

# GOLF NT INCORPORATED

## POLICIES



# GolfNT



# CONTENTS

Introduction .....	1
Harassment and Discrimination Policy .....	2
Health and Safety Policy.....	3
Fraud Control Policy .....	4
Complaints and Feedback Policy.....	5
Roles and Responsibilities.....	6
Heat Policy .....	7
Code of Conduct.....	10
Disability Policy .....	13
Finance, Audit and Risk Management.....	14
Member Protection Policy .....	17
Sponsorship .....	18



## **INTRODUCTION**

Golf NT is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise) where individuals are treated with respect and dignity, and where children are protected from abuse.

Golf NT will not tolerate behaviour, which constitutes abuse, discrimination or harassment, under any circumstances and will take disciplinary action against anyone who breaches this policy.

The policy applies to behaviour occurring both within and outside the course of Golf NT's business, activities and events, when the behaviour involves individuals associated with Golf NT and negatively affects relationships within our sport and work environment.

Golf NT follows the lead of the national standard on the issue of drugs in sport. To that effect it has adopted the Golf Australian Anti-doping Policy. This policy can be found at <http://www.golf.org.au> or contact Golf NT for a copy.

All these policies form the basis of the Golf NT member protection and are in the best interest of the sport of golf in the Northern Territory.

It is worth mentioning that Golf is a sport for life and its unique handicapping systems allows players of all ability to compete on a level playing field.

## **HARASSMENT AND DISCRIMINATION POLICY**

### **Policy**

Golf NT recognises the right of all staff and clients to an environment that is free from harassment and discrimination. Harassment or discrimination may be sexual in nature or based on gender, race, disability, sexual preference or a range of other factors and is considered to be unacceptable and may constitute unlawful behaviour. Golf NT is committed to taking all action necessary to prevent, and where reported, resolve incidents of harassment or discrimination.

### **Objectives**

This policy aims to ensure that:

- Staff and clients are aware of their rights and are informed about acceptable behaviour.
- Reported incidents of harassment or discrimination are treated seriously by Golf NT, investigated thoroughly and resolved promptly, confidentially and effectively.
- Persons reporting; incidents of harassment or discrimination are not victimised.

### **Responsibilities**

The Executive Committee and the occupant of the Executive Officer (or similar) position are responsible for the effective implementation of this policy, in particular for ensuring that their own behaviour is above reproach, that all reasonable steps have been taken to eliminate harassment and discrimination from Golf NT and ensuring that the Committee is kept informed.

The Executive Officer (or similar) will be responsible for ensuring that his/her own behaviour is above reproach, being aware of the behaviour of others for whom they have supervise responsibility, informing staff and clients about their rights and responsibilities under this policy and for dealing promptly, confidentially and effectively with reported incidents.

### **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **HEALTH AND SAFETY POLICY**

### **Policy**

Golf NT is committed to ensuring that all employees, members and clients are safe from injuries and risks to health while they are at work, undertaking work activities away the workplace and participating in the game of golf.

### **Objectives**

This policy aims to ensure that:

- A safe working environment and safe systems or work are provided and maintained.
- Machinery, equipment and substances are provided and maintained in a safe condition.
- Employees are provided with the information, instruction, training and supervision that they need to ensure their health and safety.
- Health and safety is an integral component of the activities of golf clubs and participants are made aware of health and safety procedures.

### **Responsibilities**

The Executive Committee and the occupant of the Executive Officer (or similar) position has responsibility for health and safety and the effective implementation of the health and safety program. In particular, for ensuring that adequate and ongoing resources are provided in order to ensure effective and efficient occupational health and safety programs for all staff.

The Executive Officer (or similar) is responsible for ensuring that upon commencement of duty and on a continuing basis throughout the term of employment, other staff receive relevant training to enable them to work in a safe manner and understand their health and safety responsibilities.

### **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **FRAUD CONTROL POLICY**

### **Policy**

Golf NT is committed to eliminating opportunities for fraud through the maintenance of a strong ethical work culture and the implementation of effective financial and other control mechanisms. Fraud is the use of deceit to obtain a benefit or to avoid an obligation either for oneself or for anyone else.

