



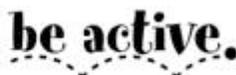
A1 - GOLF SA STATE TEAM MANUAL

CONTENTS

1. INTRODUCTION
2. GOLF SA (DUTY OF CARE)
 - MANDATED REPORTING
3. ROLE – STATE TEAM MANAGER
4. RESPONSIBILITIES – STATE TEAM MANAGER
5. STATE TEAM MANAGER - KNOWLEDGE, SKILLS, EXPERIENCE & REQUIREMENTS
6. OBLIGATIONS OF THE STATE TEAM MANAGER
7. DUTIES OF THE STATE TEAM MANAGER
8. CODES OF BEHAVIOUR
9. STATE TEAM MANAGER – CODE OF BEHAVIOUR
10. COACH – CODE OF BEHAVIOUR
11. TEAM MEMBERS – CODE OF BEHAVIOUR
 - AS A TEAM MEMBER
 - AS A ROOM MATE
12. BREACH OF CODE of BEHAVIOUR
13. PARENTS
14. REQUIREMENT FOR STATE TEAM MEMBER
 - DRESS CODE
 - TRAVEL
 - REPRESENTATION ON BEHALF OF GOLF SA
 - SPONSORSHIP
 - PUBLICITY RELEASE
15. UNIFORMS
16. TRAVEL & ACCOMMODATION
 - AIRFARES
 - ACCOMMODATION
 - MEALS
 - FINANCE
17. MEDICAL
18. POLICIES
19. TIMEFRAME – EVENT SPECIFIC
 - PAPERWORK
 - REPORTS
 - i. MANAGER
 - ii. COACH
20. FORMS & CHECKLISTS
 1. MANAGER'S CHECKLIST
 2. INJURY/ACCIDENT REPORT
 3. CODE OF BEHAVIOUR
 4. CODE OF CONDUCT



Government of South Australia
Office for Recreation and Sport



GOLF SA STATE TEAM MANUAL

1. INTRODUCTION

The Golf SA State Team Manual is designed to:

- Outline the Roles & Responsibilities of Golf SA Team Managers
- Provide Codes of Behaviour for Participants
- Provide Policy and Guidelines relating to State Teams administration

Parts of this Manual are applicable to State Two Man Teams and Individual Players representing Golf SA.

2. GOLF SA (DUTY OF CARE)

Golf SA has an extremely important role ensuring the successful conduct of all its activities in particular the welfare of the participants in its care. Most importantly Golf SA has a 'duty of care' particularly with junior participants and is expected to take all reasonable steps to avoid any event that might cause injury to any persons.

So what does duty of care mean?

There is a general expectation that everyone is responsible for taking reasonable care not to harm others. In law this is known as the 'duty of care'. This concept is based on the idea of looking after your neighbour. In law your neighbour is someone that you should have foreseen is or was closely and directly affected by your actions. So in sport and recreation if you are responsible for making decisions or taking action that ensures other people are not harmed you owe a duty of care to those individuals.

Office for Recreation & Sport 'Risk Management Resource' 2007

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

Any other person who is an employee of, or volunteer in, a Government department, agency or instrumentality, or local government or non-Government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who:

- (a) is engaged in the actual delivery of those services to children; or*
- (b) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children*

What does this Extended Mandate mean?

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

A Golf SA Staff Member or Volunteer who suspects child abuse is required in the first instance to report this to the Golf SA Member Protection Information Officers (**Lyn McGough – Golf SA Business Manager or Christian Puccini Competitions Manager tele 08 8352 6899**).

3. ROLE – STATE TEAM MANAGER

The role of the **State Team Manager** is to organise and coordinate all aspects of the Team that they are appointed to manage. This role begins from the appointment of the Manager by Golf SA until completion of the post Event report.

The State Team Manager is required to liaise between Golf SA, the Team, the Coach, the host Club/Venue and where applicable Parents and lead the Team to meet all protocol responsibilities whilst on tour. The conduct of a successful tour will depend on the Team Manager's ability to plan and manage administration and organising activities for the Team.

The State Team Manager has an extremely important role ensuring the successful management of the Team and welfare of the Athletes in their care. Most importantly the Team Manager has a 'duty of care' particularly with junior Athletes and is expected to take all reasonable steps to avoid any event that might cause injury to any persons.

