



**FAR NORTH
QUEENSLAND
JUNIOR GOLF
HANDBOOK**

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INTRODUCTION

1. With ageing Club memberships and the overall decline in golf participation, junior members have never been more important to the future of Golf Clubs. Similarly, never before have children had more variety and opportunity in terms of activities, all competing to occupy their spare time and attract their talent. These factors present a challenge for golf clubs to improve its 'offer' to young people, and encourage them to start and stay in the game.
2. There are many reasons why golf is appealing to young people and their parents/guardians:
 - a. Golf welcomes players of all ages and abilities
 - b. Golf is a fun and challenging game, with low risk of injury
 - c. The skill sets required are different in comparison to traditionally popular sports such as netball, rugby and soccer
 - d. Golf can be played as both an individual and team sport
 - e. Golf is a lifelong activity and is suitable for individuals, families, teams and groups
 - f. Golf can provide networking opportunities and can be more social than other sports
 - h. Golf promotes skills and values such as leadership, sportsmanship, communication, self-management, respect, honesty, integrity, responsibility, perseverance and good etiquette
 - i. There are many fantastic role models in Australian Golf at both professional and amateur level in both the men's and ladies' game

OBJECTIVES

3. 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

4. This document covers all financial junior members of Far North Queensland district clubs that are affiliates of FNQGA and FNQDLGA.
5. 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

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

CORRESPONDENCE

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

FNQ JUNIOR GOLF COMMITTEE

1. The importance of having a structured junior section which includes a Junior Committee and an appropriate number of leaders cannot be over emphasised. It could be damaging for the juniors within the region to have one person solely responsible for junior golf. While that person might be more than capable and possess all the necessary skills, if he or she retires or resigns from the position this may result in a lack of continuity and subsequently the junior section may suffer.

JUNIOR GOLF COORINATOR

2. Should be someone who is interested in the overall development of juniors within the region. They should have an appreciation for all levels of players from beginner to elite and should not focus their attention on any one group of players. The coordinator will need time to do administration work from early in the year which will include recruiting appropriate committee members and leaders, as well as completing other tasks related to managing the junior within the region. It is recommended that this person be voted onto the committee and possesses the skills and competencies outlined above.

JUNIOR COMMITTEE

3. Should be made up of a number of people who have an interest in developing the junior within the region, these can be club coordinators, PGA Professionals and parents of active juniors. The size of your committee should no more than four members. It is highly recommended that everyone sitting on the committee should have a defined role.

4. While the Junior Committee will vary in how it functions depending on the demands of each club, below is an outline of the main functions of a Junior Committee:

- a. Promote the ethos and aims of FNQ Junior golf,
- b. Show an interest in growing junior membership, improving the ability and standard of juniors, and facilitate the transition of junior members into full adult membership,
- c. Meet 2 - 4 times a year,
- d. Draw up a calendar of events for the year in order to ensure plans are made well in advance,
- e. Develop a long-term strategic plan for the development of junior within the FNQ region, and
- f. Liaise with and report to the FNQGA and FNQDLA.

ROLE OF THE COMMITTEE

5. The role of the FNQ Junior Committee is not to tell clubs what to do but is there to assist with advice.

6. The Far North Queensland Junior Coordinator involves all key stakeholders prior to decisions or recommendations being made.

7. The FNQ Junior Coordinator/Committee may be consulted in relation to queries or issues which may arise from clubs prior to, during or after hosting junior events.
8. 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
9. 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.
10. 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.
11. 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.

FNQ JUNIOR GOLF SAFETY

1. The FNQ Junior Golf safety guidelines are layout in the FNQ Child and Youth Management Strategy document.
2. This document is a guideline and recommendation for clubs in the FNQ region; this is a standalone document and will be issue separately.

INCIDENT REPORTING

4. 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.
5. The FNQ Junior Golf Incident Report form is at Appendix A.

PHOTOGRAPHIC POLICY

6. FNQGA and FNQDLGA provide support to clubs hosting events through adherence to the photographic policy.
7. The FNQ Junior Golf photographic policy is at Appendix B.

