



GOLF CENTRAL HIGHLANDS INC

CQ/CH JUNIOR JUG MANUAL





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1 INTRODUCTION

The Golf Central Highlands Inc team manual is designed to:

- Outline the history of the Junior Jug 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.

Everyone involved in a recreation group or sporting club has a responsibility to care for and protect any children who participate in their activities. Previously teachers, medical practitioners, health professionals, social workers, childcare workers, day care providers, and people within government departments that provide services to children, by law have been required to report suspicions or incidents of abuse. In December 2005 the Children's Protection Act of 1993 was revised and an Amendment Bill passed. This extended the legal requirement to include:

Any other person who is an employee of, or volunteer in, a Government department, agency or instrumentality, or local government or non-Government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who: (a) is engaged in the actual delivery of those services to children; or (b) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children

Staff and volunteers of recreation and sport groups such as Golf Central Highlands Inc working with children now have a legal obligation to report any suspected child abuse and/or neglect.

A Golf Central Highlands Inc executive committee member or Volunteer who suspects child abuse is required in the first instance to report this to the Golf Central Highlands Inc President, Kevin O'Keeffe mobile 0428 070 959 or Golf Central Highlands Inc Secretary, Sonia Bray 0408875153.



3 HISTORY OF JUNIOR JUG EVENT

3.1 ABOUT THE EVENT

The Junior Jug is an inter-district match play tournament played between junior girls of 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.

The event was the brain child of two of our successful golfers who began as juniors in the late 1950's, namely Pam Langford (nee Tait) and Gail Corry.

Pam came from a golfing family, both parents being 'A' grade golfers and playing regularly at Indooroopilly Golf Club and Gail was the daughter of the then Golf Professional at Bargara Golf Club just south of Bundaberg.

In the early days there was little competition available for Junior Girls and both Pam and Gail played in the senior competitions. Fortunately the administration at both National and State Levels recognised that if golf was going to progress, junior girls in the game would need special programs as young players were the 'future of the game.'

In 1961 the first ever Junior Interstate series was played and for this first series only three states competed - New South Wales, Victoria and Queensland. Junior girls then were aged under 21 years, however this age was to be revised as more juniors started to play the game of golf and more talent was discovered and developed.

The Burtta Cheney Junior Interstate Series, was being played annually and both Gail and Pam thought that a Queensland Intra District Match play series (in the lead up to our Junior Team travelling to the Burtta Cheney event) would be an ideal preparation for the Queensland Junior Team.

Meg Nunn, a recognised name in golf administration in Queensland, finally convinced the then "QLGU" that an Intra Queensland Match Play Tournament should be staged. The concept was at long last adopted and the first Meg Nunn Tournament was held in Rockhampton in 1983.

Gail continued to play in representative teams at both state and national levels whilst Pam was representing Queensland in both junior and senior tournaments and becoming involved in golf administration.

In the late 1970's there was still no opportunity for young golfers in Queensland to compete in a team's events within the state, so Pam and Gail initiated a junior girls tournament fashioned along the lines of the Meg Nunn tournament and as such, the Junior Jug was established.

The Junior Jug was first played at Bargara Golf Club in December 1984.

Golf is a very individual game and to foster team spirit, Gail and Pam were keen for a foursome match play round to be included in the tournament as one of the rounds. The early Junior Jug events did have a foursome match play as one of the rounds, however this format has changed over the years to be what it is today.