The State Team Manager is supported by the Staff of Golf SA and is expected to follow the general policy guidelines and direction provided by the Staff.

4. RESPONSIBILITIES – STATE TEAM MANAGER

A State Team Manager is responsible for the:

- Administration and management of the Team and
- Welfare of the Team members and other Officials during Team training and from the time of Team departure until return to the point of departure (normally Adelaide)

A State Team Manager is responsible to the CEO of Golf SA.

5. STATE TEAM MANAGER - KNOWLEDGE, SKILLS, EXPERIENCE and REQUIREMENTS

It is essential that a State Team Manager has knowledge, skills and experience to deal with individuals and issues that invariably arise from any activity involving a diverse group of people in an unfamiliar environment. Golf SA will provide access to training, including First Aid and a range of other courses for Managers.

Essential

- Strong interpersonal and oral communication skills including ability to liaise effectively with athletes, coaches, administrators and parents (as applicable)
- Strong organizational skills
- Sound knowledge of the selection procedures and rules/regulations of the event/competition
- National Police Check
- Current Class A or B Driver's Licence
- Current First Aid certificate

Desirable

- Previous management of a Team

6. OBLIGATIONS OF THE STATE TEAM MANAGER

- Refrain from any conduct which may lessen the value of your services as a Manager for Golf SA;
- In respect to any player under your management not to advocate, prescribe, recommend, or administer the use of drugs, stimulants, or doping practices;
- Refrain from any form of personal or physical abuse, or harassment towards players;
- Comply with Golf SA Policies;
- Comply with all reasonable orders and directives given by Golf SA;
- Not disclose any confidential information of Golf SA to anyone;
- Not, without the approval of Golf SA, supply any information to the media or to any person for the purpose or use by the media relating to matters of policy of Golf SA;
- Cooperate with Golf SA and provide support in all promotional and public relations activities of Golf SA and its sponsors;
- Promote a policy of non-smoking among all state team players and a total ban against smoking in public by members of a state team;
- Ensure that all state team training venues are smoke-free for players;
- Refrain from smoking within venues while you and the team are acting in any official capacity;
- Not encourage any player to join, leave, or transfer from their own club to other specific clubs or associations whilst involved with a State Team as Manager;
- Prevent the consumption of alcohol by players under the legal age limit from departure to an event to the time when they arrive home.

7. DUTIES OF THE STATE TEAM MANAGER

NOTE: Golf SA provides each athlete with a written Administrative Instruction covering travel & accommodation, practice times and venues, athlete information etc Managers are required to maintain an over-view of this as part of their role.

Prior to the Event:

- Attend training sessions/events as negotiated with the Coach.
- Liaise with Golf SA re accommodation, flight details and administration.
- Liaise with Golf SA re uniform requirements including sizing.
- Distribute and collect:
 1. Player Profiles
 2. Signed Code of Conduct & Code of Behaviour
 3. Parent/Guardian Agreement
 4. Medical Form
- Collect or organise uniforms to be sent from the Office one (1) week prior to departure, individually bag orders and distribute them to players.
- Ensure details of the budget and methods of payment are understood (including use of credit cards, cash advance and accounts)
- Act as POC for administration between players/parents and Golf SA.
- Ensure each athlete and the Team is aware of the Code of Behaviour.

- Assist the Golf SA Office with any other administrative task relating to the Event and the Team.

Immediately Prior to the Event:

- Attend 'Team Briefing' conducted by CEO.
- Collect Event equipment including golf balls, first aid kit etc from Office.
- Collect cash advance from the Office.

Travel to/from the Event:

- Travel with the Team at all times to, during and from the Event.
- Arrive at point of departure at least sixty minutes prior to departure time.
- Book through luggage if necessary and check ticketing etc.
- Supervise conduct of Team in transit.
- Discuss and reinforce with Team members the desirable conduct and attitudes while on tour.
- Collect excess money and valuables from Team members (If applicable) and have them kept in safe keeping eg. safety deposit box at accommodation.