### **Objectives**

This policy aims to ensure that:

- The work culture of Golf NT is guided by ethical values and principles that include honesty, integrity, accountability and fairness.
- Effective processes for the prevention, detection and management of fraud, risks of fraud and allegations of fraud are implemented.

### **Responsibilities**

The Executive Committee and the occupant of the Executive Officer (or similar) position are responsible for acting ethically at all times, promoting a workplace culture that is guided by ethical values and ensuring that the Committee is kept informed of incidents potentially involving fraud.

The Executive Officer (or similar) is responsible for identifying systemic, procedural or administrative deficiencies or areas of risk/exposure to fraud and taking steps to reduce or eliminate such risks. The Executive Officer/Development Officer must keep the President informed about incidents potentially involving fraud.

### **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **COMPLAINTS AND FEEDBACK POLICY**

### **Policy**

Golf NT will encourage affiliate Clubs and all golfers to provide both positive and negative feedback on services to ensure that they receive the best possible service. All direct clients of Golf NT will be informed of their right to complain without affecting access to services and have the right to expect complaints to be dealt with fairly and promptly.

### **Objectives**

This policy aims to ensure that:

- Clients are informed of their rights and the complaints procedure.
- Clients feel comfortable continuing to access services following feedback or complaint.
- The approach to feedback and complaints resolution is fair and focuses on improvements in service delivery, policy and procedures.
- There is a record of complaints.

### **Responsibilities**

The Executive Committee and the occupant of the Executive Officer (or similar) position are responsible for the effective implementation of the feedback and complaints system including resolution of complaints, monitoring feedback and complaints about services and ensuring that the Committee is kept informed.

The Executive Officer (or similar) will be responsible for maintaining a record of client feedback and complaints, ensuring that complaints resolution is undertaken in a fair and positive manner and keeping the President informed of feedback and complaints.

### **Policy Review**

This policy will be reviewed biennially or based on the findings of feedback from clients.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **ROLES AND RESPONSIBILITIES**

### **Objectives**

The Golf NT Constitution lists the objectives of the Association as follows:

- To promote and advance the game of golf, particularly in the NT - To promote, manage and control Golf NT tournaments.
- To consider and deal with all matters relating to the game of golf submitted from time to time by its (13) affiliated Clubs.
- Generally to engender by association a fraternal feeling amongst golfers and to promote the best interests of the game.

### **Responsibilities**

At the Quarterly Meeting of 11 August 2006 the following roles and responsibilities were approved as being appropriate for Golf NT. They can be reviewed after the new structure has had time to further develop.

- To implement national strategies and plans to promote and advance the game of golf.
- To develop and implement strategies and plans specific to the Territory and affiliated clubs to promote and advance the game of golf particularly with respect to junior golf.
- To liaise with the Northern Territory Government and local government instrumentalities to make them aware of the requirements of Clubs and the resulting benefit to members of the community who play golf.
- As the peak body for golf , to represent the interests of Clubs.
- To arrange for the selection and administration of Territory representative teams and individuals to participate in national and state tournaments
- To supervise the conduct of the annual NT Amateur Open Championships and other major events as determined by the Committee from time to time.
- To pass on to Clubs matters of interest or of policy from the R&A and /or Golf Australia and other agencies such as the Australian Sports Commission and the Territory Office of Sport and Recreation.
- To develop and administer applications for government grants and funding from other organisations including sponsors and donors.
- The employment of a Development Officer to promote and advance the game of golf.
- The employment of an Executive Officer/Office Manager to manage the administrative business of the Association
- To provide support and assistance to affiliated Clubs.
- To manage and conduct the affairs, including meetings and financial matters, of the Association through its Committee and appropriately convened Sub-committees.
- To operate an office to conduct Association business.
- To meet the requirements and reporting responsibilities of regulatory bodies.
- To generally ensure the adherence to R&A Rules of Golf and to other relevant policies, i.e. the Anti Doping Policy and the Code of Conduct.
- If required, to investigate matters (not including internal club and club member misconduct matters) and issue any subsequent admonishments or penalties in the event of proven breaches.

