

Catalina Country Club Ltd
By-law Number 11
Junior and Cadet Golf

Committee: Junior Golf Committee

Authority: BOD 19.2

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1. Definitions

Cadet Golfing Member and **Junior Golfing Member** have their basic definitions in the Constitution paras 20,21,22 and 24, and in By-law 3 (Classes of Ordinary Membership). Application for either Membership is open to any person under the age of 18 years (note: Membership is not granted until the Board, with the advice of this Committee [see 6.7 below], elects the applicant to it.)

A person who has been elected to Junior Golfing Membership will not be admitted to any regular competition until they hold a GA handicap.

Application for Junior Golfing Membership is also open to any person under the age of 18 years who has obtained a GA handicap at another club or has been recommended by this committee for Membership.

Other definitions are as found in the Constitution, plus:

JGC is the Junior Golf Committee

JC is the Junior Coordinator

Junior golf is any golfing activity by a person under the age of 18 years

JDF is the Junior Development Fund (Club account BS6156) which records all financial transactions involving the Junior/Cadet programme.

2. The Junior Golf Committee shall consist of: -

- Chair, who will be a Director, appointed by the Board.
- Junior Coordinator (JC), appointed by the Chair or whose duties may be assumed by the Chair at the Chair's discretion.
- Assistant to the JC, appointed by the Chair
- Club Captain or nominated deputy
- Golf Professional (teaching professional)
- GM or nominated deputy.

- Up to four playing members co-opted by the Chair – preferably involved in the Cadet training programme.
 - President, CCC or nominated deputy (Ex Officio).
- 3. Quorum** shall be four and must include two Directors and shall include the committee member who has the nominated responsibility for any item of business conducted.
- 4. The Chair JGC shall:**
- Set meeting schedule and agenda, conduct and chair committee meetings.
 - Record Minutes and present those minutes to the board.
 - Be accountable to the Board for the appropriate administration of all aspects of junior golf at the Club. This accountability cannot be further delegated.
 - Be an advocate for Junior matters at the Board.
 - Manage policy and compliance including maintain WWC register, reimbursement of expenses & funding grant applications etc.
 - Arrange (or delegate) Annual Junior open, including promotion, sponsorship, BBQ, Nomination forms & prizes.
 - Arrange (or delegate) Annual Christmas Presentation event including venue, food, prizes and recognition of cadet masters.
 - Manage Junior Golf Funds and report to committee.
- 5. The Junior Coordinator shall:**
- Appoint any number of Cadet Masters from the golfing membership.
 - Arrange, administer & coordinate the Wednesday & Thursday Cadet Programme with the assistance of the Cadet Masters.
 - Oversee the Friday Junior Programme.
 - Arrange (or delegate) responsibility for weekly 100 club promotion.
 - Manage the Cadet's handicap system
 - Produce (or delegate) a weekly newsletter including information on coming events for cadets and juniors.
 - Oversee Junior Pennant Golf
 - Oversee Sunday family golf events
 - Report to the Chair JGC
- 6. The Junior Golf Committee shall:**
- 6.1 Meet** at such times as required
- 6.2 Minute its meetings**, to be cleared by its members and presented at the next Board meeting. JGC recommendations requiring Board consideration are to be moved by the Chair JGC at Board. The JGC must not anticipate the decision of the Board.

6.3 Administer the planning and conduct of Junior golf at Catalina Country Club. The Committee Chairperson or a deputed member of the JGC is to liaise with the Chairperson Golf Operations Committee (GOC) and the Special Events Coordinator regarding

- Junior events organised by the Far South Coast and Far South Coast & Tablelands Golf Associations;
- Special Junior and or Cadet events organised by Club Catalina; and
- Jack Newton Junior Golf events or other special Junior or Cadet events organised by external bodies.

6.4 Develop and be accountable for the Club's Cadet Golf training programme. Attend to the Royal Canberra Home and Away programme, the Catalina Junior Open, the Christmas Party and End of Year Junior and Cadet Awards including the selection of the Junior Captain for the following year.