During the Event:

- Liaise with team members, coaches and officials to ensure the needs of the athletes are met and the tour party are dressed appropriately, disciplined and informed of schedules (especially tee times)
- Act as liaison officer between the golf club committee/event organiser, coaches and the team
- Liaise with the Golf Pro-Shop for golf requirements
- Adjudicate any problems that may arise amongst athletes, coaches, officials and supporters
- Ensure all welfare and safety requirements for the team
- Athletes under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies:
 1. Member Protection
 2. Harassment Free Policy
 3. Code of Conduct & Code of Behaviour
- Report any athlete's inappropriate behaviour, misconduct, injury or illness immediately to the CEO Golf SA
- Be responsible for all financial details, including collection of receipts and providing a financial statement of monies expended
- Organise meal arrangements in liaison with the coach or other officials
- Ensure all athlete equipment is ready for use
- Send daily reports to Golf SA
- Coordinate team photo
- Act as spokesperson for the team and for Golf SA at officials functions, receptions, press conferences unless otherwise directed by the CEO Golf SA

Completion of the Event:

- Ensure that team members are aware of return travel details.
- Pay accommodation tariff if not pre-paid or on account.
- Return all Golf SA equipment, first aid kit etc.
- Submit a written report to Golf SA within 2 weeks of return.
- Forward any outstanding accounts of claims with sufficient evidence to satisfy that they were necessary (receipts where possible).

Expenses relating to Appointment:

The positions of Golf SA State Team Manager will require an amount of travel to training sessions and meetings. This travel is expected as part of the positions. The following expenses will be covered by Golf SA:

- Economy airfares to the Event from Adelaide, when it is being conducted interstate. (Regional Officials to contact Golf SA regarding reimbursement of additional travel expenses)
- Twin or triple share accommodation with the team during the Event (accommodation will not be covered after the Event has finished)
- All meals during the Event
- Reasonable miscellaneous expenses occurring during the Event, if previously approved by Golf SA

The following expenses will not be covered by Golf SA:

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

Plan for Non-Compliance

Any breaches of this agreement will be referred to the Board of Golf SA. The person in question will receive notification of the breach, and may be asked to attend a meeting to discuss the matter.

In the event of termination of this agreement for any reason, the Manager agrees that they will not use any information concerning Golf SA's business or affairs, or concerning any member of Golf SA for their own benefit or to the detriment of Golf SA.

8. CODES OF BEHAVIOUR

Each member of a State Team (Manager, Coach, Athlete) is required to abide by the relevant Code of Behaviour. The Code of Behaviour applies to the 'off-course' behaviour of an individual representing Golf SA. An Athlete's non compliance with the Code of Behaviour may result in one or more of the following, suspension from the Team, or Expulsion from the Event.

Athletes are further required to abide by a Code of Conduct that applies to their 'on course' behaviour. Each athlete in a Golf SA Squad/Team is required to sign a Code of Conduct.

9. STATE TEAM MANAGER – CODE OF BEHAVIOUR

As a Manager of a State Team you are required to comply with Golf Australia/Golf SA member protection policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Golf SA and in any role you hold within Golf.

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adhesion to, Golf's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines which govern Golf.
- Do not use your involvement with Golf, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Golf.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring Golf into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

10. COACH – CODE OF BEHAVIOUR

- Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
- Be professional in your appearance and manner and accept responsibility for all actions taken.
- Display high standards in language, manner, punctuality, preparation and presentation.
- Display control, respect dignity and professionalism to all involved with golf (including athletes, coaches, officials, administrators, parents and spectators) and encourage other Officials to demonstrate these qualities.
- Be courteous, respectable and open to discussion and interaction.
- Make a commitment to providing quality service to officiating your state and Golf SA by seeking continual improvement of your officiating knowledge and skill through study, performance appraisal and regular updating of competencies.
- Operate within the rules and spirit of the game of Golf.
- Abide by and respect the regulations governing Golf and sport generally and the organizations and individuals administering those regulations.
- Refrain from any form of personal abuse towards athletes, officials, parents and coaches.
- This includes verbal and physical abuse.
- Refrain from any form of sexual harassment.
- This includes explicit, implicit, verbal and non-verbal sexual harassment.
- Place the safety and welfare of the participants above all else.
- Ensure that equipment and facilities meet rule requirements and safety standards.
- Be Impartial.
- Avoid any situation which may lead to a conflict of interest.
- Show concern and caution towards sick and injured athletes.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model for golfers under your care.