Approved and reviewed by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

# HEAT POLICY

## Introduction

The Golf NT Heat Policy has been introduced to reduce the risk of heat related injury to players, caddies and officials involved in Golf NT golf events or activities. The policy also contains a number of guidelines to assist players, caddies and officials in recognising and managing heat stress at such events.

### 1. Suspension of Play/ Cancellation of Play Policy

#### 1.1 Day of Competition

In circumstance of extreme hot weather and humidity, play may be suspended or cancelled at the discretion of the respective Golf NT Championship Committee or representative thereof present at the host venue.

The assessment of extreme hot weather conditions will be undertaken with reference to temperature and humidity information provided by the Bureau of Meteorology.

Should play be suspended due to excessive heat/ humidity conditions, play shall not be resumed until such conditions moderate. If the weather forecast for the remainder of the day shows no likelihood of cooler conditions, play shall be abandoned for the day.

#### 1.2 Prior to Day of Competition

Should the forecast temperature and humidity conditions for a specific tournament location at 6.00pm on the day prior to a Golf NT competition be viewed as excessive by the Championship Committee or representatives thereof, the round may be cancelled.

#### 1.3 Player Discretion

During Golf NT competitions held between 1 November and 31 March in each calendar year, any competitor may withdraw either before or during the event due to hot weather/ humidity conditions.

Competitors who elect to withdraw in this manner will be issued with a full refund of their entry fee or if possible allocated to a comparable alternate event.

### 2. Heat Stress/ Illness Prevention Recommendations

#### 2.1 Event Scheduling

Wherever possible, golf events are to be scheduled to avoid hot conditions. Events held during summer are to be played during the morning subject to type of event, field size and venue availability.

#### 2.2 Hydration

##### 2.2.1 Players, officials and volunteers

A key factor to minimise the risk of heat related illness is appropriate hydration by all players, caddies and officials.

High levels of dehydration may increase the risk of heat related illness. Thirst alone should not be relied upon as an indicator of fluid needs. Fluid requirements for optimal hydration differ between individuals, therefore it is essential that players monitor specific fluid losses during training and competition. It is recommended that all players, caddies and officials adhere to the following hydration guidelines:

Each person should drink 10 to 15 mL per kg body weight of either cooled water or sports drink within two hours before playing or practicing to promote adequate hydration and to allow time for excretion of excess water. This should include a large drink of 500 mL consumed within 15 minutes of playing or practicing.

Note: It should be noted that fluids are best served at 15-20 degrees Celsius and not ice cold.

During a round of golf, each person should drink cooled fluid at regular intervals to replace fluid lost through sweating. It is recommended that each person consume at least 250 mL every 15 minutes during the round. Fluids taken should be cooler than ambient (air) temperature.

Note: This amount may vary according to an individual's body size and rate of sweating, in addition to environmental conditions.

Aside from on-course water supplies, each individual should take a water bottle containing a minimum of 1000 mL of cooled fluids onto the course.

Following completion of the round, each person should drink cooled water/sports drinks to fully re-hydrate themselves. Fluid loss during a round can be assessed by an individual weighing themselves before and after a round of golf. For each kilogram lost during the round, the individual will have approximately one litre of fluid deficit. While fluid losses will be minimised by drinking before, regularly during and then after exercise, sweating and fluid losses will continue after exercise. Accordingly, following a round of golf, each person should aim to replace at least 1.5 times the amount of fluid deficit.

It should be noted that in conditions of high sweat loss, the consumption of excessively large quantities of fluid, in particular water or other beverages without additional sodium, may increase the risk of low blood sodium, or hyponatraemia. Hyponatraemia is a potentially dangerous condition, so aim to drink enough fluids to replace losses, but not in great excesses of this amount.

If you are unsure as to your fluid requirements during a round, consult a Sports Dietitian to help you.

### 2.3 *Clothing*

Within the dress requirement guidelines of the respective host venue, it is recommended that all players, caddies and officials wear light coloured, loose fitting clothes of natural fibres or composite fabrics with high wicking (absorption) properties that provide for adequate ventilation. This clothing should further complement the existing practices in Australia that protect the skin against permanent damage from the sun.

### 2.4 *Hats and Sunscreen*

It is recommended all players, caddies and officials wear hats to assist in the prevention of heat illness. Ideally, hats should be wide brimmed and well vented.