FNQ JUNIOR GOLF CODE OF CONDUCT

1. 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, Parents/Guardians, Spectators or Official). In the case of junior events this would include walkers and others assisting with keeping the event running smoothly.
2. The Code of Conduct for Players, Parents/Guardians, Spectators or Official can be found at Appendix C-E,
3. The Code of conduct for FNQ representative players can be found at Appendix F.
4. Fail to comply with the Code of Conducts for a tournament, could mean removal from the course/Club house holding the junior golf tournament in the first incident. For a second incident could be a ban from all junior golf tournaments.
5. Main points to remember from the Code of Conducts are:
 - a. Abuse verbal or otherwise of players, Club/District Officials, parent/guardian or spectators is not permitted. and
 - b. Coaching of players during tournament is not permitted.
6. The Code of Conduct can be modified by Junior Clubs to suit their tournaments

FNQ JUNIOR GOLF TOURNAMENTS

1. The FNQ Junior Tournament Calendar is developed in October/November 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.

TOURNAMENTS

2. All FNQ Golf can hold a junior open event or a junior golf challenge event.

3. Traditionally these tournaments have been held by the following that have a junior golf program (Atherton, Cairns, Half Moon Bay, Innisfail, Mossman, Ravenshoe and Tully).

4. 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.

FNQ JUNIOR GOLF OPENS

5. The Junior Opens give juniors within the region the opportunity to play on different courses within FNQ and to meet other juniors from different clubs.

6. All junior golfers within the region are welcome to attend these events. Junior 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.

7. 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.

8. 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 PLAYING DIVISIONS

9. Host clubs have the right to decide what division/s will be applicable on the day for modified 3, 6, and 9 Holes, full 9 Holes players, and 18 Hole participants (boys and girls).

10. Further, it is up to the host club's discretion as to whether they include divisions within each of these groups. This will be dependent on the number of nominations received.

11. For 18 hole boys and girls, clubs are advised to state on their flyers that it could be Divisions 1 and 2 or A, B, and C Grade.

12. The recommended split would be:

- a. Boys: Division 1: 0 – 18 and Division 2: 19 – 36, or
 - b. Boys: A Grade 0 - 11, B Grade 12 - 22 and C Grade 22 – 36,
 - c. Girls: Division 1; 0-18 and Division 2; 19 – 45,
 - d. Girls: A Grade 0 – 15, B Grade 16 – 25, and C Grade 26 – 45.
13. The recommended number of participate per division or grade is two players.
14. The grades and division should be based on the junior golf link handicap and not their playing handicap. The reason for this the junior playing handicap will differs from course to course, whereas the golf link handicap will not change a lot.
14. Please note these are recommendations only. Clubs may choose to alter these handicap ranges but are advised to specify what these splits are by indicating them on their flyers and/or nomination forms.

FNQ JUNIOR GOLF OPEN FEES

15. The following fees are set for the year for all junior golf events.
16. These will be set each year at the junior golf coordinator meeting for the next year.
17. Fees for this year are:
- a. 18-hole players \$22,
 - b. Novices (9-hole Player Full) \$17,
 - c. Tadpoles (9-hole modified players) \$14,
 - d. Pee Wees (3/6-hole modified players) \$15.
18. These fees are to be review at the FNQ Junior Coordinators meeting each year.

MODIFIED PLAYERS

19. The modified players, play a modified with PAR 3 between 50 – 100 meters, PAR 4 between 100 – 170 meters, and PAR 5 between 180 – 240 meters.
20. Guidelines for modified course and rules can be found at appendix G.

NOVICE’S FULL 9-HOLES

21. The Novices play full 9-holes from ladies and men’s tees. This may change from club to club.

FNQ JUNIOR CHALLENGE EVENTS

22. These events are design for Novices player and below, however GA junior can also play in these events when their handicap is half.

CONDITIONS OF PLAY

23. FNQ junior tournaments Conditions of Play is provided to assist clubs in providing a uniform and structured document for participants. Variables such as dates, Tournament Committee and Handicap limits are noted for each respective club to enter and we welcome any queries that may arise from the construction of conditions for your event.

RESPONSIBILITY

24. 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.

25. Clubs are to provide an event flyer with details of the events four weeks prior to the event date, if possible and six if holding a Greg Norman Junior Master Qualifying event.

26. Where possible a draw is to be completed at least 48 hours prior to the event to assist travel planning for parents.

27. The draw is to be structured so that the 18 Holes and lesser grade players finish at around the same time.

28. Provide lunch for each entrant, including a soft drink.

29. Display results on a white board or similar at the conclusion of the event.

30. Ensure that player's scorecards are sent or given to the relevant Junior Coordinators, not mailed to Clubs.

31. 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.

