recorded on the Golf Central Highlands Incident/Accident Form.

## 15 REPORTS

At the completion of the tournament the district event organiser is required to submit a report on the event to the Golf Central Queensland Inc and Golf Central Highlands Inc executive committees within three weeks of the tournament. This report will be a collation of information received from the team manager, team captain and their own observations during the delivery of the event.

### 15.1.1 The District Event Organiser's Report

Listed below are some guidelines to assist to district event organiser in providing feedback, comment and suggestions in preparation of the report as well as feedback received from the team captain and team manager.



- Overall organisation and management of the event and any issues arising.
- Booking of travel and vehicle hire
- Booking of accommodation; locality, overall condition, size and value for money
- Ability to adhere to the event timeframe; ie distribution of information and selection processes.
- Uniforms - Include handling of uniform orders, distribution and overall quality.

#### 15.1.2 Team Manager's Report

Listed below are some guidelines to assist in providing feedback, comment and suggestions in preparation of the report for submitting to the district event organiser within two weeks of the tournament.

- Overall running of the event
- Suitability of competition dates
- Travel arrangements
- Uniforms suitability
- Accommodation - locality, overall condition, size and value for money
- Vehicle hire arrangements
- Meals - brief outline of meal arrangements.
- Medical problems incurred
- The district event organiser's administrative support

#### 15.1.3 Team Captain's Report

Listed below are some guidelines to assist in providing feedback, comment and suggestions in preparation of the report for submitting to the district event organiser within two weeks of the tournament.

- Overall performance of the team
- Short player critique
- Suitability of venue and condition of the course
- Competition - Include management, results etc.
- Team behaviour - include any unacceptable behaviour
- Room reports from accommodation
- The district event organisers administrative support
- Any items of concern prior to during and after the event



## 16 FORMS

### 16.1 TEAM MANAGER AND TEAM CAPTAIN CHECKLISTS



## OFFICIALS CHECKLIST FORM

Team Manager	Prior	Sun	Mon	Tue	Wed	Thu	After
Read Team Manual							
Read appropriate Golf CH Policies							
Decide on room allocations							
Inspect accommodation, discuss safety procedures							
Collect valuables if required							
Go shopping for breakfast & snack foods							
Check loan buggies for useability							
Confirm caddies have been assigned							
Ensure uniform attire is to standard							
Organise pre-order of lunches during matches							
Organise practice balls							
Prepare officials golf buggy							
Secure Tambo Teddy							
If required, prepare financial paperwork & attach receipts							
Send daily player's results to districts							
Wash uniforms							
Collect extra team shirt for return to Golf CH							
Organise players for team photo							
Pay balance of accommodation							
Return all equipment to Golf CH							
Forward any outstanding receipts for reimbursement							
Submit a written report to Golf CH							

Team Captain	Prior	Sun	Mon	Tue	Wed	Thu	After
Read Team Manual							
Read appropriate Golf CH Policies							
Inspect accommodation, discuss safety procedures							
Decide on room allocations							
Collect valuables if required							
Go shopping for breakfast & snack foods							
Check correct handicaps							
Hold a team meeting to discuss golf program, arrangements, departure times & rules for the week. Revisit Code of Conduct and Mobile Phone & Electronic Device Policy							
Attend "Team Briefing" with other districts							
Hold daily team meetings to discuss day's results, tactics, any match play rules & confirm team for next match							
Complete team sheets for day's play							
Ensure uniform attire is to standard							
Introduce yourself to opposing team captain							
Collect caddie bibs and distribute to team caddies							
If match is lost ensure paperwork is returned							
Observe matches							
If required, prepare financial paperwork & attach receipts							
Assist team manager with preparation of results to districts							
Forward any outstanding receipts for reimbursement							
Submit a written report to Golf CH							



---

## 16.2 CODE OF CONDUCT – REPRESENTATIVE PLAYERS

### **GOLF CENTRAL QUEENSLAND INC & GOLF CENTRAL HIGHLANDS INC**



### **CODE OF CONDUCT FOR REPRESENTATIVE PLAYERS**



Golf Central Queensland Inc and Golf Central Highlands Inc have high expectations of the conduct of our representative players.