3.2 PREVIOUS WINNERS

Year	Hosted by	Played at	Winner
2016	Downs and South Western	Gatton	
2015	Gold Coast	Beaudesert	Joint Winners: Downs and South Western and Gold Coast
2014	North Queensland	Sarina	Brisbane & District
2013	Wide Bay Burnett	Hervey Bay	Gold Coast
2012	Central Queensland	Yeppoon	Wide Bay Burnett
2011	Brisbane & District	Gailes	Joint Winners: Wide Bay Burnett and Central QLD
2010	Far North Queensland	Mossman	Central Queensland
2009	Downs and South Western	Goondiwindi	Downs and South Western
2008	Gold Coast	Coolangatta Tweed	North Queensland
2007	North Queensland	Ayr	Central Queensland
2006	Wide Bay Burnett	Maryborough	Downs and South Western
2005	Central Queensland	Calliope	Central Queensland
2004	Brisbane & District	Redcliffe	Brisbane & District
2003	Far North Queensland	Cairns	Brisbane & District
2002	Downs and South Western	Warwick	Downs and South Western
2001	Gold Coast	Emerald Lakes	Gold Coast
2000	North Queensland	Townsville	North Queensland
1999	Wide Bay Burnett	Caboolture	Wide Bay Burnett
1998	Central Queensland	Emerald	Central Queensland
1997	Brisbane & District	Indooroopilly	Wide Bay Burnett
1996	Far North Queensland	Cairns	Downs and South Western
1995	Downs and South Western	Dalby	Downs and South Western
1994	Gold Coast	Surfers Paradise	Central Queensland
1993	North Queensland	Mackay	Central Queensland
1992	Central Queensland	Rockhampton	Brisbane & District
1991	Brisbane & District	Pacific	North Queensland
1990	Wide Bay Burnett	Maryborough	Wide Bay Burnett
1989	Downs and South Western	Toowoomba	Downs and South Western
1988	Gold Coast	Southport	Brisbane & District
1987	North Queensland	Willows	North Queensland
1986	Central Queensland	Rockhampton	Central Queensland
1985	Brisbane & District	Royal Queensland	Gold Coast
1984	Downs and South Western	Bargara	Downs and South Western

3.3 TEAM MASCOT AND COLOURS

Each of the seven districts that participate in the Junior Jug 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 displayed during the Junior Jug 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, 2nd 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 Junior Jug 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 FIVE MONTHS BEFORE THE EVENT (FEBRUARY)

1. Apply to Golf Qld for funding of Junior Jug.

4.2 FOUR MONTHS BEFORE THE EVENT (MARCH)

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

4.3 TWO - THREE MONTHS BEFORE THE EVENT (APRIL-MAY)

1. Close nominations.
2. Advice received from Golf Qld on whether the district has been successful in receiving funding for the Junior Jug 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 (MAY-JUNE)

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 (JUNE)

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 (JUNE)

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 (JUNE)

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

4.8 24 HOURS BEFORE THE EVENT (FIRST WEEK OF JULY)

1. Finalise accommodation account.

4.9 FOLLOWING JUNIOR JUG 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 the Junior Jug 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 Junior Jug event is rotated between districts each year. Preparations need to begin at least eighteen months prior to the hosting of a district's Junior Jug 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 next seven years.

1. Far North Queensland 2017
2. Brisbane & District 2018
3. Central Queensland 2019



4. Wide Bay Burnett 2020
5. North Queensland 2021
6. Gold Coast 2022
7. Downs and South Western 2023

5.2 GOLF COURSE SELECTION

The host district should consider a number of factors in selecting a course for the Junior Jug, 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 the Junior Jug 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 Junior Jug 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 Junior Jug 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 18th 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 Junior Jug 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 the Junior Jug 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 Junior Jug 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 Junior Jug 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 Junior Jug team:

1. Team traits and previous performance, character, behaviour:
 - a. Team person, good mixer, good district ambassador;
 - b. Past Junior Jug 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. Junior Jug 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 Junior Jug 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 Junior Jug 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. If required, input may be requested from the Junior Coordinators at clubs however, the final decision remains with the Golf Central Queensland Inc and Golf Central Highlands Inc Junior Jug Selection Committee (to be suggested for adoption at the 2017 planning meeting).



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 Blue Card.
- 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 Junior Jug 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' particularly with junior players 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 Junior Jug 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 acclimatize 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 Junior Jug 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. Promote a policy of non-smoking among all team members;
4. Prevent the consumption of alcohol by players under the legal age;
5. Refrain from any form of personal or physical abuse, or harassment towards players;
6. Comply with Golf Central Highlands Inc policies;
7. Comply with all reasonable orders and directives given by Golf Central Queensland Inc and Golf Central Highlands Inc;
8. Not disclose any confidential information of Golf Central Queensland Inc and Golf Central Highlands Inc to anyone;
9. 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;
10. 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 Junior Jug 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 Junior Jug 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 Junior Jug (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.
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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 Junior Jug (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. Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
2. Be professional in appearance and manner and accept responsibility for all actions taken.
3. Make a commitment to providing quality service. Display high standards in language, manner, punctuality, preparation and presentation. Display control, respect dignity and professionalism to all involved with golf (including players, other officials, administrators, parents and spectators).
4. Be a positive role model for golfers in their care. Be courteous, respectable and open to discussion and interaction.
5. Provide a safe and inclusive environment for players. Place the safety and welfare of the participants above all else.
6. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age.
7. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
8. Be aware of, and maintain an uncompromising adherence to, golf's standards, rules, regulations and policies. Operate within the rules and spirit of the game of golf.
9. Will observe the highest standards of sportsmanship at all times. Abide by and respect the regulations governing golf and sport generally and the organisations and individuals administering those regulations.
10. Refrain from any form of personal abuse towards players, officials and parents. This includes verbal and physical abuse. Refrain from any behaviour that may bring golf into disrepute.



