

FAR NORTH
QUEENSLAND
Junior GOLF
Handbook

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OBJECTIVES

1. This document exists to ensure a quality standard is applied to the duties undertaken by the Far North Queensland Junior Golf and provides information in relation to processes and systems primarily carried out by the Far North Queensland Junior Golf Clubs and associated club officials on behalf of Far North Queensland Golf Association (FNQGA) and Far North Queensland District Ladies Golf Association (FNQDLGA) including:
 - a. events run by clubs affiliated with FNQGA and FNQDLGA which require assistance from the Far North Queensland Junior Golf
 - b. events run by Junior Golf Queensland which require input from, or liaison with the Far North Queensland Junior Golf
 - c. processes and tasks undertaken by the Far North Queensland Junior Golf Clubs to assist the Far North Queensland Junior Golf Sub-Committee with reporting, data collation and record keeping

SCOPE

2. This document covers all financial junior members of Far North Queensland district clubs that are affiliates of FNQGA and FNQDLGA.
3. This document also covers financial junior members of clubs affiliated with other district bodies whilst participating in events run by clubs affiliated with FNQGA and FNQDLGA.

REVIEWS

4. This handbook shall not be amended without consultation and agreement with both Executive Committee from FNQGA and FNQDLGA.
5. This document shall be reviewed annually at both FNQGA and FNQDLGA AGM or as deemed necessary by the Committee.

CORRESPONDENCE

6. All correspondence should be managed through the email address of info@fnqgolf.com.au
7. A copy of correspondence should be forwarded to both FNQGA and FNQDLGA Secretary where relevant

PHOTOGRAPHIC POLICY

8. FNQGA and FNQDLGA provide support to clubs hosting events through adherence to the photographic policy.
9. Further details and forms are provided in Appendix A.

INCIDENT REPORTING

10. All incidents and accidents must be reported to FNQGA and FNQDLGA as soon as possible after the event.
11. Appendix B provides the relevant form for completion should an incident occur.

CODE OF CONDUCT FOR WALKERS ACCOMPANYING JUNIOR GOLFERS

12. All walkers must read and understand the Players Code of Conduct, and abide by the same Code, and ensure players conform to it.
13. No coaching of players during competition is permitted, walkers should enforce this rule. The only assistance to be given players is that which is allowable to be given by a caddy.
14. Abuse verbal or otherwise of players, Club or District Officials is not permitted.
15. Only one walker/caddy per player is permitted. Only players and walkers are permitted on the competition course.
16. Player's cards must be marked by a fellow competitor in their group.
17. All players taking part in FNQGA and FNQDLGA sanctioned events are subject to the 'Code of Conduct' set out in the 2018 FNQJG Handbook at **appendix D**. As with all such events this Code also applies to all persons with any part in the event (Player or Official). In the case of junior events this would include walkers and others assisting with keeping the event running smoothly.

EVENTS

Calendar

18. The FNQ Junior Events Calendar is developed in October each year by the FNQ Junior Golf Committee for the following year. Once the dates are confirmed with clubs, the calendar is finalised and it is emailed to the FNQ Secretary for information and uploading to the website. The calendar is also provided to JGQ so as events can be included in their calendar.

Responsibility

19. Responsibility for each junior event lies with the hosting affiliate club or body unless otherwise stated. The club's event management, i.e. the Junior Coordinator and/or PGA Professional and/or Junior Committee, hold responsibility for hosting events in accordance with the rules of golf.
20. The role of the FNQ Junior Committee is not to tell clubs what to do but is there to assist with advice.
21. The Far North Queensland Junior Coordinator involves all key stakeholders prior to decisions or recommendations being made.
22. The FNQ Junior Coordinator/Committee may be consulted in relation to queries or issues that may arise from clubs prior to, during or after hosting junior events.
23. The FNQ Junior Coordinator may also offer advice where he/she sees fit. Any queries or issues that cannot be resolved by the host club after consultation with the FNQ Junior Coordinator/Committee are directed to the FNQGA and FNQDLGA Executive Committee.
24. If an issue is encountered that is deemed to be major, it is the responsibility of the club officials and/or the Far North Queensland Junior Coordinator to inform the FNQGA and FNQDLGA Executive Committee.
25. The Far North Queensland Junior Coordinator often acts as the go-between for Far FNQGA, FNQDLGA and district affiliate clubs, Junior Golf Qld and any other relevant bodies in all things related to junior members.