11. TEAM MEMBERS- CODE OF BEHAVIOUR

AS A TEAM MEMBER:

- Abide by the competition conditions and rules.
- Never argue with an Official decision or a decision by a Club Committee member.
- Control your temper and your language -swearing is not acceptable.
- Work equally hard for yourself and the Team - the Team's performance will benefit and so will your own.
- Be a good sport - encourage and support Team mates.
- Cooperate with your Coach, Manager and Team mates. Show respect for opponents and their skills.
- Be friendly to all participants, respect Club members.
- Smoking and/or the taking of non-prescribed drugs is strictly forbidden.
- Drinking of alcoholic beverages by any player competing in any aged competition is strictly forbidden.
- Entry onto licensed premises unless under the supervision of Team officials are strictly forbidden.
- Do not damage, steal or otherwise interfere with any property whether at the accommodation, golf club or anywhere else.

AS A ROOM MATE:

- Respect the privacy of others that you are sharing a room with. Do not invite other players/visitors into your room unless you have approval from the Manager.
- Keep your own area tidy so that gear does not go missing.
- Social activities other than those organised or approved by team managers are not permitted.
- Telephone calls made from hotel rooms must be paid for prior to checking out.
- Be responsible - you are representing your family and your State.
- Do not consume alcohol, smoke or take non-prescribed drugs.

12. BREACH OF CODE OF BEHAVIOUR

Serious breach of the Code of Behaviour will result in the athlete being banned from the remainder of the Event, parents being notified, where applicable, and the player being sent home by the first available transport. Any additional expense incurred will be the responsibility of the player and/or their parents. Further judiciary actions may also be imposed.

A copy of the Player Code of Conduct is attached as Annex

13. PARENTS

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

14. REQUIREMENT FOR STATE TEAM MEMBER

DRESS CODE: State Team players and Officials will wear their walk out uniform at all official functions (including presentations) prior to and during the event. Walk out uniform will consist of:

- Men: Golf SA blazer, white shirt & Golf SA tie, long fawn trousers and covered footwear
- Women: Equivalent or as directed

TRAVEL: The State Teams will always travel to and from an event as a complete team (unless a player has received written exemption). The team will travel in full walk out uniform.

- Teams should be clearly briefed on the need for excellent behaviour on flights. Rowdy behaviour, poor language or rudeness are examples of unacceptable behaviour
- Good manners in these situations create a favourable impression on the team and our Sport.
- Players should be instructed to remain seated on landing until all other passengers have moved past
- Baggage should be clearly marked and easily identified
- The cost of excess baggage will be the responsibility of the individual player
- Group bags are the responsibility of all members of the touring party
- Officials and players will not consume alcohol while travelling as a State Team

REPRESENTATION ON BEHALF OF GOLF SA: At all events outside of South Australia the Manager of the team will act as the Golf SA representative.

SPONSORSHIP: From time to time Golf SA will have sponsorship agreements in place for its State Teams. It is the responsibility of the State Team (Managers/Individuals) to be aware of any agreements and to ensure that they are upheld.

Any player that does not abide by a sponsorship agreement in place may be liable to disciplinary action under the Code of Behaviour.

PUBLICITY RELEASE: Athletes representing Golf SA at national events will be required to sign a publicity release and declaration form.

15. UNIFORMS

Golf SA makes available or loans uniforms and other items of clothing for State Team Officials & Players. Generally a player will be provided with:

- Walk out uniform
- Playing uniform
- Wet-weather/cold weather gear

Golf SA blazers are of limited design (male only) and in limited supply. These items will be loaned to players and officials. Wet/cold weather gear is in extremely limited supply and will be loaned to players/officials.

Any clothing/equipment that is loaned to players/officials is expected to be returned cleaned and in good repair within two weeks of the Event.

16. TRAVEL & ACCCOMMODATION

AIRFARES: Golf SA will arrange all air fares for players and officials and book said flights. On all possible occasions the Teams will arrive the day prior to the Event and will return the evening of the last day of the event.