#### **REPRESENTATIVE PLAYERS ARE EXPECTED TO:**

1. Follow all directions of, and respect the position of team captain and team manager.
2. Co-operate with the team manager, team captain and team mates.
3. Encourage and support team mates.
4. Act responsibly at all times whether with the entire group or separated.
5. Understand and respect cultural and social differences, and behave with sensitivity and due consideration of others.
6. Follow all regulation and codes specified by places of accommodation, golf club or anywhere else. Do not damage, steal or otherwise interfere with any property.
7. Be friendly, a good sport and show respect for opponents and their skills.
8. Abide by the competition conditions and rules. Never argue with an official decision or a decision by a club committee member.
9. Respect the privacy of others when sharing a room. Ensure room is kept tidy so gear does not go missing.
10. At all times observe Golf Central Queensland Inc and Golf Central Highlands Inc's Code of Conduct.

#### **PLAYERS WILL NOT UNDERTAKE ANY OF THE FOLLOWING (NON-EXCLUSIVE) ACTIVITIES:**

1. Use or supply of drugs (unless required for a medical condition)
2. Souvenir any property which is not their own or commit any other law breaking offence.
3. Accept any invitation unless permission has been obtained from the team captain.
4. Leave their place of accommodation without permission from the team captain and/or officials in charge of the group.
5. Use of objectionable or obscene language or gesture.
6. Engage in any activity likely to compromise or endanger the reputation of Golf Central Queensland Inc and Golf Central Highlands Inc.



## 16.3 CODE OF CONDUCT - OFFICIALS



### GOLF CENTRAL QUEENSLAND INC & GOLF CENTRAL HIGHLANDS INC

### CODE OF CONDUCT FOR REPRESENTATIVE OFFICIALS



Golf Central Queensland Inc and Golf Central Highlands Inc has high expectation of the conduct of our representative officials.

#### REPRESENTATIVE OFFICIALS ARE EXPECTED TO:

1. Show respect towards other players, officials, committees and the Host Club.
2. Include all players regardless of their age, gender, race, cultural, religious or sexual orientation.
3. Demonstrate a high degree of individual responsibility when communicating with other officials and players.
4. Provide a safe and inclusive environment for players.
5. Show concern and caution towards others who may be ill or injured.
6. Be a positive role model.
7. CQ/CH District officials will observe the highest standards of sportsmanship at all times.
8. Know the rules and understand the consequences if rules are breached.
9. Complete all forms and reports as requested by CQ/CH District;
10. Accept the CQ/CH District Selection Policy and associated criteria and agree that decisions made by selectors are final;
11. Refrain from the use of mobile phones, including texting, during functions where the official is representing CQ/CH District;
12. Wear appropriate attire requested by event organisers and/or CQ/CH District at functions where the player is representing CQ/CH District;
13. Pay excess charges and any other expenses incurred in relation to travel to or attendance at events, outside those expenses formally arranged by CQ/CH District;
14. Not bring the good name of CQ/CH District into disrepute;
15. Not offer any public statement that is derogatory or critical of CQ/CH District, a golf club, another State Association or Golf Australia;
16. Abide by the Doping Policy of Golf Australia and agree that the
  - a. possession or consumption of illicit drugs, or contraband items is prohibited;
  - b. To refrain from consuming tobacco products during official events and take a responsible approach to the consumption of alcohol.
17. Not use or authorise any photographs, video or images of the players for personal purposes unless approved by the CQ/CH District;
18. Authorise CQ/CH District to obtain emergency medical treatment in the instance of an accident or illness sustained during the event, and agrees not to make any claims of any kind against CQ/CH District arising from such treatment;
19. Note: Whilst this Code of Conduct aims to address all circumstances which may arise during the delivery of CQ/CH District's golf program, CQ/CH District will manage other situations as they may arise on a case by case basis.



## 16.4 NOMINATION FORM – REPRESENTATIVE PLAYERS



### GOLF CENTRAL QUEENSLAND INC & GOLF CENTRAL HIGHLAND INC



#### NOMINATION FORM TEAM PLAYER

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Club: \_\_\_\_\_

Golf Link No.: \_\_\_\_\_ Current GA handicap: \_\_\_\_\_

Event nominating for:  Junior Jug  Meg Nunn

Address: \_\_\_\_\_

Town and Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Facebook Profile:  Yes  No

Facebook Page Name: \_\_\_\_\_

Shirt Size:  8  10  12  14  16  18  20  22

By signing this form you agree to the conditions of the Selection Criteria and CONFIRM that you have read or had explained the Code of Conduct shown on Page 2 of this form and understand its nature and purport.