26. The Far North Queensland Junior Coordinator and Club Coordinators must always have junior players' wellbeing and best interests as the number one priority when making, or assisting with making, decisions or recommendations concerning junior golf.
27. Provide details of events four weeks prior to the playing date, if possible.
28. Where possible a draw is to be completed at least 48 hours prior to the event to assist travel planning for parents.
29. The draw is to be structured so that the 18 Holes and lesser grade players finish at around the same time. (Tadpoles and Novices are NOT to hit off before GA players).
30. Provide lunch for each entrant, including a soft drink.
31. Display results on a white board or similar at the conclusion of the event.
32. Ensure that player's scorecards are sent or given to the relevant Junior Coordinators, not mailed to Clubs.
33. Send full results of the event containing details of each player to the FNQ Junior Coordinator/Committee, via FNQGA and FNQDLGA emails address within 7 days.
34. Supply official walkers with scoring sheets/cards.
35. When clubs are hosting a Junior Golf event they should consider the following:
 - a. separate divisions for boys and girls,
 - b. divisions graded where numbers permit,
 - c. quality prizes suitable for the age/division of players being awarded,
 - d. prizes in each division including, but not limited to:
 - i. Gross Winner,
 - ii. Nett Winner,
 - iii. Gross Runner-up,
 - iv. Nett Runner-up, and
 - v. NTP.

FAR NORTH QUEENSLAND JUNIOR GOLF EVENTS

36. Most clubs affiliated with FNQ Junior Golf hold junior open events, typically around the same time each year.
37. These events are listed on the calendar with links to relevant sites. Clubs prepare their own event flyers and email information to the FNQ Junior Coordinator/Committee for posting on the FNQ Junior webpage and facebook and for forwarding to all other affiliate clubs.
38. Events include but are not limited to:
 - a. Junior Opens hosted by affiliate clubs currently held March to October (Atherton, Cairns, Gordonvale, Innisfail, Half Mon Bay, Mossman, Paradise Palm, Ravenshoe, Tully, Mareeba)
 - b. Three events, (two open and one closed) selected from the above, are nominated each year to JGQ as qualifiers for the Greg Norman Junior Masters (GNJM).

