

BRISBANE and DISTRICT LADIES GOLF ASSOCIATION



JUNIOR JUG MANUAL



2026

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1. INTRODUCTION

The Brisbane and District Ladies Golf Association (BDLGA) Inc team manual is designed to:

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

2. BDLGA Inc [DUTY OF CARE]

BDLGA Inc has an extremely important role ensuring the successful conduct of all its activities particularly the welfare of the participants in its care.

Most importantly BDLGA 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 person.

2.1 SO WHAT DOES DUTY OF CARE MEAN?

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.

Each person who is responsible for children in their care **MUST** have a current BLUE CARD. It is also advisable to have completed the Level Up program.

Members of the BDLGA have a legal obligation to report any suspected child abuse and/or neglect. Anyone who suspects child abuse is required to first report it to the BDLGA President.

3. HISTORY OF THE JUNIOR JUG EVENT

3.1 ABOUT THE EVENT

The Junior Jug started as an inter-district matchplay tournament played between junior girls from the seven Queensland districts – Far North Queensland, North Queensland, Central Queensland, Sunshine Coast Burnett, Downs and South Western, Brisbane and District, and Gold Coast.

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

In the early days there was little competition for junior girls and both Pam and Gail played in the senior competitions.

The administration at both the National and State levels recognised if golf was to progress, junior girls would need special programs as young players for the future of the game.

In 1961 the first ever junior interstate series was played with only three States participating – New South Wales, Queensland and Victoria. Age limit was under 21, later to be revised as more juniors started to play.

The Burtta Cheney Junior Interstate Series was being played annually and both Gail and Pam thought a Queensland Match Play series would be ideal preparation for the Queensland junior

team. In 1983 the first Meg Nunn matchplay tournament was held in Rockhampton.

Finally, in 1984 Gail and Pam were able to initiate the first Junior Jug matchplay tournament at Bargara Golf Club.

The Junior Jug fosters team spirit and camaraderie and is a stepping stone for future golfers.

In **2021** the format changed to stroke play instead of matchplay and was held in conjunction with the **Katherine Kirk Amateur Event** which was held on the Sunshine Coast during the September school holidays.

Each district selects a team of three (3) players and the best two aggregate net scores added together over three days are the winners.

3.2 PREVIOUS WINNERS

YEAR	HOST	VENUE	WINNER
2025	Sunshine Coast Burnett and District	Maroochy River	Central Queensland District
2024	Sunshine Coast Burnett and District	Maroochy River	Wide Bay District
2023	Sunshine Coast Burnett and District	Maroochy River	Sunshine Coast Burnett and District
2022	Sunshine Coast Burnett and District	Maroochy River	Wide Bay District
2021		CANCELLED	
2020		CANCELLED	
2019	Central Queensland	Calliope	Brisbane and District
2018	Brisbane and District	Virginia	North Queensland
2017	Far North Queensland	Cairns	Sunshine Coast Burnett
2016	Downs and South Western	Gatton	Sunshine Coast Burnett
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

YEAR	HOST	VENUE	WINNER
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 Bear
- Sunshine Coast Burnett – Colours - Orange and Navy - Mascot Kookaburra
- North Queensland – Colours - Light Blue - Mascot Turtle
- Downs and South-Western – Colours - Lime Green - Mascot Kangaroo
- Central Queensland and Central Highlands – Colours - White and Red - Mascot Tambo Teddy
- Far North Queensland – Colours - Green - Mascot Frog

Team mascots must be on display during the Junior Jug but safeguarded from other teams from the first day of play until Wednesday afternoon. Kidnapping and stealing District Mascots have become a fun tradition of the event, where teams often hold mascots for ransom.

This friendly banter encourages camaraderie between players and other team members, but care must be emphasized 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 WELCOME AND PRESENTATION FUNCTIONS

3.4.1 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. Then invites the host district President to open the proceedings.

3.4.2 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).

3.4.3 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 personnel 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.

The Host district President will announce any special details regarding play.

3.4.4 The final presentation, usually a seated luncheon, is to be presided over by the Host district President. The Golf Queensland representative invites the winning team to the stage and presents a medal to those members of the winning team.

Winning team captain then responds. All other team captains are invited to the stage to thank the host club and 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.

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 (currently Lee Harrington from Gold Coast District does all this).

4 TIMELINE AND CHECKLIST FOR EVENT PLANNING

It is a requirement of BDLGA Inc that team nominations be requested at least four months prior to the commencement of the Junior Jug event. This is to ensure the information required by the host district helps to finalize programs, prior to the tournament's commencement and 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 (APRIL)

- Apply to Golf Queensland for funding Junior Jug. Done by Lee Harrington.

4.2 FOUR MONTHS BEFORE THE EVENT (MAY)

- Receive welcome package information (from previous year's event).
- Update district nomination forms.
- Call for nominations of players and officials.
- Hold planning meetings as needed to discuss event planning and administration.
- Establish responsibilities.
- Determine funding and budget sources.
- Book accommodation and pay deposit.
- Determine selection committee.