32. Supply official walkers with scoring sheets/cards.

33. 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. recommended prizes in each division including, but not limited to:
 - i. Gross Winner,
 - ii. Nett Winner,
 - iii. Gross Runner-up,
 - iv. Nett Runner-up,
 - v. NTP, and

vi. Longest Drive.

34. Players can only win one prizes, unless it is the NTP or Longest Drive.

BEING A GOOD CADDY

26. The FNQJG requires caddies for players below the age of 10 and, although not required for older players, parent caddies are prevalent in all FNQ Junior tournaments. This section gives some ideas on how to be a good parent caddy.

27. The first thing to understand is that being a dad or mom on the bag can be extremely rewarding but most certainly not an easy thing to do! You get to experience all the joy, fun, frustration and despair that naturally comes with any competitive golf. More information on being a good caddy can be found in appendix H.

Knowing how to stop being a parent and start being a caddy is key to a happy “on course” relationship with your child.

JUNIOR GOLF ETIQUETTE

28. Golf's code of behaviour is known as etiquette. It ensures safety is maintained, the course is looked after and that golf is played in a fun friendly environment. Below are some general tips to good golf etiquette.

- e. Safety – Check that you and others are safe before swinging your club.
- f. Consideration - Always considers others whether playing partners and caddies, other competitors, officials, the course or the general public.
- g. Play - Play without delay and within the rules. Always consider the general courtesies of golf i.e. Keeping still while other players are playing or being prepare to play your shot.
- h. Priority- If you are holding up the group behind, call them through. General rule: Keep up with the group in front not immediately in front of the group behind.
- i. Bunkers- Enter and leave the bunker from the lowest point. Always smooth out the bunker after playing from it or walking through it.
- j. Divots- Always replace divots and repair any damage you may make.
- k. Practice Swings- **No more than two practice swings.** Quiet- Be quiet while other people prepare & play shots.
- l. Shake hands- At the end of play shake hands with the other players & Caddies.

JUNIOR GOLF QUEENSLAND TOURNAMENTS

1. Junior Golf Queensland host a number of tournaments throughout QLD and FNQ.
2. These tournaments included the following:
 - a. Greg Norman Junior Master Tournament and qualifying events,
 - b. Junior Jug (girls),
 - c. Katherine Kirk Classic for girls,
 - d. Gary Player Classic for boys,
 - e. Queensland Boy's and Girl's Amateur, and
 - f. District Points Challenge Event.

GREG NORMAN JUNIOR MASTERS (GNJM)

3. The Greg Norman Junior Masters is a JGQ tournament which requires players to qualify before being invited to participate. FNQ district is offered three open qualifier events each year.
4. All scores for all players from the qualifier events must be sent to JGQ to determine who has qualified. The host club must send all scores from qualifying events to the FNQJC 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.
5. 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.
6. The FNQJC selects district representatives taking all the following personal criteria into consideration:
 - a. age,
 - b. golf link history / handicap,
 - c. behaviour,
 - d. attitude,
 - e. achievements, and
 - f. participation in district events.

7. The FNQ Committees is to be 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 TEAM

8. The Junior Jug is conduct in conjunction with Katherine Kirk and is a 54 hole net event.

9. The team consists of 3 junior female players plus 2 adult female officials.

KATHERINE KIRK CLASSIC

10. The Katherine Kirk Classic is an Australian Girls Ranking Even open to female golfers under the age of 21 years. It is played over 54-hole stroke play in 3 age division. It is conducted by Golf Queensland.

a. 15 Years and under,

b. 16 - 17 Years, and

c. 18 - 20 Years.

11. FNQ juniors' girls are required to self-nominate for this event, all relevant information is on the JGQ website.

GARY PLAYER CLASSIC

12. The Gary Player Classic is an Australian Boys' Ranking Event open to male golfers under the age of 21 years. It is played over 72-holes stroke play at Pacific Golf Club in 3 age divisions:

a. 15 Years and under,

b. 16 - 17 Years, and

c. 18 - 20 Years.

13. Entrants must satisfy the following age and handicap criteria:

a. 15 Years & Under, GA Handicap limit 18.4,

b. 16–17 Years, GA Handicap Limit 10.4, and

c. 18-20 Years, GA Handicap Limit 6.4.