FNQ Junior Golf Open

39. Junior Opens are conducted by the host club in accordance with the rules of golf.

40. Clubs are encouraged to provide a fun environment for members with fair rulings including accurate handicaps
41. **Golf Australia Handicap Junior (18 Holes)** will play 18 holes or more (GNJM Qualifier).
42. They will play from competition tees as a minimum or preferably championship tees if available.
43. Players will be grouped by handicap not age group or gender.
44. Caddies/Walkers will be permitted for most junior open, unless it is a GNJM Qualifying event, where players will be required to push their own buggy and parents are not to coach or interfere with the player at any time.
45. During Junior Open and GNJM Qualifying events, motorized carts are to be used.
46. If juniors are found to have breach paragraph 43 and 44, they will be disqualified from that event.
47. **Novices** will 9 full length holes from the ladies tee.
48. Players must have a club handicap that is determined as per the FNQ Junior Handicapping System.
49. Players will be grouped by handicap not age or gender.
50. Caddies/Walkers are desired.
51. Each group will be accompanied by a maximum of 2 appointed walkers who will maintain a record of player's strokes and act as a referee where scores are disputed. (Players are still required to mark their own cards)
52. **Tadpoles** will play 9 holes or a 6 holes modified courses.
53. 9 holes modified player will play the front of back 9 holes as deem by the event coordinator. Par 4 holes tee's are place between 130 metres to 165 metres approximately from the putting green, Par 5 holes tee's are place from 180 metres to 230 metres approximately from the putting green and Par 3 holes tee's are place from 60 metre's to 120 metre's.
54. Par for the 9 holes modified players is as per the card for the front or back 9 holes.
55. 6 holes modified players course will consist of four PAR 4 holes, one PAR 5 hole and one PAR 3 hole. The distance for each hole is same as layout in paragraph 53, with PAR off 24.
56. Players will be grouped by handicap or playing ability, not age or gender.
57. All swings (including air swings) must be counted.
58. Golf Australia handicap juniors and Novices will under normal rules of golf.
59. For 9 and 6 holes modified player, rules can be modified as per the following:
 - a. a maximum of 15 strokes allowed per hole. (Player must pick up after that) or if the player is the green in 15 strokes, allow them to putt out.
 - b. If hitting over a water hazards, make the drop zone on the other side of the water hazards, off to the side of the putting green.
60. Temporary greens may be used.
61. **Bunker's**; 6 holes modified players are to pick up their ball after two attempt and place to the side of the bunker no near to the green, incurring a one shot penalty, 9 holes modified players are to pick up their ball up after three attempts and place to the side of the bunker, no near to

the green, incurring a one shot penalty, Novices play under normal rules, however, after four attempts to get of the bunker, they pick up their ball and drop it to the side of the bunker, occurring a one shot penalty.

62. A walker is to accompany each group of players in the 6 and 9 holes modified division.
63. Out of bounds to be treated as a lateral hazard.

JUNIOR GOLF QUEENSLAND EVENTS

64. Junior Golf Queensland will seek assistance from the Far North Queensland Junior Coordinator/Committee to nominate events to be Junior Golf Queensland events and Greg Norman Junior Master's qualifiers.
65. Advice may also be sought for MYGOLF Camp dates and venues.
66. To be eligibility for qualifying and/or prizes in Junior Golf Queensland events, they must be financial members of Junior Golf Queensland.
67. Events conducted by Junior Golf Queensland in Far North Queensland may include, but are not limited to:
 - a. Advanced Coaching Clinics – 2 clinics usually hosted at Cairns golf club, and
 - b. MYGOLF Camps – TBA.
 - c. Eligibility junior players who have meet the
 - d. Junior Jug (girls) – held around mid-year,
 - e. Katherine Kirk Classic for girls – held in September,
 - f. Gary Player Classic for boys – held in September, and
 - g. Greg Norman Junior Masters – qualifying invitational event held in December.

GREG NORMAN JUNIOR MASTERS (GNJM)

68. The Greg Norman Junior Masters is a JGQ tournament which requires players to qualify before being invited to participate. FNQ district is offered one closed and two open qualifier events each year. All scores for all players from the qualifier events must be sent to JGQ to determine who has qualified.
69. The host club must send all scores from qualifying events to the FNQ Junior Coordinator within a one week timeframe for on-forwarding to JGQ. Players must be financial members of JGQ to be eligible to qualify. Players who qualify are listed in the event details on the website and are sent an invitation to register online.
70. The GNJM includes a district team event. JGQ request each district to nominate one female and one male representative to participate in the team event. The FNQ Junior Committee will selects district representatives taking all the following personal criteria into consideration:
 - a. Age
 - b. golflink history / handicap
 - c. behaviour
 - d. attitude
 - e. achievements
 - f. participation in district events

71. The FNQ Junior Golf Committee is consulted on the representatives selected prior to the players being notified of their selection. Once agreed, the players are notified and if they accept, their names are provided to JGQ.