4.3 TWO to THREE MONTHS BEFORE THE EVENT (JUNE/JULY)

- Close nominations.
- Advice received from Golf Qld on whether the district has been successful in receiving funding for the Junior Jug event.
- Provide nominations to selection panel.
- Send letter advising players and officials of selection decision.
- Discuss travel arrangements with officials.

- Book travel arrangements.
- Book practice round at the host golf club for the Sunday prior to play.
- Nominate team to host district and pay registration fee.

4.4 SIX WEEKS BEFORE THE EVENT (JULY/AUGUST)

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

4.5 FOUR WEEKS BEFORE THE EVENT (AUGUST)

- Prepare document folders for officials.
- Email each District President for agenda items and information required to be included in the Report for the President's Meeting.
- Forward Agenda Items to Host District Secretary.
- If budget allows, organise a gift for each team member to receive at the first group session on behalf of district.

4.6 TWO WEEKS BEFORE THE EVENT (1st WEEK SEPTEMBER)

- Collect team shirts from store.
- Create bag tags for each player's golf bags.
- Prepare district report for President's Meeting.

4.7 ONE WEEK BEFORE THE EVENT (2nd WEEK SEPTEMBER)

- Provide team manager/team captain with shirts, official documentation, and Mascot.

4.8 24 HOURS BEFORE THE EVENT

- Finalise accommodation account.

4.9 FOLLOWING JUNIOR JUG EVENT

- The winning team is to take the Jug to the next Host club.
- The team presented the wooden spoon to take that to the next Host club.
- Host district provides information kits to each district on the Junior Jug for the following year's play.
- The district who is to become the Host district will be provided with a kit containing:
 - a) CD/USB with relevant forms and other information pertinent to the organisation;
 - b) Caddie and Starter bibs;
 - c) Queensland State Map; and
 - d) File containing minutes from which the protocol has been updated.

5. HOST DISTRICT PROTOCOL

5.1 ROTATION OF HOST DISTRICTS

The Junior Jug event previously had been rotated between districts each year. This was revised at the President's Meeting due to the change of format for 2021. Preparations need to begin at least eighteen months prior to the hosting of a district Junior Jug event to ensure information kits can be handed to teams at the Presentation Lunch the year before.

5.2 GOLF COURSE SELECTION

The host district should consider several 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 ProShop 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 these be ready for allocation at the practice round and buggies which are set aside for each district be identified with ribbons matching the respective district's colors. 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 collect the cloth caddy numbers. It is to be noted that effective 2006, district Presidents agreed at their meeting 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. Ensure Team District Managers and Captains have copy of the draw for the Stroke Play on each day.
7. Liaise with the club professional for a reduced buggy hire (if possible) and try to ensure there is one motorised buggy available for each district, each day, at their own cost.

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 sufficient time is to be allocated for the afternoon games to ensure players do not finish in the dark. To save time, it is suggested 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 tee.

5.4.3 ADMINISTRATION

1. Collect the nomination fee from each district. This is currently set at \$250.00 (incl. 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 to 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. Organise 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, and a copy given to each district captain. Email the daily results to all district secretaries and Golf Qld.
8. Send media releases daily to the local media and 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 to Golf Queensland for safekeeping. Golf Qld to acknowledge receipt of the albums.
11. Make sure Junior Jug media is on hand for presentation.
12. Arranging a large group photograph to be taken with all teams' captains and district Presidents.
13. Organise the District President's meeting. As agreed at a District President 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 attend the District President's Meeting.

6. CONDITIONS OF PLAY AND ELIGIBILITY

1. Change of format in 2021 from matchplay to stroke play.
2. Stroke play will be over 54 holes in conjunction with Katherine Kirk Classic (KKC).
3. A team shall consist of three players.
4. Two players play each round, with a GA handicap of 21.0 and under and who will be under 18 years of age on the first day of play.
5. Team players and handicaps to be confirmed by the day before competition begins.
6. Team to play in order of handicap, highest marker to hit off first.
7. Rules of Golf and the Local Rules of the Host golf club will apply.
8. Team lists to be handed to the starter (in duplicate) and one to the opposing team captain fifteen minutes before play begins.
9. Points System: TBC.
10. Team with the best aggregate score over 54 holes will be the winner.
11. Eligibility of Player – players are eligible to play in the Junior Jug event as long as Citizenship Application Papers have been submitted to relevant authorities. Copies of documents 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.
12. In the event of a tie, a count back will be taken over daily score – TBC.
13. Proof of Golf Australia handicaps to be available upon request.
14. All protests must be lodged with the match committee in writing within thirty minutes of completion of play.
15. Caddy permissibility TBC – no caddies for Katherine Kirk.
16. Mobile phones must be turned off or in mute mode whilst on the golf course.
17. Distance measuring devices are allowed to be used in the Junior Jug event but TBC now merged with KKC.

7 DISTRICT SELECTION CRITERIA

The BDLGA Inc aim to establish a transparent and fair selection process to ensure a strong, cohesive, and well-prepared team can contest the Junior Jug event each year.