14. The criterion for FNQ Gary Player Classic team (five players and two officials) selection is layout in the FNQ Golf Association hand book and includes the below:

a. Register for the FNQ Golf Association Junior Golfer of the Year,

b. Participate in the Following FNQ Golf Association events, and

i. Two Senior Open events plus the FNQ Championship.

15. Player will be identified for selection as early as April after the closing date for FNQ Golf Association Junior Golfer of the Year.
16. If a Junior as not register for the Gary Player Classic within five days off registration opening for the Gary Player Classic, then they will be drop from the team.
17. The reason for this is so FNQ can start to book flights, accommodation and hire cars for the team and officials.
18. FNQ Golf Association will pick up the cost for flights, accommodation and hire car for the five junior players and two officials.

JGQ DISTRICT POINTS CHALLENGE EVENT

19. The Junior Golf Queensland (JGQ) District Points Challenge is a series of events (5 per District) which have been nominated by participating Districts of Golf Queensland. The Points Challenge Series is open 18 Hole GA and Novice (9 Full Holes) Juniors only. They need to be a paid member of a club in that district and a financial member of Junior Golf Queensland.
20. Points are allocated according to where participants finish in the field after each event. Points will only be awarded from the time the junior becomes a financial member of JGQ.
21. After each series has been completed, an overall winner and runner-up in both the boys' and girls' divisions for 9 and 18 holes will be determined.
22. JGQ provide the prizes for the JGQ District Points Challenge, these prizes will be awarded at the final Junior FNQ tournament.
23. The Boys and Girls JGQ District Points Challenge winners will represent Far North Queensland at the District Points Challenge final held in conjunction with Greg Norman Junior Master Tournament.

MYGOLF PROGRAM

1. MYGOLF is Australia's national junior introductory program to develop and promote participation in golf. A 10-week introductory program to the sport, the MYGOLF program is designed for 5 to 12-year old's and is the major driver of junior golf participation in Australia.
2. Through the MYGOLF program, we aim to increase participation and engagement in golf by children, and provide a fun, accessible and satisfying introduction to the sport of golf by promoting skills development, as well as the social and fun aspects of the sport, to the wider community.
3. The Atherton, Cairns, Half Moon Bay and Ravenshoe Golf Clubs conduct My Golf programs.
4. The district can also request a My Golf camp to be conduct over three days; this is normal conduct by JGQ PGA coaches.
5. More information and locations of MYGOLF programs can be found on the MYGOLF website.

HILLS GOLF ACADEMY

1. Hills International Golf Academy conducts a 5 days coaching camp during the school holiday period September/October.
2. The FNQGA and FNQLDGA are invited to send two representatives (1 boy & 1 girl) down for the camp.
3. They are blessed with cutting edge technology (such as Trackman and Putt lab) and high-quality coaches that is not always available in certain Districts, the Academy felt it was their way to help promote the game of golf within this great State of ours.
4. The nominated players will reside at the Hills dormitory during the camp and will be provided all meals. During the camp, attendees will go through a series of skills testing and data gathering as well as some information on technique, rules, and game plan strategies which will be conducted by the Hills coaching staff members who are all well respected PGA professionals.
5. A schedule of the camp will be sent out to the district prior to the start day. Players are requested brings along a USB device, we can download all data gathered (Trackman, Putt lab and skills test results) for them to take back to their coach. During the last two days of the camp, the players will compete in the Hills Junior Classic which is a Greg Norman Masters open qualifier for the SEQDGA District.

JGQ Regional Development Program

1. Junior golfers located in FNQ Region will have the opportunity to access specialised coaching from Queensland State Coach/PGA Professional.
2. Parents and participating juniors will also learn about Queensland's Participation Pathway and Talent Identification process.
3. Participating juniors will have fun, acquire new skills, have autonomy and interact with like-minded junior golfers.
4. Juniors need to have an official GA handicap of 25 or less and be a member of a golf club within FNQ District and be aged between 12 and 17 years of age
5. Be a financial member of JGQ to access the program free of charge. If you are not a financial member of Junior Golf Queensland, there will be a cost for the program.