FNQ JUNIOR JUG INTER-DISTRICT MATCH PLAY TEAM

72. The format of the Junior Jug Tournament is match play competition of 6 rounds over a period of 4 days with some days requiring players to play 36 holes. The team consists of 3 junior female players plus 2 adult female officials.

Player Selection Criteria

73. Junior female must be a financial member whose home club is affiliated with FNQDLGA.
74. Junior female players under the age of 18 years.
75. Junior female players with handicaps of 18 or less shall be considered.
76. Players shall nominate for the team through the FNQDLGA approved process.
77. Player performance at events is taken into consideration and is monitored via Golflink.
78. Consideration will be given to experience, general behaviour, attitude and conduct.
79. The team will be selected by the Golf NQ Junior Coordinator in conjunction with relevant members of the GNQ Committee by 30 April each year.
80. For all other criteria in reference to the selection of the team and official, general roles and responsibilities of junior jug team, are to be directed to FNQDLA

MAJOR JUNIOR GOLF TOURNAMENTS

81. Major JGQ tournaments that require players to self-nominate include the Katherine Kirk Classic (girls) and the Gary Player Classic (boys). Players must meet the stipulated event criteria. All relevant information is on the JGQ website.

CAMPS AND CLINICS

82. **Advanced coaching clinics** are held at venues which can host and accommodate the event. JGQ run and manage the clinics. The decision for dates and venues may require input from the FNQ Junior Golf Committee.

MYGOLF CAMPS

83. Clubs can register to be MyGolf clubs through the JGQ website. JGQ may consult the FNQ Junior Golf Committee for options relating to dates and venues to host MyGolf Camps. Clubs wanting to host a camp may contact JGQ direct.

FNQGA and FNQDLGA REPRESENTATIVES

84. The FNQGA and FNQDLGA association in consultation with FNQ Junior Golf Committee will select FNQ Junior Golfers to representatives FNQ in the above events.
85. The selected Junior Golfer will be notified of their selection, once they have agreed to the selection; their names are provided to JGQ.

86. The FNQGA and FNQDLGA will assist players with costs for transport, nomination and uniform if selection. If you would like to know more, then email FNQGA at info@fnqgolf.com.au for further details and dates etc. (conditions and limited apply)
87. Assistance in way of reimbursement, Players will be required to produce GST receipted payments for actual expenses and are reimbursed up to the limited of assistance.
88. Players must provide GST receipts within 14 days of the event completion to be reimbursed.
89. Some representative events may be subject to player levy and cost towards additional event support.

AWARDS

90. The major award presented to financial junior members each year.
91. FNQ Junior Golfer of the Year Award is presented for the following divisions.
 - a. Golf Australia handicap Junior Boys (18 holes) is presented by the FNQGA,
 - b. Golf Australia handicap Junior Girls (18 holes) is presented by the FNQDLGA,
92. There are 6 awards to be presented to boys and girls Golfer of the Year in the following division:
 - a. Novices,
 - b. 9 Holes Modified, and
 - c. 6 Holes Modified:
93. The Award Presentations will coincide with the last Junior Open off the year.
94. Quality prizes suitable for the age/division of players are to be awarded
95. To determine GOTY Award Winners in Novices, 9 Holes Modified and 6 Holes Modified divisions, points are allocated to players for placings at all junior open events held within the district.
96. Clubs hosting junior opens are required to provide all players' scores to the FNQ Junior Golf Coordinator within a one week timeframe. All scores are entered into a spreadsheet which is kept on file by the FNQ Junior Golf Committee for reference and record keeping purposes. The spreadsheet is used to determine the placings for all players. Points are allocated for placings and calculations are done in a separate excel spreadsheet. The spreadsheets are updated after each junior event and a copy is emailed to both FNQ Secretary for auditing and transparency and to ensure the Committee are kept informed at all times.
97. The points for GOTY are not displayed on the FNQ website for specific reasons. Healthy competition is encouraged between players but the ultimate objective of the Committee is for all juniors to make friends and have fun whilst enjoying the game of golf and have the opportunity to play different courses.
98. The GOTY award should not be the main reason a player attends junior events. The tally of points for juniors should not form an unhealthy competition between players or parents. By not advertising the points status, we hope to not place families in situations whereby the decision to attend a junior event is based on where the player is placed according to GOTY points.
99. The rules for allocating points to members are outlined on the first worksheet of the excel spreadsheet as per the example in Table 1 below.