7.1 SELECTION CRITERIA FORMAT

The following district requirements and/or performance must also be met to be eligible for selection in a BDLGA District Junior Jug team.

- The team consists of 3 players.
- Maximum GA handicap for the event is 18 and full handicaps apply.
- Handicap selection will depend on the venue course.

Other criteria include:

1. Age limit - under 18 years at time of event.
2. State players are not eligible.
3. Australian Citizenship only (or papers already lodged).
4. Current Pennant season WIN/LOSS record will be considered.
5. WIN/LOSS record ranking opponents:
 - Wins in most games.
 - Handicaps won against.
 - Handicaps lost against.

- Margins of wins/losses.
 - Squares.
6. Performance/Team, character, behaviour - team person, good mixer, good district ambassador:
 - Past Junior Jug experience an advantage (however not a necessity).
 - Previous selection trials.
 - Physical endurance.
 - Rules knowledge.
 7. Club and district performances:
 - Match play results, club championships, handicap Match play events.
 - District Championship – players are expected to enter the District Championships.
 - District events - a supporter (not necessarily all events).
 - Club verification of player's current performances and ability.
 - Computer printouts of player's stroke scores - minor consideration ONLY (as NOT necessarily an indication of a good match player).
 8. Representative selection from all Pennant competitions including weekend.
 9. Rank order in and between handicap ranges: 0-6, 7-10, 11-21, having met the above criteria.
 10. Player confirmation of availability for:
 - Junior Jug event.
 - Selection trials.
 11. Players and clubs will be advised of their selection prior to the event.

The BDLGA Selection Committee which consists of our Junior Chair, and President and a Management Committee member who will be responsible for the final selection of the team. Input from junior coordinators at clubs would be appreciated however, the final decision remains with the BDLGA Junior Selection Committee.

7.2 SELECTION TRIALS

Should it be required, nominees may be requested to attend at least one trial stroke play competition in Brisbane and District. If a nominee is unable, for bona fide personal or professional reasons, to participate in one of these trials, she is welcome to put forward a statement of recent golfing successes she believes is relevant to the requirements of a Junior Jug team member.

Nominees are encouraged (if within a close proximity) to travel to the nominated courses of their own accord to play the course prior to the trials.

7.3 SELECTION COMMITTEE

The BDLGA Junior Jug Selection Committee will consist of two representatives chosen by the Management 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 BDLGA Junior Jug Selection Committee.

8 KNOWLEDGE, SKILLS, EXPERIENCE REQUIRED OF OFFICIALS

It is essential a Team Manager and Team Captain have knowledge, skills and experience to deal with strong interpersonal and good oral communication skills including ability to liaise effectively with players, administrators and parents (as applicable).

8.1 ESSENTIAL CRITERIA

- 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/DUTIES 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 BDLGA 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 in 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 person.

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 overview of this as part of their role.

9.1.1 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.
4. Ensure the team Mascot has been collected.
5. Provision of current Blue Card to district event organiser.
6. Liaise with team captain to discuss team arrangements.
7. Assist the district event organiser with any other administrative task relating to the event and the team.
8. Discuss with team captain the allocation of players and officials to rooms.

9.1.2 IMMEDIATELY PRIOR THE EVENT

1. Advise players on allocation of rooms. Ensure everyone is aware of fire exits and emergency procedures. When you arrive at your room, check 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 safe e.g. 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.

9.1.3 DURING THE EVENT

1. Ensure the team is dressed appropriately prior to leaving for the golf course.
2. Ensure all welfare and safety requirements for the team are met. Players must be always supervised. Report on any player's inappropriate behaviour, misconduct, injury or illness immediately to the district event organiser or president.
3. Organise meal arrangements; 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 about food choices.
4. Be aware of any medical condition of each player. This is kept confidential.
5. As required throughout the tournament, ensure team shirts and bottoms are washed and ready to wear.
6. Liaise with the ProShop for golf requirements. Organise practice balls for use on the driving range prior to play. Transfer the golf buggy from the ProShop to the practice area ready for the day's matches. Ensure players have enough drinking water and snacks to last their match and the golf buggy is stocked just in case.
7. Ensure the team mascot is secure and in a safe location.
8. Be responsible for all financial details, including collection of receipts and providing financial payment of monies expended.
9. Coordinate team photo on last day of play. Ensure the team is dressed appropriately.

9.1.4 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 BDLGA.
3. Ensure team members are aware of return travel details.
4. Pay accommodation tariff if not pre-paid or on account.
5. All equipment must be returned to district event organiser at the completion of the event.
6. Submit a written report in liaison with captain on daily results and a player's report to the district event organiser within two weeks of return for distribution to BDLGA Management Committee.
7. Forward all receipts to the district event organiser for processing.

The team manager is supported by the BDLGA Inc Management Committee.

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 the 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 the best interests of the team are met. It is also critical 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 and ensure an environment is created where players feel 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 players know and trust each other. The team captain is responsible to create an environment for this to occur.