AWARDS

1. Prizes are to be awarded to Gross Winner, Gross Runner-up and Nett Winner, Nett Runner Up for all division at Far North Queensland junior golf tournaments.
2. If there are less than two players in each division prize allocation is left up to the discretion of the hosting Club.
3. The following prizes are to be award at all FNQ Juniors golf tournaments :
 - a. Gross winner and Gross runner up,
 - b. The major award presented to financial junior members each year is the FNQ Junior Golfer of the Year Award (GOTY).
4. There are number of awards presented to boys and girls in the following divisions:
 - a. GA 18 Holes Boys and Girls Gross, Nett and GOTY,
 - b. Novices Boys and Girls Gross, Nett and GOTY,
 - c. 9 Holes Modified Boys and Girl Gross, Nett and GOTY, and
 - d. 6 Holes Modified Boys and Girls GOTY.
5. The GOTY Award Presentations will coincide with the final tournament of the year in October.
6. FNQ Junior Golfer of the Year will be presented to boys and girls each division.
7. The junior gross and nett player for the will also be present to boys and girls in each division.
8. A players can only win gross or nett award, they cannot win both, however they can win gross or nett and overall GOTY.
9. To determine GOTY winners, points will be allocated to players for their gross and nett scores at all FNQ Junior Tournaments held within the district.
10. 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.
11. 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.

7. 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.

8. 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	2th	3th	4th	5th	6th	7th	8th	9th	10th
Points	50	45	40	35	30	25	20	15	10	5

Table 1: Points award for Golfer of the Year

9. 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 (i.e. not yet progressed to 18 holes).
- b. The top ten players are awarded points according to their placings. (See table above).
- c. Where there are two or more equal gross or nett scores, equal points will be awarded to each player in that position (i.e. If two players are equal 2nd, both receive 45 points). When this occurs, it does not affect the placing for the next best ranked player (i.e. the player with the 3rd lowest score will still be award points for 3rd place.)

HANDICAPS

1. A handicap provides a way of monitoring how a junior is improving and provides real motivation for young players to continue their participation and practice.

2. Clubs can assign handicap to their junior for the start, has the junior improves their game and skills, their handicap will come down.

SPREADSHEET

3. FNQ Juniors have adopted a spreadsheet that was developed by a past junior coordinator from Mossman.

4. The FNQ Junior golf handicapping system was implemented for Novices, 9 holes modified and 6 holes modified players only.

5. It is preferred that all new players, play three rounds of golf before been given a handicap, however a player can be given the maximum handicap for the division they are playing and be adjusted at the completion of the junior players first round of golf.

6. Far North Queensland Junior Golf Association Handicapping spread sheet has been used for the last couple years as per the table below.

CCR is the PAR for the course juniors are playing on, this number can be change.

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

Table 1: Junior Golf Handicap

7. It is recommended that clubs use the spreadsheet provided as this will be difficult to manage on paper.

8. Below is the minimum and maximum handicap for FNQ Junior golfers for each division.

18 Holes

Boys Calculated by Golf link

Girls Calculated by Golf link

9 Holes Novices

Boys Maximum: 36.4 Minimum: 15.4

Girls Maximum: 45.4 Minimum: 15.4

9 Holes Modified

Boys Maximum: 36.4 Minimum: 15.4

Girls Maximum: 45.4 Minimum: 15.4

3/6 Holes Modified

Boys Maximum: 30.4 Minimum: 16.4

Girls Maximum: 36.4 Minimum: 16.4

9. Once the junior's player in Novices or modified division reaches the minimum handicap for that division, it is recommended they step up to the next division, where they will be issue with a new handicap.

PLAYING BELOW MINIMUM HANDICAP

10. If a junior wish to remain in a division once they have reached their minimum handicap they can remain in that division and their handicap will still continue to be reduced or increased accordingly but they will no longer be eligible for Gross Prizes, Long Drives and Pin Shots. Players with handicaps below the minimum will be only eligible for Nett Prizes.

HANDICAP ISSUE

11. If a junior player or parent/guardian as an issue with the handicapping of their child or other junior players, they are to inform FNQGA by letter with as much information as possible.

SCORE CARDS

12. It is the responsibilities of the player to grabbed their score card at the end of each event and take it back to club junior coordinator for updating their handicap.

Appendix A: Incident Report Form:

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:		
Name:		
Date:	Time:	
Signatures:		
Official:		
Associations Secretary:		
Action Completed:	Dates:	Name:
A copy of this report must be forwarded to: FNQGA and FNQDLGA Secretaries.		

Appendix B: Photography Policy

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 FNQ Junior Golf functions, events and matches.