Sunscreen with a minimum SPF (Sun Protection Factor) rating of 30+ should be used by all players, caddies and officials. In addition, it is recommended that all players, caddies and officials carry 30+ sunscreen with them during a round for periodic re-application a minimum of every two hours.

It should be noted that sunscreen does not offer complete protection against the sun and should always be used in conjunction with other protective measures.

### 2.5 *Resting in Shaded Areas*

Wherever possible, during a round of golf in hot weather conditions, all players, caddies and officials should rest in naturally shaded areas when not actively playing strokes.

In addition, players, caddies and officials are encouraged to utilise other artificial means of shade such as umbrellas and on-course structures during a round of golf in hot conditions.

### **3. Prior Medical Conditions/ Fitness Levels**

Any player, caddie or official with a pre-existing medical condition, illness or is overweight that may exacerbate the risk of heat illness should take every precaution or consider excluding themselves from participation during hot weather conditions.

Examples of medical conditions include asthma, diabetes, heart conditions or epilepsy.

Any player, caddie or official that is experiencing a high temperature, viral infection, diarrhoea or vomiting should be excluded from participating due to the increased risk of heat illness.

Golf NT assumes no responsibility for any medical situation in relation to a competitor who experiences the applicable above conditions. It is recommended that competitors with a pre-existing medical condition and/or illness consult a medical practitioner for advice prior to playing golf in hot conditions.

### **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **CODE OF CONDUCT**

### **Introduction**

Golf NT 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 NT 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.

### **Definitions**

Event; means any event conducted by Golf NT including championships, major events, Chief/Sports Minister's Cup and shall include approved practice sessions.

The Committee; means Golf NT Disciplinary Committee which shall comprise the President, the Chairman of the Development Committee, the Chairman of Selectors and the Executive Director or their nominated representatives from time to time;

The Course; means any course or clubhouse at which an event is played.

### **Code**

Players shall not:

- during any event engage in conduct which is detrimental to the game of golf, Golf NT or any other associated body;
- physically or verbally abuse any official, opponent, spectator or other person on the course;
- use profane or abusive language, throw or break clubs, willfully 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 NT;
- observe a breach of the code by any other player during an event and fail to co-operate in any inquiry;
- deliberately break the Rules of Golf;
- 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 NT;
  - undertake measures in order to manipulate their handicap;
  - commit any criminal offence against the club or officials where the event is played; repeatedly commit infringements of Golf etiquette;
  - refuse to comply with the dress regulations and host club dress regulations; continually fail to play without undue delay;

- commit any of the following breaches during an event:
  - Failure to complete a round:  
Any player deliberately disqualifying themselves except for a breach of the Rules requiring such disqualification or picking up his ball without playing out the hole shall be deemed not to have exercised his maximum golf skill nor to have played in an appropriate manner.
  - Withdrawal during a tournament  
During a round a player may withdraw 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.
  - Failure to complete scorecard  
Any player failing to hand in his card at the completion of a round in accordance with the Rules of Golf will be liable to a disciplinary action.
  - Failure to compete after entering  
Any player who has entered a tournament must complete all rounds for which he is eligible including pre-qualifying rounds.  
Should a player find himself unable to compete for any reason, he must give notice of his 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.
  - Failure to attend presentation  
The first two trophy winners (winner and runner up in each grade) 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.
- Electronic Devices: The use of a mobile phone or other audible electronic device by a competitor or his/her caddie whilst on the course during a stipulated round is prohibited;
- Alcohol: The consumption of alcohol by players and caddies on the course during a stipulated round is strictly prohibited;
- Motorised Vehicles: It is prohibited for a player to ride in or on a motorised vehicle without first obtaining an exemption in writing from Golf NT or its representative.

## **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.

## **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 misdemeanour committed by a player.

In general, penalties will range as follows:

- Disqualify the player from the competition;
- A severe reprimand;
- Recommendation to players home club that the players membership be suspended for a set period of time;
- Suspension of entry to Golf NT Events for a specified period of time;
- Withdrawal of a players Australian Handicap;
- Suspension of a players Australian Handicap; and
- 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, his/her home club and State Golf Association (if applicable).