Should players or officials wish to change their return or arrival flight details they must first gain approval from Golf SA. These changes will be organized through Golf SA and the applicable travel agent to ensure that Golf SA and the team officials are aware of all travel arrangement of their players. Any such changes may be at the individual's expense. Excess baggage will be at the individual's expense.

In the event of a player or official needing to be sent home during an Event for disciplinary reasons, the additional costs of changing an airfare will be borne by the person.

Golf SA will arrange all hire vehicles for players and officials. It is expected that Managers/Coaches will be able to drive these vehicles (normally 8-12 seat buses) on their normal driver's licence.

ACCOMMODATION: The current policy of Golf SA is to provide good quality self contained accommodation for State Teams. The reasoning for self contained styled accommodation is so coaching staff can ensure that players receive the necessary nutrition from their meals whilst on tour.

Accommodation is organized by Golf SA through their travel agent and is selected based on quality, facilities and proximity to the venue being used to host the Event. All players and officials are required to stay together at the same venue and any variations to this policy must be approved by Golf SA prior to any alternative arrangement being made.

Room configuration will depend on the particular venue but will normally be multi share rooms for the players and where possible individual rooms for the Coach and Manager.

At the conclusion of each Event it is the responsibility of the Manager to ensure that the rooms are in good condition and that no items are left behind.

MEALS: The current Golf SA policy is to provide good quality meals aligned with its high performance programs in terms of dietary and nutritional requirements. It is anticipated that the Manager and Coach will plan the Event menu before-hand and meal preparation will be a shared activity. Arrangements will be made for an 'assistant manager' to accompany the team to help with preparing meals where practical. Golf SA will pay for all standard meals.

FINANCE: Golf SA will attempt to pre-pay any/all accounts for the Event including travel and accommodation and vehicle hire. Managers will be provided with a Credit Card or Cash Advance for other expenses including purchase of food. Any such advance is required to be acquitted by the Manager with full receipts at the end of the Event.

Reimbursement will be made on proof of expenditure. Any unauthorized expenditure by the Manager, Coach or an individual member of the Team will not be reimbursed.

17. MEDICAL

MEDICAL INFORMATION: In order for Golf SA and its State Team officials to properly care for its players while on tour it is important that Medical information is collected. This information is highly confidential and must remain secure during the tournament. The original documents are held by Golf SA and a copy of the documents will be given to the Manager once they have all been received at the Office. These copies must be returned to the Golf SA Office at the completion of the tournament so they and the originals can be properly disposed of in accordance with the Privacy Policy of the sport.

FIRST AID: if a player is injured or reports illness the Team Manager is to ensure that the appropriate first aid is provided by a qualified person. All head injuries are to be reported to the parent/guardian (juniors) by telephone with the treatment administered. Non-prescribed oral medication is not to be administered to any junior player without the approval of a parent/guardian.

SERIOUS INJURY OR ILLNESS: If the player's condition is assessed as serious or deteriorates and emergency medical treatment is necessary the Team Manager is to call a doctor or an ambulance as appropriate. All attempts should be made to contact the player's parents/guardian (junior) or nominated Next-of-Kin (adult) in these circumstances. Any serious injury or illness is to be reported to the CEO Golf SA immediately.

Any treatment for injury/illness is to be recorded on the Golf SA Incident/Accident form (as attached).

18. POLICIES

Golf SA has a duty of care towards all of its members and as such has compiled an extensive set of policies. While these policies have not been included in this manual they are available upon request from the office of Golf SA or are available to download from our web-site www.golfsa.com.au

These policies include the following:

- A. Member Protection Policy
- B. Anti-Doping Policy
- C. Anti-Harrassment Policy
- D. Alcohol Policy (tba)
- E. Smoking Policy (tba)
- F. Privacy Policy
- G. Extreme Weather & Heat Policy

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

19. TIMEFRAME – EVENT SPECIFIC

It is a requirement of Golf Australia that teams are nominated at least one (1) month prior to the commencement of a national event. This information is required by Golf Australia and the host state in order for programs and game cards to be completed and finalized prior to its commencement.