11. Refrain from any form of harassment. This includes explicit, implicit, verbal and non-verbal sexual harassment.
12. Ensure that equipment and facilities meet rule requirements and safety standards.
13. Avoid any situation which may lead to a conflict of interest.
14. Show concern and caution towards sick and injured athletes. Show concern and caution towards others who may be sick or injured.
15. Not offer any public statement that is derogatory or critical of Golf Central Queensland Inc and Golf Central Highlands Inc Districts, a golf club, another State Association or Golf Australia.
16. Refrain from the use of mobile phones, including texting, during functions where the official is representing Golf Central Queensland Inc and Golf Central Highlands Inc.
17. 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.
18. Not use or authorise any photographs, video or images of the players for personal purposes unless approved by Golf Central Queensland Inc and Golf Central Highlands Inc.

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. Control temper and language. Swearing is unacceptable.
 10. Smoking and/or the taking of non-prescribed drugs is strictly forbidden.
 11. Drinking of alcoholic beverages by any player competing in any aged competition is strictly forbidden. Entry onto licensed premises unless under the supervision of team officials is strictly forbidden.
 12. Venture off or leave place of accommodation without permission from the team captain.
 13. Players must be accompanied by at least two other players or preferably a group, and only then with permission from the team captain.
 14. Adhere to the Junior Jug Mobile Phone and Electronic Device Policy.
 15. Engage in any activity likely to compromise or endanger the reputation of Golf Central Highlands Inc and Golf Central Queensland Inc. At all times observe Golf Central Queensland Inc and Golf Central Highlands Inc's Code of Conduct.
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13.2.2 As a room mate

1. Respect the privacy of others when sharing a room.
2. Ensure room is kept tidy so gear does not go missing.
3. Social activities other than those organised or approved by team captain or team manager are not permitted. Players are not to invite other players/visitors into rooms unless approval has been provided by the team captain.
4. In-room telephone calls or snacks must be paid for prior to checking out.
5. Do not consume alcohol, smoke or take non-prescribed drugs.

13.3 PARENTS

Golf Central Highlands Inc and Golf Central Queensland Inc has an expectation of parents who attend events to watch their children play. It is important that parents should:

1. Remember that children play sport for enjoyment.
2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children to always participate according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good play by all teams.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect an official's decisions and teach children to do likewise.
9. Show appreciation of volunteers, officials and administrators. Without them, children would not be able to participate.

13.4 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.

In the event of a parent breaching the code of behaviour the team manager will deal immediately with the breach by warning the offender about their conduct. Should the behaviour continue the offender may be asked to leave venue.

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 \$10 for lunch from Sunday to Wednesday and a \$20 allowance for dinner from Monday to Thursday. 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 and all drinks 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 Junior Jug 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 Junior Jug 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 ([Section 17.8](#)) 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 organise 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 parent/guardian by mobile phone with the treatment administered. Non-prescribed oral medication is not to be administered to any junior player without the approval of a parent/guardian.

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 parents/guardian or nominated next-of-kin 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 ADDITIONAL RESOURCES

Golf Central Queensland Inc and Golf Central Highlands Inc has a duty of care towards all of its members and as such has compiled an extensive set of policies. While these policies and strategies have not been included in this manual they are available upon request from the office of Golf Central Highlands Inc.

These documents include the following:

- a. Golf Central Highlands Inc Member Protection Policy
- b. Golf Central Highlands Inc Youth and Risk Management Strategy
- c. Golf Central Highlands Inc Behaviour Management Policy
- d. Golf Qld Child Protection Policy
- e. Play by the Rules Guidelines for working with children
- f. Play by the Rules Guidelines Supervision for away and overnight trips with children

It is recommended that all travelling officials make themselves aware of these policies and understand their duty of care towards the players under their control.

16 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.



16.1.1 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.

16.1.2 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

16.1.3 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



17 FORMS

17.1 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							



17.2 CODE OF CONDUCT – REPRESENTATIVE PLAYERS



GOLF CENTRAL QUEENSLAND INC., CODE OF CONDUCT FOR JUNIOR REPRESENTATIVE PLAYERS



Golf Central Queensland has high expectation of the conduct of our representative players.