Player's signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Club Official Signature of Endorsement: \_\_\_\_\_

Club Official's Position: \_\_\_\_\_ Dated: \_\_\_\_\_

Secretary Golf Central Highlands: Sonia Bray,  
31 Colleen Avenue, Qld 4720  
Mobile: 0408 875 153  
Email: [soniolive@hotmail.com](mailto:soniolive@hotmail.com)



## 16.5 NOMINATION FORM – OFFICIALS



### GOLF CENTRAL QUEENSLAND INC & GOLF CENTRAL HIGHLAND INC



## NOMINATION FORM TEAM CAPTAIN AND TEAM MANAGER

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Club: \_\_\_\_\_

Event nominating for:  Junior Jug  Meg Nunn

Position nominating for:  Team captain  Team manager

Address: \_\_\_\_\_

Town and Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Facebook Profile:  Yes  No

Facebook Page Name: \_\_\_\_\_

Shirt Size:  8  10  12  14  16  18  20  22

Previous Experience in role or similar position: \_\_\_\_\_

Reasons why you should be considered for the role: \_\_\_\_\_

By signing this form you CONFIRM that you have read or had explained the Code of Conduct shown on Page 2 of this form and understand its nature and purport.

Player's signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Club Official's signature of endorsement: \_\_\_\_\_

Club Official's Position: \_\_\_\_\_ Dated: \_\_\_\_\_

Secretary Golf Central Highlands: Sonia Bray,

31 Colleen Avenue, Qld 4720

Mobile: 0408 875 153

Email: [soniolive@hotmail.com](mailto:soniolive@hotmail.com)



## 16.6 CONSENT AND INDEMNITY FORM – REPRESENTATIVE PLAYER



### GOLF CENTRAL QUEENSLAND INC & GOLF CENTRAL HIGHLAND INC



#### CONSENT & INDEMNITY FORM

This form must be completed by all team members.

Being aware:

- a) That participation in the activity of playing golf, watching the playing of golf or learning to play golf presents risk of injury arising from an event that may occur during an incident to the conduct of the game or learning process; and

That my participation in such activity in circumstances organised or controlled by, or under the auspices of Golf Central Queensland Inc and Golf Central Highlands Inc is at my own risk.

**I CONSENT** to my participation on that basis and **IN CONSIDERATION** of:

Participation by me in such activity, in such circumstances, being allowed, **I AGREE TO INDEMNIFY** and to hold indemnified at all times Golf Central Queensland Inc and Golf Central Highlands Inc, its members, employees, and other persons acting with its knowledge and consent, in its aid, against liability for such injury to me, or to such person, as the case may be.

**I CONFIRM** that I and (where relevant) the person referred to below has read or has had explained the contents of this document and understand its nature and purport.

**Sporting Event Attending:**  Junior Jug  Meg Nunn

**Date of Event:**

**District:**

**Position:**  Team captain  Team manager  Team player

**Print Name:**

**Address:**

**Team Member Signed:**

**Dated:**

**if under 18 Parent or Guardian signed:**

**Dated:**





## 16.7 INCIDENT REPORT FORM



### INCIDENT REPORT FORM

**Personal details**

Personal involved in Accident/Incident:

Contact Details:

Sporting Event:

Person making the report:

Date of report:

**Accident/incident details**

Date:

Time:

Date reported:

Location:

Official in charge of player:

Incident reported to:

Witness 1:

Contact details:

Witness 2:

Contact details:

**Nature of Accident/Incident**

---

---

---

---

**Results of Accident/Incident**

---

---

---

---

**Action taken (disciplinary or first aid)**

---

---

---

---

**Any other relevant comments**

---

---

---

**Name of parent/carer contacted:**

Date:

Time:

**Signatures:**

Official:

Golf Central Highlands Secretary:

Actions completed:

Date:

Name:

A copy of this report must be forwarded to: Secretary Golf Central Highlands Inc, 31 Colleen Avenue, Emerald Qld 4720



## 16.8 EXPENSE FORM



### EXPENSE FORM

Personal details	
Purchaser: _____	Period from: _____
_____	Period to: _____
Sporting Event: _____	