Place	1st	2nd	3rd	4th	5th
Points	10	8	6	4	2

Table 1: Points award for Golfer of the Year

100. The example in table two show how the Golfer of the Year will be determining for Gross and Nett winner for each division.

Name		Event One	Event Two	Event Three	Final Total
Player One	Gross Score	8	6	10	24
	Nett Score	2	2	6	10
				Total	34
Player Two	Gross Score	10	2	2	14
	Nett Score	4	10	4	18
				Total	32
Player Three	Gross Score	6	8	6	20
	Nett Score	6	8	6	20
				Total	40
Player Four	Gross Score	4	0	8	12
	Nett Score	8	0	2	10
				Total	22
Player Five	Gross Score	2	4	4	10
	Nett Score	10	6	10	26
				Total	36

Table Two: Golfer of the Year spread sheet

101. From the above spreadsheet, Player One is the Golfer of the Year for that division.
102. Rules for Golfer of the Year are as follows:
- For example, to receive the Novices award, the player must be a Novices player at the time of the last event of the calendar year (ie. Not yet progressed to 18 holes).
 - A player can only win one prize.
 - The top five players are awarded points according to where they place (see table above).
 - Where there are two or more equal scores, equal points will be awarded to each player in that position (ie. If two players are equal 2nd, both receive 8 points). When this occurs it affects the placing for the next best ranked player (ie. The player with the 3rd lowest score will be ranked 4th, not 3rd and will receive 4 points for 4th place).
 - If there is a tie for 5th place, then all players will receive 2 points. When this occurs, there could possibly be more than 5 players awarded points in a specific event.

FNQ JUNIOR GOLF HANDICAPPING

103. Far North Queensland Junior Golf Association Handicapping has been used for the last couple years.

Handicap Calculation

104. The FNQ Junior golf handicapping system to be implemented for Novices, 9 holes modified and 6 holes modified players only.
105. It was develop about 5 to 8 year ago by the FNQ junior coordinator at the time.
106. It is preferred that all new players, play three rounds of golf before been given a handicap. This is multiplied by **0.98**, which is a performance multiplier, as used in the Men's system. The resulting figure is then truncated to **1 (ONE)** decimal place to give the exact handicap, to be rounded as usual for the playing handicap.
107. To transition from 6 to 9 holes modified or to novices the player will start with the maximum handicap for that division.

Minimum and Maximum Handicaps			
18 Holes	Boys	Golf Australia Handicap System	
	Girls	Golf Australia Handicap System	
Novices	Boys	Maximum: 36.4	Minimum: 14.4
	Girls	Maximum: 45.4	Minimum: 18.4
9 Hole Modified	Boys	Maximum: 36.4	Minimum: 14.4
	Girls	Maximum: 45.4	Minimum: 18.4
6 Hole Modified	Boys	Maximum: 30.4	Minimum: 13.4
	Girls	Maximum: 36.4	Minimum: 15.4

108. For player to advance from any division to a higher division, the players must show they are ready for that division (ie. 9 Hole modified player must be able to put together scores of 49 below concisely and be able to score their own card).
109. The following is a guide for junior coordinator to for their players to advance to the next division:
 - a. A player could advance to the next division when they reach their minimum handicap.
 - b. A player could advance to the next division when they concisely put low scores together (6 holes modified below 30, 9 holes modified below 49, and Novices below 55).
 - c. Coordinators should also take in account if the player is physical and mentally ready to advance to the next division.
110. Below is an example FNQ Junior Template (Excel spreadsheet):