JUNIOR REPRESENTATIVE PLAYERS ARE EXPECTED TO:

1. Follow ALL directions of, and respect the position of Team Captain and Team Manager.
2. Act responsibly at all times whether with the entire group or separated.
3. Understand and respect cultural and social differences, and behave with sensitivity and due consideration of others.
4. Follow ALL regulation and codes specified by places of accommodation.
5. Be a good sport and support your team members.
6. Co-operate with your Team Captain and Team mates. Show respect for your opponents and their skills.
7. Be friendly to all participants.
8. At all times observe GOLF CENTRAL QUEENSLAND Inc., 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. Smoke
3. Enter nightclubs or bars at any time or consume alcohol.
4. Souvenir any property which is not their own or commit any other law breaking offence.
5. Accept any invitation unless permission has been obtained from the Team Captain.
6. Leave their place of accommodation without permission from the Team Captain and/or officials in charge of the group.
7. Venture off on his/her own. Players must be accompanied by at least two other players or preferably a group, and only then with permission from the Team Captain.
8. Mobile phones will be used at Team Captain's discretion.
9. Use of objectionable or obscene language or gesture.
10. Engage in any activity likely to compromise or endanger the reputation of Golf Central Queensland.

Serious breach of the Code of Conduct will result in the player being sent home by the first available transport. Any additional expense incurred will be the responsibility of the person concerned.

GOLF CENTRAL QUEENSLAND INC.,

I CONFIRM that I have read or had explained the Code of Conduct, and understand its nature and purpose.

Players Signature: _____

Print Name: _____

Date: _____

Parent/Guardian Signature: _____

Print Name: _____



17.3 CODE OF CONDUCT - OFFICIALS

GOLF CENTRAL QUEENSLAND & GOLF CENTRAL HIGHLANDS INC.,



CODE OF CONDUCT FOR



JUNIOR JUG REPRESENTATIVE OFFICIALS

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

JUNIOR JUG REPRESENTATIVE OFFICIALS ARE EXPECTED TO:

As a representative of CQ/CH District all Officials will:

1. Show respect towards other players, officials, committees and the Junior Jug 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. Avoid unaccompanied and unobserved activities with any person, wherever possible.
5. Provide a safe and inclusive environment for players.
6. Show concern and caution towards others who may be ill or injured.
7. Be a positive role model.
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 Junior Jug, 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.
20. CQ/CH District officials will observe the highest standards of sportsmanship at all times.

Serious breach of the Code of Conduct will result in the Official being terminated from their position.

Any additional expense incurred will be the responsibility of the person concerned.

GOLF CENTRAL QUEENSLAND & GOLF CENTRAL HIGHLANDS INC.,

I CONFIRM that I have read or had explained the Code of Conduct, and understand its nature and purpose.

Nominating Official's Signature: _____

Print Name: _____

Date: _____



17.4 NOMINATION FORM – REPRESENTATIVE PLAYERS

GOLF CENTRAL QUEENSLAND Inc.,



GOLF CENTRAL HIGHLAND Inc.,

2016 Junior Jug



PLAYER NOMINATION FORM

Full Name: D.O.B.

Home Club:

Golfink Number: Current GA H'cap:

Postal address:

No and Street:

Town/Suburb: Post code

Home Phone: Mobile

Email Address:

Are you and Australian Citizen or have proof of lodgment for application.....
Please provide proof of lodgment with your nomination form.

Shirt Size:

By signing this form you agree to the conditions of the selection criteria.

Players Signature: Date:

Club Official Signature: Position: Date:

Nominations Close: Friday 24 April, 2016

Return to:

Nola Taylor,
67 Old Capricorn Highway,
Gracemere 4702,

Mob 0447 728 586
Ph: 4933 2474
Email: nolat@bigpond.com



17.5 NOMINATION FORM – OFFICIALS



GOLF CENTRAL QUEENSLAND Inc.,

GOLF CENTRAL HIGHLAND Inc.,

2016 Junior Jug



NOMINATION FOR TEAM CAPTAIN OR MANAGER

Full Name:

Home Club:

Position applying for (please circle): Team Captain / Team Manager

Postal address:

No and Street:

Town/Suburb:Post code.....

Home Phone:Mobile:

Email Address:

By signing this form you agree to Conditions outlined in the Code of Conduct.

Players Signature:Date:

Home Club President's Signature of Endorsement:.....Date:.....

