



# 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](mailto:info@fnqgolf.com.au)
7. A copy of correspondence should be forwarded to both FNQGA and FNQDLGA Secretary where relevant

## **CHILD AND YOUTH MANAGEMENT STRATEGY**

8. The FNQ Junior Golf Child and Youth Management Strategy is a guideline and recommendation for clubs in the FNQ region.

## **INCIDENT REPORTING**

9. All incidents and accidents that happen during a Junior Open or a Junior golf event must be reported to FNQGA and FNQDLGA as soon as possible after the event.

## **PHOTOGRAPHIC POLICY**

10. FNQGA and FNQDLGA provide support to clubs hosting events through adherence to the photographic policy.

## **CODE OF CONDUCT**

11. All players taking part in FNQGA and FNQDLGA sanctioned events are subject to the 'Code of Conduct'. As with all such events this Code also applies to all persons playing 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.

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. The Code of conduct for FNQ representative players can be found in the FNQGA and FNQDLA hand books.

14. 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.

15. Abuse verbal or otherwise of players, Club or District Officials is not permitted.

16. Parents and guardians are to abide by the Code of Conduct.

17. These Code of Conducts can be found on the FNQGA website under the junior section.

## **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, for inclusion in their calendar.

## **FAR NORTH QUEENSLAND JUNIOR GOLF EVENTS**

19. Most clubs affiliated with FNQ Junior Golf hold junior open events, typically around the same time each year.

20. These events are listed on the calendar with links to relevant sites. Clubs are to email their event flyers and information to the FNQ Junior Coordinator/Committee for posting on the FNQ Junior webpage and facebook and for forwarding to all other affiliate clubs.

21. Events include but are not limited to:

a. Junior Opens/9-Hole events hosted by affiliate clubs currently held March to October (Atherton, Cairns, Gordonvale, Innisfail, Half Mon Bay, Mossman, Ravenshoe, Tully)

- 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),
- c. Five events selected from the above Junior Open will also be Junior Golf Queensland District Points Challenge Events.
- d. During last school term a Junior Pennants for Novices and below will be held during the months of October and November.

### **FNQ JUNIOR GOLF OPEN**

- 22. During the year most Far North Queensland clubs will host a Junior Open. Juniors have the opportunity to travel the Far North Queensland to participate in these stroke events.
- 23. All members are welcome to attend these events. Opens are not compulsory however they offer broader experience of competitive golf as well as a great opportunity to play on other courses. Opens are also a good way to meet other players from different Clubs.
- 24. We also receive invitations to play in Opens outside our region. Details of these are sent to individual clubs. Co-ordinators should display these on their noticeboard.
- 25. Nomination forms are placed on the junior notice board usually Four/Three weeks prior to an Open and it is up to Parents to nominate their child. Nomination forms must be sent to the hosting club at least one week prior. Late nominations may not be accepted although normally host club will try to help where they can. All nominations must come from their club and include the player's handicap.

### **FNQ JUNIOR GOLF OPEN FEES**

- 26. The following fees are set for the year for all junior golf events.
- 27. These will be set each year at the junior golf coordinator meeting for the next year.
- 28. Fees for this year are:
  - a. 18-hole players \$20,
  - b. Novices (9-hole Player Full) \$15,
  - c. Tadpoles (9-hole modified players) \$12,
  - d. Pee Wees (3/6-hole modified players) \$10.

### **FNQ JUNIOR GOLF PLAYING DIVISIONS**

- 29. The following division are available in the FNQ Region:
  - a. GA 18-Holes handicap Event,

- b. Novices full 9-Hole Event,
- c. Tadpoles 9-Hole Modified Event,
- d. Tadpoles 6-Hole Modified Event, and
- e. Tadpole's 3-Holes Modified Event.

### **MODIFIED PLAYERS**

30. The aim of the modified course is for those junior golfers who are starting out on their golfing journey. They begin to learn the basic rules and etiquette of golf and to develop a skill level that will allow them to progress to the next division.

### **NOVICE'S FULL 9-HOLES**

31. The aim of Novices is to develop junior golfers for the transition to 18 holes. Players need to have a better understanding of the rules and etiquette for golf, however this does not stop them from further learning of the game.

### **GA 18-HOLE JUNIORS**

32. Players need to continue to learn the rules and etiquette of golf and to develop a skill level that will enable players to confidently take part in Adult competitions.

33. Players must demonstrate a sound knowledge and understanding of the rules and scoring of golf and a level of maturity that is required to participate in 18-hole competitions. The handicap for 18-hole player is given after they have handed in three cards at their club and entered into Golf Link. FNQ Junior Golf does not set the policy of the juniors playing in the senior competition but recommends that any junior participating in senior competitions must have the capacity and maturity to meet standards of a general member playing in their club.