Policy scope and procedure

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:
 4. 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,
 5. Protected by a court order (e.g. child custody or witness protection),
 6. Defamatory or being for commercial purposes (person's likeness is used to endorse or entice people to buy a product).
7. The majority of FNQ Junior Golf activities are located at golf courses and clubs open to the public however if FNQ Junior Golf is hosting a sanctioned event all individuals taking photographs or video images will be subject to the rules and policies of FNQGA and FNQDLGA.
8. 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.
9. FNQGA and FNQDLGA require the privacy of others to be respected and prohibit the use of camera phones, videos and cameras inside changing areas, showers and toilets.
10. 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.
11. 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 without gaining written consent from the parent/guardian.
12. 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.'
13. Photography and video footage are only taken by FNQGA and FNQDLGA at sanctioned events and matches for three purposes:
 - a. Player/Umpire training and development,
 - b. FNQGA and FNQDLGA promotion and publicity, and

- c. Participants and family use.

Photography for Publication or Commercial Use

14. 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

15. 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.

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

Inappropriate Photography

17. 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, and
- c. If the individual does not cease call the local Police.

References / Related Documents:

Photographic Release Form Adults and/or Minors – attachment one

FNQGA and FNQDLGA Member Protection Policy

FNQGA and FNQDLGA Codes of Behaviour Australian Sports Commission – Guidelines on the use of Images of Children - attachment two

Evaluation and Review:

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

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 public ally 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:



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.

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

Appendix C: Code of Conduct - Players

1. This Players Code of Conduct is to be read in conjunction with the FNQGA Code of Conduct.
2. The FNQ Junior Golf (FNQJG) takes great pride in the quality of its players, host facilities, and broad community involvement at each event. To continue offering a high quality, enjoyable experience for everyone, all junior players are required to follow a set of guidelines known as the “Player Code of Conduct”. These guidelines help FNQJG promote growth and maturity of participants by understanding and accepting consequences of their actions.

ALCOHOL, TOBACCO AND DRUGS

3. The use of any of these substances on or off the golf course will be considered a violation of the Code of Conduct resulting in disqualification and/or suspension of FNQ Junior Golf events.

ATTIRE

4. It is the intent of the FNQJG to acknowledge each player’s individuality. However, tournament players must wear proper golf attire while at the golf facility.
 - a. Shirts must be of appropriate golf style (Club Shirt with collar),
 - b. No tank tops or t-shirts,
 - c. Female shirts must be worn in a manner whereby the shirt does not rise above the belt line at any time during the swing.
 - d. No tight jeans or cut-offs.
 - e. Boys may not have body piercings or wear earrings.
 - f. Tattoos must be covered at all times.
 - g. Hair must be neatly kept in a professional manner.
 - h. Hats/visors should be worn with the brim forward; males must remove hat/visor while indoors. and
 - i. Headphones, mp3 players, etc. are prohibited during play.
5. The FNQJG committee and hosting club staff reserves the right to determine the acceptability of all golf attire worn while in competition. If a player is found to be in violation of the aforementioned policies, the FNQJG committee or the hosting club staff may request the player to remedy the infraction prior to competing. If the player is unable to come into compliance with the dress code policy, he/she may be asked to leave the tournament and subsequently be disqualified from competition.

ON-COURSE BEHAVIOR

6. Abusive or inappropriate language; disrespectful behaviours towards officials, volunteers or golf professionals; throwing or breaking golf equipment; any form of cheating; leaving the golf course without properly notifying an official during a tournament round; and abuse of the golf course in any way will be considered Code of Conduct violations.

7. A one-stroke penalty will be enforced by the FNQJG committee or the hosting club staff for any behaviour on the golf course it deems unsportsmanlike. A second offense will result in automatic disqualification from the tournament and possible suspensions from future events.

8. Novices and below division may be allowed to have Caddies, subject to approval from FNQGA/FNQDLGA. However, caddies are not to interfere or give advice once the player is on the tee that includes selecting clubs for the player.

9. Do not solicit advice from a spectator or coach, "Advice is any counsel or suggestion which could influence a player in determining your play, choice of club or method of making a stroke."

OFF-COURSE BEHAVIOR

10. Any abusive language, vandalism of any kind at the host golf facility, history of juvenile delinquency and any other conduct not becoming of an FNQ Junior Golfer, is a violation of the Code of Conduct. Violation may bring a letter of warning to parents and player, a disqualification from FNQJG tournament(s), and/or a disqualification from future events and/or suspension from all future events.