9.2.1 PRIOR TO THE EVENT

1. Liaise with district event organiser regarding their preferred shirt size where relevant.
2. Provision of evidence of current Blue Card to district event organiser if necessary.
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.

9.2.2 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. Have a group meeting to review the programme and rules. Ensure each player is aware of the Code of Conduct.
5. Organise practice session on arrival prior to tournament (booked by the district event organiser).
6. Attend Presidents Meeting conducted by Host district.

9.2.3 DURING THE EVENT

1. Provide a complete support system for the team providing all reasonable assistance possible and necessary to ensure a successful tournament.
2. Adjudicate any problems that may arise amongst players. Ensure team harmony and morale is maintained. Encourage and support all players.
3. Hold daily group meetings. They do not need to be long, and they provide the opportunity to discuss any issues or problems before they escalate.
4. 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 always responsible for getting players to the course and functions on time.
5. Discuss pending weather concerns and make sure correct equipment is taken to the course.

6. Ensure the team is dressed appropriately prior to leaving for the golf course. The correct uniform must be always worn on the course and to all functions during the tournament unless the team manager and team captain deem otherwise. Team shirt with player's name on it are to be worn on the last day of the tournament.
7. Ensure all welfare and safety requirements for the team are met. Players must always be supervised.
8. Report on any player's inappropriate behaviour, misconduct, injury, or illness immediately to the BDLGA President.
9. Be aware of any medical condition of each player. This is kept confidential.
10. Make yourself familiar with each player's family and have their home contact numbers in the event of any problems.
11. Introduce yourself to opposing captains prior to play. Check official handicaps of all players to ensure they are correct. 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.
12. Observe players, 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 BDLGA Management Committee at conclusion of tournament.
13. 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 the BDLGA Management Committees.

9.2.4. 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 BDLGA.
3. Ensure team members are aware of return travel details.
4. Submit a written report to the district event organiser within two weeks of return.
5. Forward any outstanding receipts or accounts to the district event organiser for reimbursement as necessary.

The team captain is supported by the BDLGA Management Committee and is expected to follow the general policy guidelines.

10. OBLIGATIONS OF OFFICIALS

The following obligations are expected of officials (Team Manager, Team Captain and District Organiser) during the Junior Jug event:

1. Refrain from any conduct which may lessen the value of your services as a BDLGA official.
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 BDLGA policies.
7. Comply with all reasonable orders and directives given by the BDLGA.
8. Not disclose any confidential information of the BDLGA to anyone.
9. Not, without the approval of the BDLGA, supply any information to the media or to any person for the purpose or use by the media relating to matters of district policy.
10. Cooperate with the BDLGA and provide support in all promotional and public relations activities.

It is extremely important ALL officials are aware of BDLGA relevant policies:

Brisbane & District Ladies Golf Association Inc Photography Policy (Section 18.4)
Brisbane & District Ladies Golf Association Inc Privacy Policy (Section 18.2)
Brisbane & District Ladies Golf Association Mobile Phone Policy Junior Jug (Section 18.3)
Brisbane and District Ladies Golf Association Behaviour Management Policy (provided on request)

10.1 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 arrange payment for suitable accommodation and travel expenses.
8. Ensure legal, health and safety obligations are adhered to.

11 EXPENSES RELATING TO APPOINTMENTS

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 the Brisbane and District Ladies Golf Association:

- Economy airfares, bus hire or car hire to the event.
- Fuel costs for the personal use of an official car 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.
- Reasonable miscellaneous expenses occurring during the event, if previously approved by the district event organiser.

The following expenses will **not** be covered by Brisbane and District Ladies Golf Association:

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

12 CODES OF CONDUCT

Each member of the team is required to abide by the Brisbane and District Ladies Golf Association Code of Conduct. The Code of Conduct applies to both 'on-course' and 'off-course' behavior of an individual representing Brisbane and District Ladies Golf Association. 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 Brisbane and District Ladies Golf Association team is required to sign a Code of Conduct Form.

12.1 TEAM OFFICIALS

The team manager and team captain are required to comply with Brisbane and District Ladies Golf Association 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 people under 18 years of age.
7. Avoid unaccompanied and unobserved activities with people 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. They will always observe the highest standards of sportsmanship. 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 behavior 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 BDLGA, 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 BDLGA.
17. Abide by the Doping Policy of Golf Australia and agree:
 - a. the 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 BDLGA.

12.2 REPRESENTATIVE PLAYERS

Brisbane and District Ladies Golf Association has high expectations of the conduct of representative players.

12.2.1 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 teammates.
3. Encourage and support teammates.

4. Always act responsibly whether with the entire group or separate.
5. Understand and respect cultural and social differences and behave with sensitivity and due consideration of others.
6. Follow all regulations 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 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. Must not venture from 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 or manager.
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 BDLGA. Always observe the Code of Conduct.

12.2.2. 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.

12.3 PARENTS

BDLGA has an expectation of parents who attend events to watch their children play. It is important that parents should where they can:

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.