Purchase details:			Category & Receipt Amount								
Receipt No.	Date	Description	Fuel	Car hire	Groceries	Lunch meals	Dinner meals	Practice balls	Buggy hire	Other	Total
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
TOTALS											

Signatures:	
Purchaser: _____	_____
Golf Central Highlands Treasurer: _____	_____

A copy of this report including receipts must be forwarded to: Treasurer Golf Central Highlands Inc, 31 Colleen Avenue, Emerald Qld 4720



## 17 OUTGOING CORRESPONDENCE

### 17.1 SAMPLE LETTER TO SUCCESSFUL PLAYERS

12 May, 2016

Sonia Bray  
Secretary  
Golf in Central Highlands  
31 Colleen Avenue  
Emerald Qld 4720  
Email: [soniolive@hotmail.com](mailto:soniolive@hotmail.com)  
Mb: 0408 875 153

Dear <team player's names>,

On behalf of Golf Central Queensland Inc., and Golf Central Highland Inc., it gives me great pleasure in congratulating you on your selection as a member of the 2016 Golf CQ/CH Meg Nunn Team to be played at Kingaroy Golf Club, Kingaroy from Monday 5th to Friday 9th September.

The <year> Meg Nunn Team is:

1. <Player's name> (<home> Golf Club) handicap <number>
2. <Player's name> (<home> Golf Club) handicap <number>
3. <Player's name> (<home> Golf Club) handicap <number>
4. <Player's name> (<home> Golf Club) handicap <number>
5. <Player's name> (<home> Golf Club) handicap <number>
6. <Player's name> (<home> Golf Club) handicap <number>
7. <Official's name> (<home> Golf Club) <position>
8. <Official's name> (<home> Golf Club) <position>

A non-refundable contribution fee of \$<amount decided> is payable for this event by <date> to Golf Central Highlands Inc. BSB 014550, Acc No 181544874. Please ensure that you include your name as a reference. If payment cannot be made by this date you will need to contact the Secretary of Golf Central Highlands, <secretary's name> on ,secretary's contact> to discuss payment.

You will be provided with two shirts but will need to provide your own red shorts, skirt, long pants etc. please note short shorts are unacceptable. It may be cold in <town> therefore you will need to provide your own jumpers etc, preferably in red or black. Red or black leg-ins may be worn under skirts or shorts. Be prepared if wet weather is predicted. A second pair of golf shoes is always handy. The team will be travelling together by bus departing Saturday 3rd September from Emerald to Kingaroy via Biloela. Your accommodation has been booked at <accommodation>.



Continental Breakfast included, however the team will have time to purchase snacks and essentials on Sunday morning. There will be an afternoon practice round on Sunday 4th September, followed by a welcome BBQ at approximately 6.00pm. Following the completion of play on Thursday 8th September there will be a presentation lunch. The team will travel home on Friday 9th September. Could you please advise if you require a pull buggy or a local caddie during the tournament?

Congratulations on your selection, it is an honour to be selected to represent your region. Good luck and enjoy the experience.

Kind regards

<President's Name>

President

Golf Central Highlands Inc

## 17.2 SAMPLE LETTER TO UNSUCCESSFUL PLAYERS

Dear <Players First Name>

Thank you for nominating to be a representative player in the <Year> Golf Central Queensland Inc and Golf Central Highlands Inc Meg Nunn Team to be played at <Name of Golf Club>, <Location> from <Dates>.

The selection committee received many nominations from well-qualified and experienced players. Unfortunately, on this occasion your nomination for the team was unsuccessful.

Thank you for taking the time to submit a nomination and your interest in becoming a member of the team.

We wish you well in your future golfing endeavours and encourage you to apply again next year.

Kind regards

<President's name>

**President**

**Golf Central Highlands Inc**



## 18 RELATED POLICIES

### 18.1 PHOTOGRAPHIC POLICY



GOLF CENTRAL HIGHLANDS INC Photography Policy

Version: 001

First Adopted: 26 February, 2016

#### PHOTOGRAPHY POLICY

##### Purpose

This policy is designed to provide an understanding of issues surrounding the acquisition and display of images of registered members participating in golf activities.

It also serves as an administrative reference in relation to the management of photography and videography by any person at GOLF CENTRAL HIGHLANDS INC functions, events and matches.