**NOVICE
CCR**

Date
35

Name	Actual Handicap	New Playing Handicap	Score	Differential	Handicap Differential	Multiplier	Buffer	Handicap Adjustment		New Handicap	New Playing Handicap
Golfer	33.4	33	60	25	-8	0.3	2	-2.4		31	31
Golfer	25.4	25	60	25	0	0.3	2			25.4	25
Golfer	31.4	31	58	23	-8	0.3	2	-2.4		29	29
Golfer	36	36	78	43	7	0.3	2		0.1	36.1	36
Golfer	36	36		-35	-71	0.3	2	- 21.3		14.7	15
Golfer	35	35	67	32	-3	0.3	2	-0.9		34.1	34
Golfer	26	26		-35	-61	0.3	2	- 18.3		7.7	8

111. The template below is for junior event coordinators use to send juniors results out to all junior golf clubs (recommended only):

EVENT NAME									
DATE OF EVENT									
GA 18 Holes	H'Cap	Gross	Nett	Course Par: 35	NOVICES 9 Holes	H'Cap	Gross	Nett	Course Par:
BOYS					BOYS				
Names	13.2	96	83						
	10.9	85	74	Gross Runner Up					
	21.5	95	73	Nett Winner					
	13	87	74	Nett Runner Up					
	1	80	79	Gross Winner					
GIRLS					GIRLS				
Names	11.9	85	73	Gross Runner Up					
	15.2	88	73	Nett Winner					
	6	77	71	Gross Winner					
9 Holes Modified					6 Holes Modified				
BOYS				Course Par:	BOYS				Course Par:
GIRLS					GIRLS				

APPENDICIES

APPENDIX A - PHOTOGRAPHIC POLICY AND RELATED INFORMATION

Purpose

1. This policy is designed to provide an understanding of issues surrounding the acquisition and display of images of registered members participating in golf activities.
2. It also serves as an administrative reference in relation to the management of photography and videography by any person at FNQGA and FNQDLGA functions, events and other associated occasions for current Far North Queensland - Club junior members.
3. In Australia there is no law restricting photography or videography of people including children in public spaces as long as the images are NOT:
 - a. Indecent (such as 'up skirt' or 'down blouse' 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;
 - b. Protected by a court order (eg. Child custody or witness protection);
 - c. Defamatory or being for commercial purposes (person's likeness is used to endorse or entice people to buy a product);
 - d. The majority of FNQGA and FNQDLGA activities are located at golf courses and clubs open to the public however if FNQGA and FNQDLGA is hosting a sanctioned event all individuals taking photographs or video images will be subject to the rules and policies of FNQGA and FNQDLGA;
 - e. 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;
 - f. FNQGA and FNQDLGA require the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside change areas, showers and toilets;
 - g. FNQGA and FNQDLGA 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;
 - h. When using a photo of a child, FNQGA and FNQDLGA will not name or identify the child or display personal information such as residential address, email address or telephone numbers with gaining written consent from the parent/guardian; and
 - i. FNQGA and FNQDLGA will not display information about hobbies, likes/dislikes, school etc. as this information has the potential to be used as 'grooming tools'.
4. Photography and video footage is only taken by FNQGA and FNQDLGA at sanctioned events and matches for three purposes:
 - a. Player/Umpire training and development
 - b. FNQGA and FNQDLGA association promotion and publicity
 - c. Participants and family use

Photography for Publication or Commercial Use

5. Where a photographer/videographer has been contracted by FNQGA and FNQDLGA 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 FNQGA and FNQDLGA has the obligation to advise the contractor of any limitations as prescribed by a court order or law?

Photography for Private Use

6. There are no restrictions on parents, guardians and/or family members taking photos or video footage of their children participating in FNQGA and FNQDLGA sanctioned events provided the images are for personal use and do not encroach on the policy limitations.
7. Equally there are no restrictions on officials taking images for coaching purposes, umpire development or general publicity.