12.4 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 behavior the team manager will deal immediately with the breach by warning the offender about their conduct. Should the behavior continue, the offender may be asked to leave venue.

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

13 EVENTS SPECIFICS

13.1 UNIFORM AND DRESS CODE

BDLGA makes available two polo navy red and white 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 White/Black bottoms i.e. shorts, skirt, skort or long pants. BDLGA requests that players 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 is to be worn on the last day of the tournament.

13.2 TRAVEL

The district event organiser will arrange all air fares, bus and car hire, or private transport for players and officials and book 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 distribution 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 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 behavior when travelling with other passengers. Rowdy behavior, poor language or rudeness are examples of unacceptable behavior. Good manners in these situations create a favorable

impression on team and golf.

Players should ensure baggage and golf clubs are clearly marked and easily identified for travelling by public transport. In the case of flying, BDLGA 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.

13.3. ACCOMMODATION

The current policy of BDLGA is to provide good quality self-contained accommodation for teams. The reasoning for self-contained styled accommodation is so officials can ensure 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 BDLGA **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 the rooms are in good condition and no items are left behind.

13.4 MEALS

The current BDLGA guidelines are 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.

BDLGA will provide a daily meal allowance for each player and official of \$30 a day for lunch and dinner from Sunday to Wednesday. Breakfast foods and bottled water will be purchased at a group shop on the Saturday prior to play.

Players and officials are expected to purchase their own individual snacks for the course and all drinks during the tour.

A **welcome dinner** is held on 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.

13.5 MEDIA RELEASES

Players representing BDLGA at a Junior Jug event will be required to sign a publicity release and declaration form.

13.6 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 a Bank of Qld bank card for all incidental expenses including the purchase of food. The team manager is then responsible for completing an Expenses Form (Section 16.9) 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.

13.7 MEDICAL INFORMATION

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

13.7.1 FIRST AID

If a player is injured or reports illness the team manager is to ensure 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.

13.7.2 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.

Any treatment for injury/illness is to be recorded on the BDLGA Incident Form.

14 ADDITIONAL RESOURCES

BDLGA 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 BDLGA Secretary.

These documents include the following:

- a. Brisbane & District Ladies Golf Association Inc Member Protection Policy.
- b. Brisbane & District Ladies Golf Association Inc Youth and Risk Management Strategy.
- c. Brisbane & District Ladies Golf Association Inc Behavior 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.

All documents are available on the BDLGA website. If not online, please check with the Secretary.

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

15 REPORTS

At the completion of the tournament the district event organiser is required to submit a report on the event to the BDLGA Management Committee within three weeks of the tournament. This report will

be a collation of information received from the team manager, team captain and their own observations during the delivery of the event.

15.1 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 i.e. distribution of information and selection processes.
- Uniforms: including handling of uniform orders, distribution, and overall quality.

15.2 TEAM MANAGER AND CAPTAIN'S REPORT

Listed below are some guidelines to assist in providing feedback, comments and suggestions in preparation of the report for submitting to the district event organiser within two weeks of the tournament. The Checkout Form to be completed with report.

- Overall running of the event.
- Suitability of competition dates.
- Travel arrangements.
- Uniform suitability.
- Accommodation: locality, overall condition, size and value for money.
- Vehicle hire arrangements.
- Meals: brief outline of meal arrangements.
- Medical problems incurred.
- Overall performance of the team.
- A short player's 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 organiser's administrative support.
- The district event organiser's administrative support.
- Any items of concern prior to, during, and after the event.

16 FORMS

16.1 COMBINED TEAM MANAGER AND TEAM CAPTAIN CHECKLIST

CHECK LIST

TEAM MANAGER / CAPTAIN COMBINED	Prior	Sun	Mon	Tues	Wed	Thurs	After
Read Team Manual							
Read appropriate BDLGA Policies							
Decide room allocations							
Inspect accommodation, safety procedures							

Collect valuables (if required)							
Go shopping for breakfast and snack food							
Check team buggies for useability							
Confirm caddies have been assigned as necessary							
Ensure uniform is to requirement standard							
Organize pre-order lunches during games							
Organize practice balls							
Prepare officials golf buggy							
Secure Mascot							
If required, prepare financial paperwork and attach receipts							
Send daily players' results to districts							
Wash uniforms							
Collect extra team shirts for return to BDLGA							
Organize team photo							
Pay balance of accommodation.							
Return equipment to BDLGA							
Forward any outstanding receipts for reimbursement							
Submit a written report							

16.2 CODE OF CONDUCT - REPRESENTATIVE PLAYERS JUNIOR REPRESENTATIVE PLAYERS

The BDLGA has a high expectation of the conduct of our representative players.

Junior Representative players are expected to:

1. Follow all directions and respect the position of captain and Team Manager.
2. Always act responsibly whether with the entire group or separate.
3. Understand and respect cultural differences, and behave with sensitivity and due consideration of others.
4. Follow all regulations and codes specified by places of accommodation.
5. Be good sport and support team members.
6. Co-operate with your Team Captain and teammates. Show respect for your opponents and their skills.
7. Be friendly to all participants.
8. At all times observe the BDLGA Code of Conduct.