##### Policy scope and procedure

In Australia there is no law restricting photography or videography of people including children in public spaces as long as the images are NOT:

1. Indecent (such as 'upskirt' or 'downblouse' photographs taken covertly in change rooms or toilets), Being used for voyeurism or made for the purpose of observing and visually recording a person's genital or anal region,
2. Protected by a court order (e.g. child custody or witness protection),
3. Defamatory, or being for commercial purposes (person's likeness is used to endorse or entice people to buy a product).
4. The majority of GOLF CENTRAL HIGHLANDS INC activities are located at golf courses and clubs open to the public however if GOLF CENTRAL HIGHLANDS INC is hosting a sanctioned event all individuals taking photographs or video images will be subject to the rules and policies of GOLF CENTRAL HIGHLANDS INC.
5. The publishing of a photograph or image can, from time to time, be used either inappropriately or illegally. Images of a child (including your own child) if photographed in a provocative and sexual manner can contravene Criminal Codes and censorship laws.
6. GOLF CENTRAL HIGHLANDS INC requires the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.
7. GOLF CENTRAL HIGHLANDS INC will only use appropriate images of a child, relevant to golf and depicting the child suitably clothed in a manner that promotes participation in golf.
8. When using a photo of a child, GOLF CENTRAL HIGHLANDS INC will not name or identify the child or display personal information such as residential address, email address or telephone numbers without gaining written consent from the parent/guardian.
9. GOLF CENTRAL HIGHLANDS INC will not display information about hobbies, likes/dislikes, school etc as this information has the potential to be used as 'grooming tools'.

Photography and video footage is only taken by GOLF CENTRAL HIGHLANDS INC at sanctioned events and matches for three purposes:

1. Player/Umpire training and development
2. GOLF CENTRAL HIGHLANDS INC promotion and publicity
3. Participants and family use

##### Photography for Publication or Commercial Use

Where a photographer / videographer has been contracted by GOLF CENTRAL HIGHLANDS INC to acquire images of individuals or teams for the purpose of selling images to participants or interested persons, the contractor is required to be suitably identified and provide their Blue Card issued by Queensland Public Safety Business Agency. Where a contractor has been engaged GOLF CENTRAL HIGHLANDS INC has the obligation to advise the contactor of any limitations as prescribed by a court order or law.



### Photography for Private Use

There are no restrictions on parents, guardians and/or family members taking photos or video footage of their children participating in GOLF CENTRAL HIGHLANDS INC sanctioned events provided the images are for personal use and do not encroach on the policy limitations.

Equally there are no restrictions on officials taking images for coaching purposes, umpire development or general publicity.

### Inappropriate Photography

Where an individual is believed to be inappropriately photographing any member GOLF CENTRAL HIGHLANDS INC, will do the following:

1. Inform a GOLF CENTRAL HIGHLANDS INC official
2. Ask the individual to cease taking photos or video footage
3. If the individual does not cease call the local Police

### References / Related Documents:

1. Photographic Release Form Adults and/or Minors – attachment one
2. Golf CH Member Protection Policy
3. Golf CH Codes of Behaviour Australian Sports Commission – Guidelines on the use of Images of Children - attachment two

### Evaluation and Review:

This policy will be reviewed by the Executive Committee as part of the annual policy review prior to the start of each season.



## PHOTO RELEASE FORM

### PHOTO RELEASE FORM FOR MINORS (IF UNDER 18)

GOLF CENTRAL HIGHLANDS INC has my permission to use my or my child's photograph publically to promote the library. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature:

Parent/Guardian's name

Player's name:

Contact number:

Date:

### PHOTO RELEASE FORM FOR ADULTS

GOLF CENTRAL HIGHLANDS INC has my permission to use my photograph publically to promote the library. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature:

Player's name:

Contact number:

Date:



## 18.2 PRIVACY POLICY



GOLF CENTRAL HIGHLANDS INC Privacy Policy

Version: 001

First Adopted: 26 February, 2016

### PRIVACY POLICY

#### Privacy Statement

Personal information collected by GOLF CENTRAL HIGHLANDS INC is for the primary purpose of membership requirements, competition purposes, volunteer management and the services we offer as a sporting association. GOLF CENTRAL HIGHLANDS INC is committed to ensuring our members' privacy is protected.