6.5 Maintain and Review the relevant written policies for the Junior and Cadet Golf programme. These include but are not limited to;

- Working with Children and the lodging pro-forma with management. Note: Any adult volunteering to help with the Junior or Cadet programmes is to complete this form before commencement.
- Financial Assistance from the Club to a Junior or Cadet member's family or guardian.
- Junior travel, including juniors as passengers, when representing Club Catalina away.
- The conduct of approved fund-raising activities such as 100 Club and BBQ's, to include unambiguous accounting, recording and banking instructions.
- Junior pennant participation – rules and procedures.
- Guidelines for New Junior and Cadet Members - a copy passed to parents/guardians for information.
- Disciplinary matters arising during competition golf at Club Catalina.
- Disciplinary issues occurring outside competition golf.
- Disciplinary matters arising during competition golf away from Club Catalina.
- Annual completion of Code of Conduct Agreements for Junior Members.

6.6 Oversee the Cadet Handicap system.

6.7 Monitor the progress of Cadet Golfing Members and advise their parent/s or responsible adult when the Committee, with the concurrence of the JC, resolves that a Cadet is ready to apply for Junior Golfing Membership and subsequently for a Golf Australia (GA) handicap, and to advise the Board accordingly.

In the same way, to **appraise** an application from an experienced Junior from another Club who has applied for Junior Golfing Membership at this Club, and to advise the Board accordingly.

6.8 Ensure that, if the JC is not the Chair JGC, accountability for the Junior and Cadet programmes remains with the Chair JGC

6.9 Liaise with:

- Golf Professional on matters relating to Pro Shop support to programmed Junior and Cadet golf training programmes and events.
- Chair of the Golf Operations Committee regarding the coordination, administration and integration of Junior participants in Club competition events.
- Special Events Coordinator regarding the participation of Junior golfing members in Club controlled special events.
- GM on all matters financial, especially accountancy practices and the regular auditing of the Junior Development Fund (JDF) Account – BS6156.

6.10. Provide opportunity for Junior and Cadet Members to participate in other regional Junior Open events. If entry fees or other costs are met partially or fully by the JDF then the authorisation of such expenditure can only proceed by resolution of the JGPC. If Club funds are needed, then Board approval is required.

7. Discipline. All disciplinary issues are to be immediately referred to the Chair JGC for action, but issues involving competition outcomes at Club Catalina are to be referred to the Captain. Serious misconduct unbecoming a Member should be referred to the President or General Manager under the same protocol as for adult Members.

8. Junior and Cadet Golf Financial Policy

8.1 Principles

The financial cost on parents to embrace fully the Junior and Cadet programmes at Club Catalina can be substantial depending on the progress and attitude of their child. The Club endeavours, through the Junior Golf Committee (JGC), to offer every opportunity for a child to develop their golfing skills to the extent of their ability. This development is achieved in part by participating in appropriate competitions within the district, across the state, sometimes interstate and on even rarer occasions overseas.

The JGC conducts a series of fund-raising events such as 100 Club raffles and BBQs, whose proceeds are held in the Junior Development Fund (JDF) account. Also, donations are received from individuals and organisations supportive of the JGC. The funds collected by such schemes can be substantial and demand careful accounting and administration. Equally important is the fair distribution of those funds with those most in need receiving priority.

To facilitate the junior golf programmes the Board of Directors will also consider applications for financial assistance from Club funds to help defray those costs on

a case by case basis. Board consideration will only take place after all other JGC avenues of funding have been exhausted and where formal application for additional funding is made by that committee.

The JGC has the Board's delegated authority to administer junior golf at the Club, including fully funding entry fees to all FSCDGA Junior/Cadet sponsored events and the biennial Royal Canberra inter-club challenge event. In addition, and on a case by case basis, Jack Newton Junior Golf Foundation, or other similar event participation costs may be partially or fully funded from the JDF following a majority JGC decision.

The Board may consider recommendations from the JGC for additional funding should monies from fundraising and donations be insufficient to meet demand. Approval for such augmentation must not be anticipated.

8.2 Procedures

The majority decision of the JGC in session and within delegated limits, is the approval mechanism for all financial expenditure from the JDF.