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

1. Use or supply of drugs (unless required for medical conditions).
2. Smoking, alcoholic beverages and late nights will not be tolerated.
3. Enter nightclubs or bars at any time.
4. Souvenir any property which is not their own or commit any 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 her own. Players must be accompanied by at least two other players or preferably a group, and only then with permission from Team Captain or Team Manager.

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 the reputation of the BDLGA.

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.

BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION

I hereby confirm I read or had explained the Code of Conduct and understand its nature and the purpose of the document.

Player's Signature:

Print Name:

Date:

Parent / Guardian:

Signature:

Print Name:

**16.3 CODE OF CONDUCT - OFFICIALS
JUNIOR REPRESENTATIVE OFFICIAL**

BDLGA has a high expectation of the conduct of our representative officials.

Junior Representative Officials are expected to:

1. Show respect towards other players, officials, committees and Junior Jug Host.
2. Include all players regardless of their age, gender, race, culture, 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 the BDLGA.
10. Accept the BDLGA District Selection Policy and associated criteria and agree decisions made by the selectors are final.
11. Refrain from use of mobile phones, including texting, during functions where official is representing the BDLGA.
12. Wear appropriate attire requested by event organisers and/or BDLGA at functions where the official is representing the BDLGA.
13. Pay excess charges and any other expenses incurred in relation to travel to or attendance at events, outside those expenses formally arranged by the BDLGA.
14. Not bring the good name of the BDLGA into disrepute.
15. Not offer any public statement that is derogatory or critical of BDLGA, golf clubs, another State association or Golf Australia.
16. Abide by the Doping Policy of Golf Australia and agree the possession or consumption of illicit drugs or contraband items is prohibited.

- 17. 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, videoing, or images of the players for personal purposes unless approved by the BDLGA.
- 19. Authorise BDLGA to obtain emergency medical treatment in the instance of an accident or illness sustained during the Junior Jug and agree not to make any claim of any kind against BDLGA arising from any treatment.

BDLGA officials will always observe the highest standards of sportsmanship. 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.

Note: Whilst the Code of Conduct aims to address all circumstances which may arise during the delivery of BDLGA's golf program, BDLGA will manage other situations as they may arise on a case-by-case basis.

BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION:

I hereby confirm that I have read or had explained the Code of Conduct and understood its nature and the purpose of the document.

Official's Signature:

Print Name: Date:

16.4 NOMINATION FORM - REPRESENTATIVE PLAYERS

**BRISBANE DISTRICT LADIES GOLF ASSOCIATION
JUNIOR JUG >insert relevant year<**

PLAYER NOMINATION FORM

Full Name: D.O.B.:

Home Club:

Golflink Number:

Postal Address:

No and Street:

Town/Suburb: Post code:

Home Phone: Mobile:

Email Address:

Are you an Australian Citizen or have you proof of lodgement for application?
[Please provide proof of lodgement with your nomination form]

Shirt Size:

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

Player's signature: Date:

Club Official Signature: Date:

Position:

Nominations Close: >insert relevant date by year<

Return to:

>insert name of Chair<	BDLGA JUNIOR COORDINATOR
Email:	juniors@bdlga.com.au
Phone:	>insert Chair mobile<
Address:	>insert Chair address<

16.5 NOMINATION FORM - OFFICIALS

BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION JUNIOR JUG >insert relevant year<

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 the conditions outlined in the Code of Conduct of the **BDLGA**.

Nominating Official's signature:

Print Name: Date:.....

Home Club President's signature of endorsement:

Signature:

Nominations close: >insert relevant timeframe<

Return to:

BDLGA Secretary	>insert name<
Email:	secretary@bdlga.com.au
Phone:	>insert Secretary mobile<
Postal Address:	>insert BDLGA current PO Box address<

16.6 CONSENT AND INDEMNITY FORM - REPRESENTATIVE PLAYER

**BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION
JUNIOR JUG >insert relevant year<**

CONSENT AND INDEMNITY FORM

DISTRICT: BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION Inc

NAME OF PLAYER:

ADDRESS:

TOWN/SUBURB: **Postcode:**

I, the player, being aware:

That participation in the activity of playing golf, watching the play of golf or learning to play golf or any other activity whilst being part of the Junior Jug team presents risk of injury arising from an event that may occur during an incident in the conduct of the game or learning process, and travel to and from the event.

That my participation in such activity in circumstances organised or controlled by Brisbane and District Ladies Golf Association Inc is at my own risk.

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

That participation by me in such activity, in such circumstances, being allowed, I AGREE TO INDEMNIFY and to hold always indemnified, Brisbane and District Ladies Golf Association 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 content of this document and I understand its nature and purpose.

Player's Signature:

Print Name: **Date:**

Parent or Guardian Signature:

Print Name: **Date:**

THIS FORM MUST BE COMPLETED BY THE TEAM MEMBER.