In addition, breaches that the Committee classifies as a major infringement will be tabled at the Associations quarterly meeting and recorded in the minutes.

## **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **DISABILITY POLICY**

### **Preamble**

Golf NT supports the rights of people with disabilities to be involved in all facets of golf including full and equitable participation from grass roots to the elite level. It recognises its social and legal obligations to provide an accessible and inclusive environment for people with disabilities. Golf NT is bound by the Commonwealth Disability Discrimination Act 1992 and will act in accordance with the spirit and requirements of the legislation.

Golf NT is committed to creating pathways for athletes with a disability by breaking down the barriers to participation within the sport of golf through the use of policy development, coach and administrator education, development programs, research, partnerships and extensive promotion.

### **Policy**

Golf NT will take reasonable steps to identify and eliminate unlawful direct, indirect, and systemic discrimination from its structures and practices and will ensure that people with disabilities are afforded reasonable opportunity to participate in all aspects of golf.

All Golf NT employees, volunteers and affiliated members will, within their areas of responsibility, take reasonable steps to remove any barriers which exist to programs and services, and the physical, social, and virtual environment in accordance with the Disability Action Plan for Golf in Australia.

Golf NT will provide reasonable assistance to people with disabilities to gain access to its programs and services.

Where appropriate, Golf NT will provide modified rules and practices to ensure that people with disabilities can successfully participate in all aspects of golf.

People with disabilities who require services or adjustments have a responsibility to provide timely and appropriate information which assists Golf NT to fulfil its obligations.

This policy will be regularly evaluated and revised using consultative mechanisms and practices to maintain relevant continuous improvement in programs, services and facilities for people with disabilities.

### **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **FINANCE, AUDIT AND RISK MANAGEMENT**

The Finance, Audit and Risk Management policy plays a key role in assisting the Association to fulfil its corporate governance and overseeing responsibilities in relation to Golf NT's financial reporting, internal control systems, regulatory and compliance requirements, risk management systems (including insurance) and the external audit function.

It is important for the members of the Finance, Audit and Risk Management Sub-committee and Committee Members to recognise that delegation of responsibilities to a committee does not absolve the individual Committee Members of their responsibilities.

### **Objectives**

To assist the Committee to discharge its responsibilities to ensure due care, diligence and skill in relation to the entity's:

- Reporting of financial information
- Application of accounting policies
- Financial management
- Internal control systems
- Risk management (including insurance)
- Business policies and practices
- Protection of the entities assets (both fiscal and non-fiscal)
- Compliance with applicable laws, regulations, standards and best practice guidelines
- Ensure the independence of the external auditor and review external auditor recommendations

### **Structure and Function**

The following structure is recommended for the Finance, Audit and Risk Management Sub-committee:

A chair nominated from the Committee with financial experience, this should be the Treasurer.

Independent committee members can be drawn from experience that will assist the Finance, Audit and Risk Management Sub-committee function – both business and financial e.g. Legal, IT, human resources marketing, insurance and financial.

Finance, Audit and Risk Management Sub-committee members require Committee approval.

The Sub-committee at the request of the Committee may investigate any matter delegated to it.

Shall have direct access to the internal and external auditors and other reviewers (e.g. insurance brokers)

Shall meet at least two times per annum with other ad hoc meetings as required.

A quorum shall be two members

Will report to the minutes of the meetings to the Committee

The Committee will monitor the Finance, Audit and Risk Management Sub-committee's performance and compliance to this policy.

The Finance, Audit and Risk Management Sub-committee does not include the President and/or Secretary however they may be invited to attend to improve the efficiency of the committee.

## New Member induction

New Finance, Audit and Risk Management Sub-committee members shall be provided with the following:

- This policy
- Financial reports
- Internal control system
- Legal and regulatory requirements, including external reporting and compliance issues
- A list of contracts
- Any unusual transactions
- Background briefing on key audit issues and risk areas currently under review

## Meetings

Meetings shall be organised as follows:

- An agreed schedule will be prepared and ad-hoc meetings called as agreed. Meetings shall be organised taking into account risk issues, the budget and financial reporting cycle and the timing of board meetings.
- An agenda with supporting papers prepared by the Chair
- Items to be placed on the Agenda (including that from management) shall be provided four days prior to the scheduled meeting.
- Meetings shall be minuted and signed by the Chair.