FNQ JUNIOR GOLF ETIQUETTE

11. FNQ Juniors are expected to follow the list of junior etiquettes layout below.

- a. Always be early for your tee time.
- b. Make sure that no one is standing too close when you swing your club.
- c. When practicing your swing never swing in the direction of another player.
- d. Do not hit a ball until you are sure the players in front are out of range.
- e. If you play a ball that appears to be going in the direction of another player you are to shout out "fore".
- f. Do not disturb another player's concentration by making unnecessary noise, movement or distraction when they are taking a shot.
- g. Walk between holes (no runner or making unnecessary noise and movement).
- h. No mobile phones on the course.
- i. Never throw a club or hit your bag with a club in anger.
- j. Play at a good pace and keep the round moving.
- k. Repair all divots made after you have taken a shot and any damage on the green caused by the impact of the ball.
- l. Before leaving a bunker always rake the sand.
- m. Try and leave the bunker as you would like to find it.

- n. Do not stand in a place that causes your shadow to be cast across a player's putting line and never walk through a player's putting line.
- o. Replace the flagstick in the hole as soon as your group have finished putting.
- p. Proceed to the next tee without delay and mark scores for previous hole.
- q. Check your score card is correct: Score for each hole, marker's signature, your signature, handicap, date and name of competition.

Appendix D: Code of Conduct – Parents / Guardians

Far North Queensland Junior Golf has high expectation that parents and guardians must meet the following requirements in regard to conduct during any activity or event:

1. If your child is interested, encourage them to participate in the appropriate golf activity. However, if your child is not willing to participate, do not force him or her. Remember, children are involved in organised activity for their enjoyment, **not yours**.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to always play 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 from example. Applaud good play by all players.
7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
8. Support all efforts to remove verbal and physical abuse.
9. Recognise and respect the value and importance of officials, volunteers, administrators, and coaches. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be a model of good sports behaviour for children to copy.
11. Be courteous in communication with administrators, coaches, players and officials. Teach children to do likewise.
12. Support the use of age appropriate development activities and modified rules.

Appendix E: Code of Conduct – Official

FNQGA and FNQDLGA have high expectation of the conduct of our representative officials this includes Coaches, Volunteers, and community instructors.

JUNIOR COACHES AND VOLUNTEERS ARE EXPECTED TO:

1. As a representative of Far North Queensland District all Officials will:
 - a. Be a positive role model.
 - b. Know the rules and understand the consequences if rules are breached.
 - c. Operate within the rules and spirit of golf, promoting fair play over winning at any cost.
 - d. Encourage and support opportunities for people to learn appropriate behaviour and skills.
 - e. Support opportunities for participation in all aspects of the sport.
 - f. Treat each person as an individual.
 - g. Display control and courtesy to all involved with the sport.
2. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
3. Respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport.
4. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people less than the age of 18 years.
5. Adopt appropriate and responsible behaviour in all interactions.
6. Adopt responsible behaviour in relation to alcohol and other drugs.
7. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
8. Ensure your decisions and actions contribute to a safe environment.
9. Ensure your decisions and actions contribute to a harassment free environment.
10. Do not tolerate harmful or abusive behaviour.
11. Place the safety and welfare of the athletes above all else.
12. Help each person (athlete, umpire etc.) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
13. Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
24. Be honest and do not allow your qualifications to be misrepresented.

Serious breach of the Code of Conduct could result in the coach and/or junior volunteer being terminated from their position.

Appendix F: Code of Conduct – Representative Players

FNQGA and FNQDLGA have high expectations of the conduct of our representative players.

REPRESENTATIVE PLAYERS ARE EXPECTED TO:

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

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

11. Use or supply of drugs (unless required for a medical condition)
12. Souvenir any property which is not their own or commit any other law-breaking offence.
13. Accept any invitation unless permission has been obtained from the team captain.
14. Leave their place of accommodation without permission from the team captain and/or officials in charge of the group.
15. Use of objectionable or obscene language or gesture.
16. Engage in any activity likely to compromise or endanger the reputation of Far North Queensland Junior Golf.

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

By signing this form, you CONFIRM that you have read or had been explained the Code of Conduct and understand its nature and purport.