16.7 PHOTO RELEASE FORM

PHOTO RELEASE FORM FOR MINORS (IF UNDER 18)

BRISBANE & DISTRICT LADIES GOLF ASSOCIATION Inc has my permission to use my or my child's photograph publicly to promote the library. I understand 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:

Print Name:

Player's Name:

Contact Number:

Date:

PHOTO RELEASE FORM FOR ADULTS

BRISBANE AND DISTRICT LADIES GOLF ASSOCIATION Inc has may permission to use my photographs to promote the library. I understand the image 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:

Print Name:

Contact Number:

Date:

16.8 INCIDENT REPORT FORM

INCIDENT REPORT FORM

Personal Details:

Person 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:	

Name of Accident/Incident:

Result of Accident/Incident:

Action taken (disciplinary or first aid):

Any other relevant comments:

Name of Parent /Guardian Contacted: _____

Date: _____ Time: _____

Signatures:

Official: _____

BDLGA Secretary: _____

Actions completed (please circle): YES NO

By Whom: _____

Date: _____

**A copy of this report must be emailed to BDLGA Secretary
via secretary@bdlga.com.au**

16.9 EXPENSE FORM

BRISBANE AND DISTRICT GOLF ASSOCIATION
PO Box 74 New Farm Q 4005

ABN: 87 890 552 772
Phone: 0435 769 484

CLAIM FORM FOR EXPENSES

Date:

Please use the following form for any expenses you incur as part of your work for BDLGA. Please also submit any relevant receipts.

Name:

Contact Number:

Payments will be made by Direct Deposit unless specifically requested.

Bank:	Account Name:
BSB:	Account Number:

Description	Approx. Date	Amount Claimed

TOTAL CLAIMED:	
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Forward to: BDLGA Treasurer
Email: treasurer@bdlga.com.au
Postal Address: as above

Office Use Only:

Approved:

Date Paid:

Amount Paid:

Reference / Cheque Number (if relevant):

17 OUTGOING CORRESPONDENCE

17.1 SAMPLE LETTER TO SUCCESSFUL PLAYER

BDLGA LETTERHEAD

Dear (player's name)

On behalf of the BDLGA, it gives me great pleasure in congratulating you on your selection as a member of the **Junior Jug team for >insert<** to be played at Maroochy River Golf Club, Maroochydore from Saturday, **>insert date<** to **>insert day<**, **>insert date<**. The event will be played in conjunction with the Katherine Kirk Classic.

Your fellow team members are [players name] [player's club] x 3 names.

The Team Captain and Team Manager will be [names and clubs].

You will be provided with two navy/red/white shirts but will need to provide your own white shorts, slacks, skirt or skort. Please note short shorts are unacceptable. It may be cold in [insert host town] so you will also need to provide your own jumpers, etc, preferably in red, not mandatory. Red or navy leg-ins worn under skirts or shorts are acceptable.

Your accommodation has been booked at the **>insert location<**. Travel arrangements are

Could you please advise if you would like me to organise a pull buggy for you during the tournaments? All players will be arranged a local caddy.

The following forms have been attached for your signatures by yourself and/or your Parent / Guardian. Please return the forms via email by 1st September **>insert year<**.

1. Junior Girls Code of Conduct.
2. [year] Consent Indemnity Form - Junior Jug Team.
3. Form 4 - Agreement by Parent/ 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 Maroochydore for the Brisbane and District Ladies Golf Association.

Kind Regards

Junior Chair Name
BDLGA Junior Chair
juniors@bdlga.com.au

17.2 SAMPLE LETTER TO UNSUCCESSFUL PLAYERS

BDLGA LETTERHEAD

Dear (players first name)

Thank you for nominating to be a representative in the >insert year< **BDLGA Junior Jug team**, with the event to be played at Maroochy River Golf Club from >insert day/date range<.

The selection committee received many nominations from well-qualified and experience 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

Junior Chair Name
BDLGA Junior Chair
juniors@bdlga.com.au

18 RELATED POLICIES

EVALUATION AND REVIEW

The following policies – 18.1 and 18.2 will be reviewed by the Management Committee as part of annual review prior to the start of each season.

18.1 PHOTOGRAPHIC POLICY

PURPOSE

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

It also serves as non-administrative reference to the management of photography and videography by any person at Brisbane and District Ladies Golf Association 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 'down blouse' photograph 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 annul 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 Brisbane and District Ladies Golf Association Inc activities are located at golf courses and clubs open to the public however, if the Brisbane and District Ladies Golf Association Inc is hosting a sanctioned event, all individuals taking photographs or video images will be subject to the rules and policies of the Brisbane and District Ladies Golf Association.
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. Brisbane and District Ladies Golf Association Inc require the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.
7. Brisbane and District Ladies Golf Association Inc will only use appropriate images of a child suitably clothed in a manner that promotes participation in golf.
8. When using a photo of a child, Brisbane and District Ladies Golf Association Inc will not name or identify the child or display personal information such as residential address, email or telephone numbers without gaining written consent from the parent/guardian.
9. Brisbane and District Ladies Golf Association Inc will not display any 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 the Brisbane and District Ladies Golf Association Inc at sanctioned events and matches for three purposes:

1. Player/Coach training and development.
2. Brisbane and District Ladies Golf Association Inc promotion and publicity.
3. Participants and family use.