PAPERWORK: Managers must ensure that all paperwork is completed in full and returned to Golf SA seven (7) days prior to the departure date. This paper work will include the following forms:

- Medical Form
- Player **Code of Conduct** (On Course)
- Player Code of Behaviour (Off Course)
- Player Profile
- Sponsorship Agreement (As Required)

REPORTS: At the completion of the tournament as stated in the official's agreements the Manager and Coach are required to submit a report on the Event.

MANAGER'S REPORT: As a Manager of a Golf SA team, you are required to submit a written report to the Office within 2 weeks of return. Listed below are some guidelines to the aspects of the championships we request feedback on, but please feel free to add any other comments and suggestions.

- Event
- Venue
- Dates of Competition
- Uniforms - Include handling of uniform orders, distribution, overall quality.
- Travel
- Accommodation - Include locality, overall condition, size & value for money
- Vehicle Hire
- Competition - Include management, results etc.
- Meals - Brief outline of meal arrangements.
- Medical problems
- Team behaviour - include any unacceptable behaviour
- Room reports from accommodation
- Golf SA administrative support

COACHES REPORT: The Coaches report should contain information on the following and must be submitted to Golf SA within 2 weeks of the completion of the event.

- Overall performance of the Team
- Short player critique
- Venue
- Any items of concern prior to during and after the event

GOLF SA TEAM MANAGER'S CHECK-LIST
--

Forms¹ Please tick as you do:

- Read the State Team Manual thoroughly
- Read appropriate Golf SA Policies
- Players advised of Team practice schedule
- **Code of Conduct** forms completed by all players
- **Code of Behaviour** completed by all players
- **Medical Form** completed by all players
- **Player Profile** is completed by all players
- **Uniform Order** form completed by **All** players and sent to Office
- Meal Plan (Prepared in conjunction with Coach)
- Completed Team form checklist and forwarded to Office

PLEASE ENSURE ALL FORMS ARE COMPLETED IN FULL AND FILLED OUT CORRECTLY AND LEGIBLY

Travel

- Confirmed accommodation details with Golf SA Office
- Room lists prepared
- Confirmed travel arrangements with Golf SA Office and advised players
- Special player travel arrangement requests advised to Golf SA Office

Uniforms and Equipment

- Uniforms collected/distributed from Golf SA Office
- Uniform errors advised to QWPI
- Event equipment (golf balls, medical kit etc) collected from Office
- Team cash advance collected from Golf SA Office

Post Event

- Manager's Report completed and returned to Office (2 weeks after)
- Equipment returned to Office
- Team cash advance reconciliation completed and returned to Office
- Reimbursement for allowed expenses requested from Golf SA

¹ Copies of all relevant forms can be obtained from the Golf SA Office



INJURY/ACCIDENT REPORT

A SEPARATE FORM SHOULD BE USED FOR EACH INJURY/ACCIDENT

Person Making the Report	Name: Contact Details: Tele/Mob:
Date of Report of Injury/Accident	
Person involved in Injury/Accident	
Sport/Event	
Location of Injury/Accident	
Date and Time of Injury/Accident	
Coach/Official in Charge of Event	
Nature of the Injury	
Action Taken (disciplinary or first aid etc)	
Who was the Injury/Accident reported to?	
Any witness/es to the Injury/Accident? If Yes, provide name/s and contact details.	
When were Family/Carer contacted?	
Any other relevant comments.	

A copy of this report should be forwarded to:

**Business Manager
Golf SA Inc
PO Box 356
TORRENSVILLE PLAZA SA 5031**

Golf SA Inc: Tele 08 8352 6899

Fax: 08 8352 3900 249 Henley Beach Rd, TORRENSVILLE 5031



GOLF SA - CODE OF BEHAVIOUR

CODE OF BEHAVIOUR

The following **Code of Behaviour** shall apply to all Golf SA members participating in Golf SA activities including State representation (team & individual) training camps, excursions, clinics and lectures. This **Code of Behaviour** applies either for the duration of the activity, from the time of departure from Adelaide to the time of arrival back in Adelaide and covers the *behaviour* of team members whilst away.

BREACH OF CODE OF BEHAVIOUR

A serious breach of the **Code of Behaviour** will result in the individual concerned being removed from the Camp, parents being notified, where applicable, and the player being sent home by the first available transport.