Inappropriate Photography

8. Where an individual is believed to be inappropriately photographing any member FNQGA and FNQDLGA, will do the following:
 - a. Inform a FNQGA and FNQDLGA official
 - b. Ask the individual to cease taking photos or video footage
 - c. If the individual does not cease call the local Police

References / Related Documents (attached):

- a. Australian Government – Guidelines on the use of images of children (Page 3)
- b. Photographic Release Form (Adults & Minors) FNQJG (Page 4)



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.

APPENDIX B:

FNQ JUNIOR GOLF PHOTO RELEASE FORM

PHOTO RELEASE FORM FOR MINORS (IF UNDER 18)

FNQGA and FNQDLGA have 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:

APPENDIX C:

FAR NORTH QUEENSLAND JUNIOR GOR 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:		
Associations Secretary:		
Action Completed:	Dates:	Name:
A copy of this report must be forwarded to: FNQGA and FNQDLGA Secretaries.		

APPENDIX D:

Code of Conduct

1. This code of conduct sets out what is expected of players, parents and spectators in terms of participating in FNQ Junior Golf events, and the range of consequences for not honouring the code.
2. Player's Good sportsmanship
 - As a representative of your club you must obey your clubs Behaviour Management Plan and your club's expectations during and around fixtures,
 - Be a good sport, play for enjoyment
 - Compete according to the spirit and rules of the competition. Accept the Judge, Referee's or Umpire's decision.
 - Control your behaviour and temper on and off the course. Do not criticise by word or gesture.
 - Treat all opponents, as you would prefer to be treated yourself.
 - Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
 - Be a good sport. Encourage and support your own team members and other players.
 - Co-operate with your coach and teammates. Show respect for your opponents and their skills.
 - Be friendly to all participants.
 - The use of alcohol, tobacco and non-prescribed drugs is not permitted. Any Illegal behaviour will be referred to the police.
3. Consequences for player breaches of this code, event coordinator may deal immediately with any breaches of this code by imposing appropriate consequences, including disqualification. The FNQ Junior Golf Committee is responsible for imposing longer-term consequences such as suspension from representative event or playing the region.

PARENTS / SPECTATORS CODE OF BEHAVIOUR

- Encourage participation by children.
- Provide a model of good sportsmanship for your child to copy.
- Demonstrate appropriate social behaviour –do not ridicule or yell at a child for making a mistake. Provide positive comments that are motivational.
- Be courteous in your communication with players, game officials and sport administrators. Do not use foul or offensive language or make threats of any kind.
- Refrain from taking photographs, which may cause players embarrassment. Do not take inappropriate or indecent photographs of players.
- Let game officials conduct events without interference. If there is a disagreement, follow the appropriate and correct procedure in order to question the decision and teach children to do likewise. (must go through the event coordinator).
- Encourage and support honest effort, skilled performance.
- Remember children play for their enjoyment not yours. Don't let your behaviour detract from their enjoyment.

- Demonstrate respect for opposing players and their supporters. Without them there would be no game.
- Make new parents feel welcome.
- In accordance with clubs policy – don't smoke or drink alcohol around children.
- Recognise the value of volunteer coaches and officials. They give their time and resources to provide recreational activities for the children and deserve your support.

Consequences for parent / spectator breaches of this code

4. Event organisers may deal immediately with any breaches of this code by warning offenders about their conduct, asking offenders to leave venues, and calling police to intervene where necessary.
5. The FNQ Junior Golf Committee is responsible for imposing longer term consequences such as written warnings, or barring attendance at future events for a period or indefinitely. Parents and spectators will be afforded natural justice in respect of breaches of this code.
6. FNQ Junior Golf Committee ask for advices from both the FNQGA and FNQDLGA on all matters relating to breaches of this code