PHOTOGRAPHY FOR PUBLICATION OR COMMERCIAL USE

Where a photographer / videographer has been contacted by the Brisbane and District Ladies Golf Association 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, the Brisbane and District Ladies Golf Association Inc has the obligation to advise the contractor of any limitations as prescribed by a court of 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 a Brisbane and District Ladies Golf Association sanctioned event 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, player development or general publicity.

INAPPROPRIATE PHOTOGRAPHY

Where an individual is believed to be inappropriately photographing any member the team, the Brisbane and District Ladies Golf Association will do the following:

1. Inform a Brisbane and District Ladies Golf Association Official.
2. Ask the individual to cease taking photos or video footage.
3. If the individual does not cease, then call the police.

REFERENCES / RELATED DOCUMENTS

Photographic Release Form Adults and/or Minors

Brisbane and Distract Ladies Golf Association Member Protection Policy

18.2 PRIVACY POLICY

PRIVACY STATEMENT

Personal information collected by Brisbane and District Ladies Golf Association Inc is for the primary purpose of membership requirements, competition purposes, volunteer management and the services we offer as a sporting association. Brisbane and District Ladies Golf Association Inc. are committed to ensuring our members' privacy is protected.

COLLECTION OF YOUR INFORMATION

Brisbane and District Ladies Golf Association Inc collect its personal information from a prospective member, such as their name, contact details and date of birth. The Association also collects medical information from individual's 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.

Medical information obtained by the Brisbane and District Ladies Golf Association is maintained solely by the association's Junior Chair for the purpose of ensuring an individual's safety whilst participating in association events, competition 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 be 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 supplied 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 Brisbane and District Ladies Golf Association 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

Brisbane and District Ladies Golf Association Inc will use its best endeavours to take all reasonable steps to keep secure any information held about an individual. Brisbane and District Ladies Golf Association has security measures in place to protect the loss, misuse and alteration of the information under its control.

ACCESS TO PERSONAL INFORMATION

Brisbane and District Ladies Golf Association Inc will use its best endeavours to ensure 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 Brisbane and District Ladies Golf Association Secretary. Please allow 14 days for your request to be processed.

COMPLAINT PROCEDURE

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

18.3 ELECTRONIC DEVICE POLICY MOBILE PHONE and ELECTRONIC DEVICE POLICY (JUNIOR JUG)

RATIONALE

Mobile phones are important communication tools, essential in providing a safe and effective environment. Brisbane and District Ladies Golf Association realise 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 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 courses except in the case of emergency. Mobile phones are to be switched off during this time.

The Brisbane and District Ladies Golf Association do not accept responsibility for lost or damaged mobile phones.

Player use of mobile phones and electronic devices

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

Players can use the MiScore App on their mobile phone whilst playing. But cannot use it for any other purposes except in the case of an emergency or to call a Rules Official. Players must notify others in their group that they will be using the MiScore App. Using the mobile phone for any other golf related reason except for distance e.g. wind assistance, incurs a penalty of two strokes.

At the end of the days play, players can check messages or contact family and friends. Prior to lights out, at a time determined by the team manager and team captain.

The team manager or team captain may revoke the use of 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 the next day's play. Example of unacceptable mobile phone / electronic device use includes using the phone after lights out, at meetings and/or any other organised activities.

If a player reoffends the mobile phone or electronic policy, the item will be confiscated and retained until the end of the tournament. Parents will be notified. Players can still contact their parents at a suitable time arranged between the parents and the team manager.

BDLGA does not accept responsibility for lost or damaged mobile phones and/or electronic devices.

18.4 GUIDELINES OF THE USE OF IMAGES OF CHILDREN

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 in other publications.

BACKGROUND

There have been concerns about the risks posed directly and indirectly to children and young people using photographs on sport 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 despite 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

1. 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.
2. Request that professional photographers and/or spectators taking photos/photographic/video images register at an event or facility.
3. Clearly outline to professional photographers that all images taken will remain the property of the sporting organisation and cannot be used or sold for any other purpose. Clearly outline that all negatives/proofs, etc need to be destroyed or be given to the sporting organisation at the conclusion of the photo opportunity.
4. Clearly outline and publicise what is considered appropriate behaviour and content to those taking photographic/video images.
5. Do not allow unsupervised access to individual athletes.
6. Do not approve photo/video sessions outside the event venue or at an athlete's home.
7. Provide details of who to contact if concerns or complaints of inappropriate photographic behaviour or content are raised.

DISPLAYING IMAGE

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

Australian Sports Commission Ethics in Sport - Policies, Guidelines and Forms