#### Collection of your information

GOLF CENTRAL HIGHLANDS INC collects personal information from a prospective member, such as their name, contact details and date of birth. The Association also collects medical information from individuals seeking selection as a representative player of the Association or those members who identify existence of a medical condition of which they feel the Association should be aware. This information usually concerns emergency contacts and health care details.

#### Use and Disclosure of Your Information

The primary purpose for the collection of personal information is to enable the Association to maintain an accurate record of its members and perform its functions and activities.

GOLF CENTRAL HIGHLANDS INC will also pass a member's personal information onto Netball Queensland for the purpose of registering their membership with the State organisation.

Medical information obtained by GOLF CENTRAL HIGHLANDS INC is maintained solely by the Association's Privacy Officer for the purpose of ensuring an individual's safety whilst participating in Association events, competitions and representative activities. In addition, where a player/parent chooses to identify the existence of a relevant medical condition, this information is provided to the player's coach. Individuals' medical information will at all times remain protected and will be released only to designated medical practitioners if the individual is injured in competition/training.

An individual has the right to refuse consent for the use of the collected medical information. An individual also has the right to refuse to supply the information. If an individual refuses to provide the requested medical information or not consent to the use of that information in the case of an injury or other medical emergency, then GOLF CENTRAL HIGHLANDS INC will not assume any liability for any resulting action or disability that the individual may suffer as a result of his or her refusal.

#### Data Security

GOLF CENTRAL HIGHLANDS INC will endeavour to take all reasonable steps to keep secure any information held about an individual. GOLF CENTRAL HIGHLANDS INC has security measures in place to protect the loss, misuse and alteration of the information under its control.

#### Access to Personal Information

GOLF CENTRAL HIGHLANDS INC will use its best endeavours to ensure that the information it obtains is accurate, complete and current. An individual may access or change information that the Association has collected by placing a request in writing and sending the request to:

Privacy Officer GOLF CENTRAL HIGHLANDS INC 31 Colleen Avenue, Emerald Qld 4720. Please allow 14 days for your request to be processed.

#### Complaint procedure

If an individual considers that his or her privacy has been breached, a complaint may be made to our Privacy Officer / Secretary at the above address.





GOLF CENTRAL HIGHLANDS INC Privacy Policy

Version: 001

First Adopted: 26 February, 2016

If the aggrieved person considers that the issue has not been resolved within an appropriate timeframe, they may refer the matter to the Federal Privacy Commissioner's office.

Further information on your rights can be found at [www.privacy.gov.au](http://www.privacy.gov.au)

### Evaluation and Review

This policy will be reviewed by the Management Committee as part of the annual policy review prior to the start of each season.



## 19 DISTRICT SONGS

### 19.1 WELCOME DINNER

#### 19.1.1 "Jingle Bells"

Smashing through the trees,  
Out of bunkers too,  
Sinking all our putts,  
Hit driver straight and true.

We'll give it all we've got,  
We've come to <town> to win,  
We reckon we've got a shot,  
To enjoy the winner's grin.

(Chorus)

CQ Girls, CQ Girls,  
CQ all the way,  
Oh what fun, it is to play,  
In the Meg Nunn this year – hey!

We're here to play, here to win,  
We'll give this course a whirl,  
Don't' feel sad, it's not so bad,  
When you're beaten by a CQ Girl!

### 19.2 PRE TEE OFF

#### 19.2.1 Ditty 1

We are the girls from CQ  
We hit the ball, straight and true  
We wear red bottoms and we're here to win  
Come on girls ... lets go get em!

#### 19.2.2 Ditty 2 "Waltzing Matilda"

Meg Nunn golfers,  
Meg Nunn golfers  
Who'll come a Meg Nunn golfing with us?  
We'll play our best  
Here in <host town>  
Who'll come a Meg Nunn golfing with us?

#### 19.2.3 Ditty 3 "Red Bottom Girls"

Ohhh, we're gonna play golf here in <host town>,  
Ohhh, get that Jug right in our hands,  
Ohhhh, we're gonna give it all we've got,



Red Bottom Girls we make the golfing world go round, yeah  
Red Bottom Girls we make the golfing world go round,  
Now get on the course and win!