Nominations Close: Thursday 19 May, 2016

Return to:
Sonia Bray,
31 Colleen Avenue,
Qld 4720

Mob 0408 875 153
Email: soniolive@hotmail.com



17.6 CONSENT AND INDEMNITY FORM – REPRESENTATIVE PLAYER



2016 JUNIOR JUG CONSENT & INDEMNITY FORM



DISTRICT: Golf Central Queensland Inc./Golf Central Highlands Inc.,

POSITION: Team Member

NAME (Player):

ADDRESS:

..... POSTCODE

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 travel to and from the event

(b) That my participation in such activity in circumstances organised or controlled by, Golf Central Queensland Inc./Golf Central Highlands Inc.,s at my own risk.

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

1. 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., 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 above have read or had explained the contents of this document and understand its nature and purport.

Team Member

Signed

Print name **Date** / /

Parent or Guardian

Signed

Print name **Date** / /

This form must be completed by the Team Member



17.7 PHOTO RELEASE FORM



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:



17.8 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



17.9 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



18 OUTGOING CORRESPONDENCE

18.1 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
Mb: 0408 875 153

Dear <Player's name>

On behalf of Golf Central Queensland Inc. and Golf Central Highlands Inc., it gives me great pleasure in congratulating you on your selection as a member of the Junior Jug team for 2016 to be played at <Name of Golf Club>, <Location> from <Dates>.

Your fellow team members are <player's names> (player's home club), <player's names> (player's home club) and <player's names> (player's home club). The team's team captain and team manager are <official's names> (player's home club) and <official's names> (player's home club).

The contribution fee for this event is <\$100.00>. This amount may be paid by Direct Deposit into the Golf Central Highlands Inc account BSB 014550, Account No 181544874. Please ensure that you include your name as a reference. You may also require some extra money to contribute to evening meals.

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 will be cold in <town of host club> and you will need to provide your own jumpers etc, preferably in red, not mandatory, red or black leg-ins worn under skirts or shorts are acceptable.

Your accommodation has been booked at the <accommodation>. Travel arrangements are <include arrangements here>. Could you please advise if you would like me to organise a pull buggy for you during the tournament. All players will be arranged a local caddy.

The following forms have been attached for signing by yourself and/or your Parent/Guardian. Please return the forms via email by <date>.

1. Junior Girls Code of Conduct
2. <year> Consent Indemnity Form Junior Jug Team
3. Form 4 – Agreement by Parent or Guardian <host district form>.
4. Form 3 – Players Personal Medical Details <host district form>.



Please contact me if you require any further information. Once again congratulations and great golfing in <town of host club>! Go Golf Central Queensland Inc and Golf Central Highlands Inc!

Kind regards

<President's Name>

President

Golf Central Highlands Inc

18.2 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



19 RELATED POLICIES

19.1 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 contractor 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:



GUIDELINES ON THE USE OF IMAGES OF CHILDREN

The following guidelines have been developed to assist sporting clubs and associations when acquiring and displaying images of children and young people on web sites and in other publications.

Background

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports web sites and other publications. Evidence in Australia indicates that information posted on an internet site or published in a magazine or newspaper is used to target children, to locate them, and then to condition or groom them. Additionally images can be used or adapted for inappropriate use. The end result is that in spite of the best intentions on the part of the publisher, children can end up being the victims of abuse. **Sporting organisations need to be aware of these potential risks and take appropriate steps to address them.**

Acquiring images

- Permission needs to be obtained from the athlete's parent / guardian prior to taking their image. Ensure that they are aware of the way in which the image may be used.
- Request that professional photographers and/or spectators taking photographic / video images register at an event or facility.
- Clearly outline to professional photographers that all images taken will remain the property of the sporting organisation, and can not be used or sold for any other purpose. Clearly outline that all negatives / proofs etc need to be destroyed or given to the sporting organisation at the conclusion of the photo opportunity.
- Clearly outline and publicise what is considered appropriate behaviour and content to those taking photographic / video images.
- Do not allow unsupervised or individual access to athletes.
- Do not approve photo / video sessions outside the event venue or at an athlete's home.
- Provide details of who to contact if concerns or complaints of inappropriate photographic behaviour or content are raised.