Player's Name: _____ **Player's Signature:** _____

Dated: _____

Parent/Guardian Name: _____ **Signature:** _____

Dated: _____

Appendix G: Modified Course Set up and Rules

Modified Course Set-up Guidelines

1. It is recommended that considerable thought be given to modifying the length of the course played for Sub-Junior Events. A common practice is to play the event from the 150 metre markers on the course by placing temporary tee markers (domes/witches' hats) adjacent to a mark on the fairway or light rough. This method doesn't offer much variety in par or length of hole and once a junior player becomes proficient enough in skill, he/she tends to just use the driver all day. An alternate option is to reduce the holes by 50% of their full length and still refer to the holes as the existing par and stroke index. It is also recommended that when placing temporary tee markers, they be placed at the nearest practical point to the measurement.

Example:

460m par 5 @ 50% = 230m par 5,
375m par 4 @ 50% = 187.5m par 4,
142m par 3 @ 50% = 71m par 3

Rule Modifications

2. Consideration should be given to at what stage in a Junior Golfers development you introduce the Rules of Golf in their entirety. A progression from none for the very new golfer to a few and finally a good understanding of the basic rules would be considered a development pathway.

Example Rule Modification

3. **Green - Side Bunkers** – 3/6-Hole modified players must make one (1) attempt to play out of a bunker before they are eligible for a drop to the side of the bunker no nearer the hole, add one stroke. 9-hole modified players must make two (2) attempts to play out of a bunker before they are eligible for a drop to the side of the bunker no nearer the hole, add one stroke. Novices are not eligible for any free drops out of bunkers.

4. **Fairway Bunkers** – Drop out to the nearest point, not closer to the hole, so the player does not have to play over the bunker. A player may choose to play from the bunker and after any shot in the bunker may proceed as above. Scoring when relief is taken: add one stroke extra to that hole's score.

5. **Lateral Water Hazard** – Drop a ball from near the point on the fairway where the ball went into the hazard. Scoring: add one stroke extra to that hole's score for each time it enters the hazard.

6. **Water hazard** – Drop out to the nearest point, not closer to the hole, so the player does not have to play over the hazard. Scoring: add one stroke extra for each time the ball enters the hazard and relief is taken on the hole to the score.

7. **Lost Ball** – Play a ball from where you hit the shot, add one extra stroke.

8. **Out of Bounds** – Play a ball from where you hit the shot, add one extra stroke (no penalty, 3/6 Holes Modified only).

9. **Air Swings** – If a player does not have a handicap, they are not penalised for air swings. When playing for a handicap they must be counted as it is part of their progression.

Appendix H: BEING A GOOD CADDY

1. The FNQJG requires caddies for players below the age of 10 and, although not required for older players, parent caddies are prevalent in all FNQ Junior tournaments. This article gives some ideas on how to be a good parent caddy.

2. The first thing to understand is that being a dad or mom on the bag can be extremely rewarding but most certainly not an easy thing to do! You get to experience all the joy, fun, frustration and despair that naturally comes with any competitive golf. Here is some advice from our experience on being a good caddy to your junior golfer.

Knowing how to stop being a parent and start being a caddy is key to a happy “on course” relationship with your child.

3. This is a **lot** easier than it sounds. It is critical to try to minimize emotional responses and expectations and rather to be an organized, supporting caddy that understands the practical and emotional needs of the player (not the child) and is encouraging and supporting regardless of what happens.

4. The caddy **will** be blamed for bad green reads, poor club selection, bad bounces etc. — as all professional caddies know, the player is never wrong or never to blame! It has often been discussed that parents should caddy for another child to put in perspective how they would and should caddy differently for their own child. At the end of the day you get to spend a large amount of quality time (as good as you make it) with your child, win or lose, and experience an emotional bonding that you can only get from such experience. As hard as it may seem at time, the most important thing is to keep the results in perspective and enjoy the journey!

5. Some thoughts on being a good parent caddy:

- a. The player knows he/she has made a bad shot – they do not need you to tell them.
- b. The player knows he/she has made a bad shot – they do not need you to say it was good or ok or it will be fine.
- c. The player did not make the bad shot on purpose.
- d. If you have nothing good to say, don't say it.
- e. We need to be less invested in how well or not our child plays. Think about it, can you watch a bad shot and not really care? If not, how can we expect our child not to, especially if he/she knows we care a great deal? The less he/she worries about how we feel, I bet the better the round will be. Our approach and attitude are critical.

To be a good caddy you have to be part psychologist. You need to know whether he wants your opinion or if he wants his opinion confirmed. Sometimes a good caddy will let a player hit a club even though he thinks it's the wrong club because he knows he will swing it well.