Any additional expense incurred will be the responsibility of the player and/or their parents. Further judiciary actions may also be imposed by Golf SA.

As a Member of a Golf SA TEAM I hereby AGREE to:

- a. Abide by the Team conditions and rules
- b. Never argue with a Golf SA Official on or a decision by a Golf SA Official
- c. Control my temper and my language (swearing is not acceptable)
- d. Work equally hard for Team mates as well as myself
- e. Be a good sport - encourage and support my Team mates
- f. Cooperate with my Coaches, Golf SA Camp Official and Team mates. Show respect for opponents and their skills
- g. Not bully, intimidate or otherwise harass any of my Team mates
- h. Be friendly to all camp participants
- i. Respect golf Club members and anyone playing golf in the vicinity of the Team
- j. Not smoke and/or the take non-prescribed drugs
- k. Not drink alcoholic beverages
- l. Not enter or remain on licensed premises unless under the supervision of a Golf SA Official
- m. Not damage, steal or otherwise interfere with any property whether at the accommodation, golf club or anywhere else

AS A ROOM MATE I will:

- a. Respect the privacy of others that I am sharing a room with
- b. Will not invite other players/visitors into my room unless I have permission form a Golf SA Official
- c. Keep my own area tidy so that gear does not go missing
- d. Only tale part in social activities organised or approved by Golf SA Officials
- e. Be responsible - remember that I am representing my family and my club
- f. Not consume alcohol l, smoke or take non-prescribed drugs

Behaviour that is unacceptable includes:

- o **Having or consuming alcohol and/or smoking tobacco**
- o **Having or using banned or illegal drugs**
- o **Sexual activities**

- **Vandalism or other criminal offences**
- **Swearing or abusing others**
- **Failing to inform Golf SA Camp Officials of whereabouts**
- **Harassment or discrimination**
- **Failure to comply with all timetables and curfews**

Name of Athlete
(Print).....Signature.....
.....

Name of Parent/Guardian
.....Signature.....
.....

(If Athlete is Under 18)

Date.....
.....

Penalties for breach of the Code of Behaviour include:

- Being dropped from a Squad or Team
- Being sent home at your parent's expense
- Being barred from selection for activities for a period of time
- Facing formal criminal charges by the police

Penalties will be decided by Golf SA Camp Officials & Golf SA committee based on the seriousness of the breach of the behaviour code.

Disciplinary process

If a breach of the **Code of Behaviour** occurs, the following process will be followed;

For minor infringements

In the case of a minor infringement a warning will be issued;

For continued minor or more serious infringements

Where continued minor infringements or a major breach occurs, the Golf SA Camp Official will report the matter to the CEO immediately who will contact your parent/guardian.

For criminal matters

Where a criminal matter occurs, the team manager, coach, official or committee member will refer the matter to the police.



GOLF SA - PLAYER CODE OF CONDUCT

1. INTRODUCTION

Golf SA Inc requires that players competing in events under its auspices adhere to a strict Code of Conduct. The Code of Conduct should apply in addition to any other requirements of players specified by tournament conditions, local rules and by-laws of clubs hosting Golf Association events.

On entering a Golf SA event, each player voluntarily submits to exceptional standards of behaviour and ethical conduct. The highest degree of sportsmanship is expected from every player.

Players are under an obligation to avoid acts that are unsportsmanlike or detrimental to the game of Golf.

Violation of any provision of the Code of Conduct is regarded as unacceptable and inappropriate conduct and may render a player subject to action as determined by the Committee.

In this Code:

‘Event’ means any Event conducted by the Golf Association including championships, major events, Vardon trophy events and shall include approved practice sessions.