Displaying images

- Consider using models or illustrations for promotional / advertising purposes.
- Permission needs to be obtained from the athlete's parent / guardian prior to using their image. Ensure that they are aware of the way in which the image is to be used and how long the image will be displayed when used on a website.
- If the athlete is named, avoid using their image.
- If an image is used, avoid naming the athlete. If this is not possible avoid using both a first name and surname.
- Do not display personal information such as residential address, email address or telephone numbers without gaining consent from a parent / guardian first.
- Do not display information about hobbies, likes / dislikes, school, etc as these can be used as grooming tools by paedophiles or other persons.
- Only use appropriate images of the athlete, relevant to the sport or activity, and suitably clothed. Images of athletes in sports or activities that involve minimal clothing or unusual body positions / poses, which could potentially be misused, should focus on the activity not on a particular child and avoid full face and body shots.
- Reduce the ability for the direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function)
- Provide details of who to contact if concerns or complaints of inappropriate image use are raised.



19.2 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

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.



19.3 CENTRAL HIGHLANDS INC MOBILE PHONE AND ELECTRONIC DEVICE POLICY (JUNIOR JUG)



GOLF CENTRAL HIGHLANDS INC Mobile Phone & Electronic Device Policy (Junior Jug)

Version: 001

First Adopted: 26 February, 2016

MOBILE PHONE & ELECTRONIC DEVICE POLICY (JUNIOR JUG)

Rationale

Mobile phones are important communication tools, essential in providing a safe and effective environment. Golf Central Highlands realise that many parents support and encourage their children to carry a mobile phone. A mobile phone or electronic device can be a great form of communication between friends and family and also act as a protection from danger. Mobile phones or electronic devices, however, can easily be improperly used, lost or damaged and therefore must be effectively managed.

Aim

To utilise the benefits of mobile phones or electronic devices whilst managing the problems they can potentially cause.

Procedures

Officials use of mobile phones

The team manager and team captain must ensure that they carry a mobile phone at all times.

The team manager and team captain are not permitted to use personal mobile phones on the golf course except in cases of emergency. Mobile phones are to be switched off during this time.

Golf Central Highlands does not accept responsibility for lost or damaged mobile phones.

Player use of mobile phones & electronic device

Players are able to bring personal mobile phones or electronic devices on official trips for health, safety or personal reasons that justify the player being in possession of such devices.

Once a player makes a move towards the first tee mobile phones are to be switched off. The use of a mobile phone on the golf course is prohibited, except in the case of a medical emergency or to call a Rules Official. Using a mobile phone without an opponent's consent is a serious breach of etiquette (Rule 33-7). Penalty for use of a mobile phone without consent is disqualification. If a time arises that a Rules Official needs to be called, both players must seek agreement before the mobile is switched on and the official called.

At the end of day's play players are able to check their messages or contact friends and family. Prior to lights out, at a time determined by the team manager and team captain, mobile phones and electronic devices are to be collected by the team manager and returned to players the next morning.

The team manager and/or team captain may revoke a player's privilege of bringing or using a mobile phone or electronic device at any time. If a player uses a mobile phone or electronic device contrary to this policy, it will be confiscated and held by the team manager until after the next day's play. Examples of unacceptable mobile phone or electronic device use include using a device after lights out, using a device at team meetings and/or any other organised activities where the team manager requests devices are to be left at home.

If a player re-offends the mobile phone or electronic device will be confiscated and retained until the end of the tournament. Parents will be contacted to inform them of the phone's confiscation. Player's will still be able to contact their parents after each day's play at a suitable time arranged by the team manager/team captain with the parents.

Golf Central Highlands does not accept responsibility for lost or damaged player mobile phones and/or electronic devices.



20 DISTRICT SONGS

20.1 WELCOME DINNER

20.1.1 "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 Junior Jug 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!

20.2 PRE TEE OFF

20.2.1 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!

20.2.2 Ditty 2 "Waltzing Matilda"

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

20.2.3 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!

20.2.4 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 Junior Jug!

20.3 PRESENTATION LUNCH

20.3.1 "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 Junior Jug 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

20.3.2 "Time Warp"

Let's do the Junior Jug again
Let's do the Junior Jug 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 Junior Jug again,
Let's do the Junior Jug again!



21 JUNIOR JUG AND MEG NUNN AGREEMENT

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

1. **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

2. **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.

3. **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 1/5th (Junior Jug) and 1/8th (Meg Nunn Salver) of the net cost of the event for each player and/or official representing each district.

4. **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
2 Officials	1 from Golf Central Queensland
	1 from Golf Central Highlands

Total 8 Person /Representatives

Expenditure short fall \$900.00 (as in 2013)

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

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

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