

BALLARAT DISTRICT GOLF INCORPORATED

POLICIES AND PROCEDURES MANUAL

1. Mission, Vision, and Values

Mission

Ballarat District Golf promote and deliver participation and pathway opportunities that support our affiliated clubs in growing the game.

Vision

Ballarat District Golf inspire people in the region to play the game for life.

Values:

- Accountability: Answerable and responsible to our affiliated clubs.
- Equality: Promote fairness and opportunities for everyone.
- Participation: Provide opportunities for members of our affiliated clubs and participants and from the wider golf community to be involved.
- Teamwork: Internal: Work together to successfully deliver on our objectives and priorities.
External: Work with our affiliated clubs and the wider golf community to achieve mutually beneficial outcomes.

2. Objective

The objective of the Ballarat District Golf Incorporated ("our", "us" or "we") Policies and Procedures Manual is to support the making of informed decisions and maintain responsible behaviour and by:

- All volunteers including Executive Committee members, coaches, contractors and/or consultants who are engaged to provide services.
- Participants, parents/guardians, and spectators involved in Ballarat District Golf activities, events, and programs.

The policies outline our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment, and abuse.

The policies inform everyone involved at Ballarat District Golf of their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children and young people participating in Ballarat District Golf activities.

3. Policies and Documents

Policies:

- Ballarat District Golf Incorporated – Activities, Events and Programs Policy
- Ballarat District Golf Incorporated – Administration and Governance
- Ballarat District Golf Incorporated – Child Safe Policy
- Ballarat District Golf Incorporated – Code of Conduct Policy
- Ballarat District Golf Incorporated – Communication and Marketing Policy
- Ballarat District Golf Incorporated – Golf Operations Policy
- Ballarat District Golf Incorporated – Junior Development Policy
- Ballarat District Golf Incorporated – Representative Teams Policy
- Golf Australia – Member Protection Policy (available at www.golf.org.au)
- Golf Australia – Policies and By-laws (available at www.golf.org.au)

Documents:

- Ballarat District Golf Incorporated – Activity, Event and Program Checklist
- Ballarat District Golf Incorporated – Code of Conduct
- Ballarat District Golf Incorporated – Code of Conduct for Dealing with Children
- Ballarat District Golf Incorporated – Executive Committee Induction Pack
- Ballarat District Golf Incorporated – Image Use Consent Form
- Ballarat District Golf Incorporated – Player Permission and Medical Information Form
- Ballarat District Golf Incorporated – Rules of the Association
- Ballarat District Golf Incorporated – Strategic Plan 2020-2024

4. Definitions

Term	Definition
Ballarat District Golf Incorporated	Ballarat District Golf Incorporated, referred to as Ballarat District Golf ("our", "us" or "we") promote and deliver participation and pathway opportunities that support our affiliated clubs in growing the game.
Executive Committee	<p>The Executive Committee refers to the Ballarat District Golf Incorporated office bearers:</p> <ul style="list-style-type: none"> • President • Vice President • Secretary • Treasurer • Communication and Marketing Coordinator • Junior Coordinator • Men's Coordinator • Women's Coordinator
People/Person	<p>The following people associated with Ballarat District Golf:</p> <ul style="list-style-type: none"> • All volunteers, Executive Committee members, coaches, contractors and/or consultants who are engaged to provide services. • Participants, parents/guardians and spectators involved in Ballarat District Golf activities, events, and programs. • Members
Affiliated Clubs	<ul style="list-style-type: none"> • Avoca Country Golf & Bowling Club • Bacchus Marsh West Golf Club • Ballan Golf Club • Ballarat Golf Club • Beaufort Golf Club • Bunninyong Golf Club • Chalambar Golf Club • Clunes Golf Club

	<ul style="list-style-type: none"> • Creswick Golf Club • Elmhurst Golf Club • Hepburn Springs Golf Clubs • Lexton Golf Club • Maryborough Golf Club • Midlands Golf Club • Mt. Xavier Golf & Bowls Club • Rokewood Golf Club • Skipton Golf Club • Snake Valley Golf Club • Talbot Golf Club
<p>Children and Young People</p>	<p>A person under the age of 18 years. Child or Young Person shall mean a single person falling within the definition of Children and Young People.</p>