### **JUNIOR GOLF QUEENSLAND EVENTS**

34. 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.

35. Advice may also be sought for MYGOLF Camp dates and venues.

36. To be eligible for qualifying and/or prizes in Junior Golf Queensland events, they must be financial members of Junior Golf Queensland.

37. 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.
- 38. Eligibility junior players who have meet the
- c. Junior Jug (girls) – held around mid-year,
- d. Katherine Kirk Classic for girls – held in September,
- e. Gary Player Classic for boys – held in September, and
- f. Greg Norman Junior Masters – qualifying invitational event held in December.

### **GREG NORMAN JUNIOR MASTERS (GNJM)**

39. 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.

40. 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.

41. 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 district team representatives will be the GA 18 Holes Junior boys and Girls Junior Golfer of the Year Winners.

### **FNQ JUNIOR JUG INTER-DISTRICT TEAM**

42. The format and players selection criteria for the Junior Jug Inter-District can be found on the FNQDLA webpage site.

### **MAJOR JUNIOR GOLF TOURNAMENTS**

43. 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**

44. 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**

45. 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**

46. The selection criteria FNQGA and FNQDLGA junior representatives' players can be found on the FNQGA and FNQDLGA websites.

### **AWARDS**

47. The major award presented to financial junior members each year.

48. 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,

49. 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:

50. The Award Presentations will coincide with the last Junior Open off the year.

51. Quality prizes suitable for the age/division of players are to be awarded

52. 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.

53. 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.

54. 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.

55. 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.

56. 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.

<b>Place</b>	<b>1<sup>st</sup></b>	<b>2<sup>th</sup></b>	<b>3<sup>th</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>6<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>8<sup>th</sup></b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>
<b>Points</b>	10	9	8	7	6	5	4	3	2	1

Table 1: Points award for Golfer of the Year

57. The example in table two show how the Golfer of the Year will be determining by the Nett Points for each division.

	Player 1		Player 2		Player 3		Player 4		Player 5	
<b>Events</b>	<b>Nett Score</b>	<b>Nett Points</b>	<b>Nett Score</b>	<b>Nett Points</b>	<b>Nett Score</b>	<b>Nett Points</b>	<b>Nett Score</b>	<b>Nett Points</b>	<b>Nett Score</b>	<b>Nett Points</b>
<b>Event 1</b>	27	10	33	8	29	9	45	7	33	8
<b>Event 2</b>	45	6	34	9	36	8	40	7	28	10
<b>Event 3</b>	40	8	38	9	45	6	41	7	37	10
<b>Event 4</b>	32	9	29	10	46	6	38	8	43	7
<b>Event 5</b>	34	9	36	8	45	6	40	7	21	10
<b>Event 6</b>	37	8	34	9	32	10	32	10	40	7
		50		53		45		46		52

Table Two: Golfer of the Year spread sheet

58. From the above spread sheet, Player Two is the Golfer of the Year for that division.

59. Rules for Golfer of the Year are as follows:

- a. 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).
- b. A player can only win one prize.
- c. The top ten players are awarded points according to their Nett scores. (See table above).
- d. Where there are two or more equal nett scores, equal points will be awarded to each player in that position (ie. If two players are equal 2<sup>nd</sup>, both receive 9 points). When this occurs it does not affect the placing for the next best ranked player (ie. The player with the 3<sup>rd</sup> lowest score will still be ranked 3<sup>rd</sup>.)

## TEMPLATES

60. There are a number of templates that could help FNQ junior Golf Coordinators in conducting their event and keeping track of their junior's progress. These templates are located on the FNQGA website in the Junior section.

<b>FAR NORTH QUEENSLAND JUNIOR GOR INCIDENT REPORT FORM</b>		
<b>Personal Details:</b>		
Personal involved in Accident / Incident:		
Contact Details:		
Sporting Event:		
Person making the report:		Date of report:
<b>Accident/incident details</b>		
Date:	Time:	Date reported:
Location:		
Official in charge of player:		
Incident reported to:		
Witness 1:	Contact Details:	
Witness 2:	Contact Details:	
<b>Nature of Accident/Incident</b>		
<b>Results of Accident/Incident</b>		
<b>Action taken (disciplinary or first aid)</b>		
<b>Any other relevant comments</b>		
<b>Name of parent/carer contacted:</b>		
Date:	Time:	
<b>Signatures:</b>		
Official:		
Associations Secretary:		
Action Completed:	Dates:	Name:
A copy of this report must be forwarded to: FNQGA and FNQDLGA Secretaries.		