‘The Committee’ means the *Golf SA Disciplinary Committee as appointed by the Board*

‘The Course’ means any *Course or clubhouse at which an Event is played.*

2. CODE OF CONDUCT

Players shall not:

- a) during any event engage in conduct which is detrimental to the game of Golf, Golf SA or any other associated body;
- b) physically or verbally abuse any official, opponent, spectator or other person;
- c) use profane or abusive language, throw or break clubs, wilfully damage the Course, criticise the Course, the competition, the sponsors or officials connected with the competition or behave on the Course in a manner which will bring discredit to the game of Golf or Golf SA;
- d) observe a breach of the code by any other player during an Event and fail to co-operate in any inquiry;
- e) deliberately break the Rules of Golf;
- f) fail to comply with the Rules of Golf as amended by any local rules in force at any Event or fail to comply with any other rules, by-laws, directions or instructions given by Golf SA;
- g) undertake measures in order to manipulate their handicap;
- h) commit any criminal offence against the club or officials where the Event is played;
- i) repeatedly commit infringements of Golf etiquette;
- j) refuse to comply with the dress regulations and host club dress regulations;
- k) continually fail to play without undue delay;
- l) Mobile Phones – The use of a mobile or portable phone by a competitor or his/her caddy whilst on the course during a stipulated round is prohibited;
- m) Alcohol – The consumption of alcohol by players and caddies on the course during a stipulated round is strictly prohibited;
- n) Commit any of the following breaches during an Event:
 - i) **Failure to complete a round**
Any player deliberately disqualifying himself save and except for a breach of the Rules requiring such disqualification or picking up his/her ball without playing out the hole shall be deemed not to have exercised his/her maximum golf skill nor to have played in an appropriate manner.
 - ii) **Withdrawal during a tournament**
During a round a player may withdraw either because of illness or other physical disability which requires medical attention or due to a serious personal emergency. The player shall immediately notify the Championship Committee

representative of the reason for withdrawal. Failure to respond or submit satisfactory and acceptable evidence shall render the player liable to disciplinary action.

iii) **Failure to complete scorecard**
Any player failing to hand in his/her card at the completion of a round in accordance with the Rules of Golf will be liable to a disciplinary action.

iv) **Failure to compete after entering**
Any player who has entered a tournament must complete all rounds for which the player is eligible including pre-qualifying rounds. Should a player find himself/herself unable to compete for any reason, the player must give notice of inability to play prior to the day of the competition. A player will be subject to disciplinary action should no notification be received as to the withdrawal from an Event.

v) **Failure to attend presentation**
The first two trophy winners in any stroke play Event and all finalists and semi-finalists in any match play competition must attend the presentation unless an adequate reason for non-attendance is given to a representative of the Championship Committee at the specific Event. Failure to comply may render the player liable to disciplinary action.

2 DISCIPLINARY ACTION

Any breach shall be reported as soon as possible to an Association representative or an official of the Club hosting the Event.

Any breaches of the Code of Conduct reported following the conclusion of an Event shall be immediately referred to the Committee for consideration.

The infringing player will be notified of the meeting of the Committee and may attend and be heard in relation to the breach and proposed penalty.

3 BREACHES OF CODE OF CONDUCT - PENALTIES

Each breach of the Code of Conduct will be considered on the basis of all available facts relevant to the alleged incident.

Following consideration, the Committee has the discretion to impose an applicable penalty relevant to the particular misdemeanor committed by a player.

In general, penalties will range as follows:

- a) Recommendation to player's home club that the player's membership be suspended for a set period of time;
- b) Suspension of entry to Golf SA Events for a specified period of time;
- c) Withdrawal of a player's Australian Handicap;
- d) Suspension of a player's Australian Handicap; and
- e) Other applicable penalties as determined by the Committee.

Upon a determination that a player has breached the Code of Conduct and having imposed an applicable penalty, the Committee will formally inform the player, the player's home club and Country District Golf Association (if applicable.)

In addition, breaches that the Committee classifies as a major infringement will be tabled at the Association's Board Meetings and recorded in the Minutes.

.....
...

PLAYER ACKNOWLEDGEMENT

I(insert full name)

As a Golf SA Player or Member of a representative Team/Squad hereby agree to abide by the Golf SA Code of Conduct.

Signature (Player).....Date.....

Signature (Parent/Guardian).....Date.....

(To Be Signed by the Parent/Guardian in addition to the Player if the Player is Under 18 Years)

The Parent/Guardian signing this form agrees to bind the Player and also agrees to bind himself/herself as if the Parent /Guardian were in the place of the Player.

A signed & dated copy of this Document is required to be lodged with the Golf SA Office

*PO Box 356 TORRENSVILLE PLAZA 5031
or
249 Henley Beach Road TORRENSVILLE 5031*

www.golfsa.com.au