Club Catalina recognizes that parents/guardians have responsibility relating to costs involved with their child's participation in golf. Any assistance provided by the Club, as outlined in paragraph 8.2, is only to occur after the JGC determines a fair contribution by the parent or guardian.

The forms such assistance may take include, but are not limited to:

- Full direct cost offsetting for Club Catalina representation,
- Tournament participation costs, which may include some travel and accommodation costs if considered appropriate by the JGPC, provided fundraising and or donation JDF funds are available,
- Development Camp costs for up to 4 junior golfers,
- Hardship provisions where a genuine need for assistance is agreed by the JGC following application by the parent/guardian and where fundraising or donation funds are available. Exceptional circumstances may justify application to the Board for additional funding, and

Other assistance as formally requested by a parent/guardian using the standard application form – APPLICATION FOR FUNDING ASSISTANCE (Annex A)

8.3 Budget and General Administration.

The Chair JGC is accountable for the funds within the JDF BS6156 Account and must ensure the account is internally audited not less than twice per year.

The Club makes an annual allocation to the JDF to cover known costs associated with Junior Pennant participation and other known Junior or Cadet costs. These

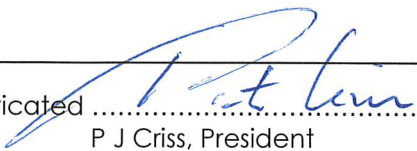

funds may be drawn down without further reference to the Board as approved by the JGC. Any requested allocation of club funds by the Board to the JDF, require Board approval through a motion recommended by the Committee. Board approval is not required to expend funds held in the JDF that come from fund raising and donations received in support of JGPC activities

Funds raised by the JGC, or received by direct donation to the JDF, are available for JGC authorised expenditure without further reference to the Board. Such expenditure can only take place with majority agreement of the JGC, with the approved amount and recipient's name recorded in the Minutes of the JGC meeting.

All fundraising monies and donations must be 'banked' into JDF BS6156 account on the day of the transaction. Under no circumstances are cash funds to leave the Club premises to be deposited in the JDF on another day. Receipts for all deposits are to be held by the Chair JGC until the formal audit is complete.

100 Club draws are to be administered as per Annex B (attached).

Club Catalina shall meet the cost associated with having The Club Golf Professional (Teaching Professional) rostered to participate in the Junior and Cadet training programme and meetings to the extent agreed between the JGC and Management.

Authenticated  on this day 
P J Criss, President

Annex A

**Junior Golf Financial Administration Policy
Results and Event Notification**

Player's Name: _____

Tournament: _____

Course: _____

Date(s): _____ Entry Fee Paid: \$ _____

Player's Score(s): _____

Any Prize Won: _____

(E.g. Under 14's nett runner up)

The actual full costs borne by me for this event are:

Entry fee	\$.....
Transportation costs (if applicable)	\$.....
Any Other Expenses	\$.....

I acknowledge that Club Catalina, through the Junior Golf Committee (JGC), will not reimburse the full costs associated with participation and the decision to partially reimburse is solely a decision for the JGC and that the decision of that committee is final.

Parent/Guardian Name _____

Signature

Date

Annex B

**Junior Golf Financial Administration Policy
100 Club financial Administration**

JUNIOR/CADET 100 CLUB REPORT SHEET

DATE OF TICKET SALES.....

RESPONSIBLE ADULTS CONDUCTING 100 Club Sales

First Adult (8 – 10 shift).....

Second Adult (10 – 12 shift)

Reception Procedure:

- Adults completing the sales will bring the cash box to reception.
- Draw to be completed if more than **75** numbers sold.
- Reception staff will draw winning number, print winning notice and organise for display on the noticeboard.
- Duty Manager to count and bank money in Junior Fund and arrange handover of the \$100 prize.

DATE OF DRAW.....

Winning Ticket Number #.....

Winner's Name.....

Signature of Winner on collection of prizeDate.....

Prize amount \$100

Residual Amount Banked with Club Staff member \$

Name of Staff member accepting cash deposit.....

Note: Official receipt received from club staff member accepting the deposit to be attached / stapled to this form and returned to the JC or Chair JGC as appropriate.