#### 19.2.4 Ditty 4 "Teddy Bear Picnic Song"

If you go out on the course today,  
You better not go alone,  
The CQ Girls are here to play,  
It's safer to stay at home!  
For every golfer ever there was,  
Is gathered here at <host town> because,  
This is the year that CQ win the Meg Nunn!

### 19.3 PRESENTATION LUNCH

#### 19.3.1 "Everybody (Backstreet's Back)"

Everybody, yeah  
Play some golf, yeah  
Everybody, yeah  
Play some golf alright  
CQs back, alright

Hey, yeah  
Oh my God, we're back again  
Players, caddies, everybody sing  
Gonna win our games, show you how  
Got some questions for you better answer now, yeah

Can we have birdees? Yeah  
Can we have eagles? Yeah  
Are we here to win? Yeah  
We have everything we need  
To play good golf this week

Everybody, yeah  
Play good golf, yeah  
Everybody, yeah  
Play good golf alright  
CQs back, alright

Alright

Now throw your chips up in the air  
Sink our putts like we just don't care  
The Meg Nunn will be coming with CQ  
Cuz we got it in the bag this year, yeah

---



Everybody, yeah  
Play good golf, yeah  
Everybody, yeah  
Play good golf alright  
CQs back, alright

So everybody, everywhere  
Don't be afraid, don't have no fear  
We're gonna tell the world, make them understand  
Win or lose, we'll be comin' back again

### 19.3.2 "Time Warp"

Let's do the Meg Nunn again  
Let's do the Meg Nunn again!  
It's just a chip to the left,  
And then a putt to the right,  
Put your hands on the grip,  
Then get your swing in time,  
But it's the match play wins,  
That really drives us to play this game,  
Let's do the Meg Nunn again,  
Let's do the Meg Nunn again!



## 20 MEG NUNN AND JUNIOR JUG AGREEMENT

### DOCUMENT

The Ladies from Golf Central Highlands and Golf Central Queensland requested at the special meeting when forming of the new amalgamated body of Golf Central Queensland that the four (4) following verbal agreements under the former Women's Golf Central Queensland Inc., be adopted

- Junior Jug** That junior girls from both associations, Golf Central Queensland and Golf Central Highlands be given equal opportunity to be selected as players to represent Central Queensland as a combined association. Adopted.  
  
That affiliated senior female members from both associations, Golf Central Queensland and Golf Central Highlands be given equal opportunity to be selected to represent the district as Manager and or Non Playing Captain of Central Queensland as a combined association. Adopted
- Meg Nunn** That senior female members from both associations, Golf Central Queensland and Golf Central Highlands be given equal opportunity to be selected to represent Central Queensland as a combined association. Adopted.  
  
That affiliated senior female members (where possible), from both associations Golf Central Queensland and Golf Central Highlands be given equal opportunity to be selected to represent the district as Manager and or Non Playing Captain of Central Queensland as a combined association. Adopted.
- Funding Junior Jug/Meg Nunn**  
That Golf Central Queensland Inc., and Golf Central Highlands Inc., work together towards the common goal of seeking funding for both tournaments.  
Golf Central Highlands with assistance from Golf Central Queensland be responsible for managing and organising funding for both tournaments, any expenditure above the income received, be shared between the associations.  
The cost to each district will be 1/5<sup>th</sup> (Junior Jug) and 1/8<sup>th</sup> (Meg Nunn Salver) of the nett cost of the event for each player and/or official representing each district.
- Junior Jug & Meg Nunn**  
That Golf Central Highlands be responsible for selecting the team members, Managers, Nonplaying Captain and officials of both events, to be endorsed by Golf Central Queensland Inc., To be reviewed for 2017 tournaments. Adopted

#### Example: Meg Nunn Salver

Golf Central Highlands expenditure \$900.00

6 Players	4 from Golf Central Queensland
	2 from Golf Central Highlands
<u>2</u> Officials	1 from Golf Central Queensland
	1 from Golf Central Highlands

**Total 8** Person /Representatives

Expenditure short fall \$900.00 (as in 2012)

\$900.00 :- 8 = \$112.50 per person

Golf Central Highlands cost:	\$337.50 (2 player 1 official)
Golf Central Queensland cost:	<u>\$562.50</u> (4players 1 official)
	\$900.00 Total

Invoice sent to Golf Central Highlands to the amount of \$337.50