## Reporting

The Chairman of the Finance, Audit and Risk Management Sub-committee will report formally to the Committee following each meeting covering at least the following:

- Finance, Audit and Risk Management Sub-committee minutes
- Any recommendations
- Information about the audit process
- Any determination about the external auditors independence
- Review of the policy
- Other matters requiring Committee attention
- Recommendations requiring Committee action

Annually the Finance, Audit and Risk Management Sub-committee should also provide an external report in Golf NT's annual report. This report should include Finance, Audit and Risk Management Sub-committee membership, operations, and a financial summary of Golf NT's activities. This shall be approved and/or received by the Committee.

## Responsibilities

The Finance, Audit and Risk Management Sub-committee main responsibilities are as follows:

- External reporting
  - Appropriateness of accounting policies and principles.
  - Assess significant estimates and judgements in financial reports
  - Establishment and continuous monitoring of a framework that ensures compliance with laws, regulations and other requirements, (including Accounting Standards, Incorporations Act/Corporations Law, of financial and non-financial information

- Ask the external auditor for and independent judgement about the appropriateness, not just the acceptability, of the accounting principles used and the clarity of financial disclosure practices.
- Review reports to regulators and make recommendations to the Committee on their approval or amendment.
- Recommend to the Committee whether or not the financial and non-financial statements should be signed on the Finance, Audit and Risk Management Sub-committee's assessment of them.
- Related-party transactions
  - Review and monitor the propriety of related-party transactions
- Internal control and risk management
  - Assess the internal process for determining and managing key risk areas, particularly:
    - Non-compliance with laws, regulations, standards and best practice guidelines, including environmental and industrial regulations;
    - Important judgments and accounting estimates
    - Litigation and claims
    - Fraud and theft
    - Relevant business risks other than those dealt with by other specific Board committees.
  - Ensure an effective risk management system and that macro risks are reported at least annually to the Committee.
  - Evaluate the process for ensuring continuous improvement of internal controls especially in areas of significant risk.
  - Address the effectiveness of Golf NT's internal control system with management and the external auditors.
- External audit
  - Make recommendations to the Committee on the appointment and remuneration, effectiveness and independence of the external auditor

## **Policy Review**

This policy will be reviewed biennially or on an as needs basis.

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## MEMBER PROTECTION POLICY

Golf NT has adopted the Member Protection Policy (MPP) formulated by Golf Australia, available at [http://www.golf.org.au/site/\\_content/document/00017016-source.pdf](http://www.golf.org.au/site/_content/document/00017016-source.pdf). All members affiliated with Golf NT are bound by this policy.

As defined in Part A, Section 2 the purpose of this policy is to:

- Ensure the core values, good reputation and positive behaviours and attitudes are maintained.
- Assist us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse.
- Ensure that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities.
- Reflect our support and implementation of the sport industry principles and values outlined in The Essence of Australian Sport - principles of fairness, respect, responsibility and safety.

The policy attachments provide procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment Golf NT will take disciplinary action against any person or organisation bound by this policy if they breach it.

### Member Protection Information Officer (MPIO)

A Member Protection Information Officer (MPIO) is the first point of call in a club or sporting organisation for any enquiries, concerns or complaints around harassment and abuse under the MPP.

#### What role does the MPIO play?

- An MPIO provides confidential, timely and impartial information and moral support to the person with the concern.
- An MPIO acts as a sounding board and provides information about local complaint resolution options available to address the individuals concern.

#### Golf NT's Member Protection Information Officer

Jason De Araujo (jasond@golfnt.org.au, Phone 0419 819 606)

Approved by Golf NT at Quarterly Meeting of 29 May 2012.

Reviewed and approved: 16 July 2015.

## **SPONSORSHIP**

Where a National, Regional, State, County or Club team is sponsored the members of the team may have on their uniforms the name and/or logo of the team and the small name and/or logo of either or both the sponsor and the manufacturer. However, the clothing, golf shoes or head gear must be of the type that is normally available at a retail source and must not bear both the player's name and the name and/or logo of a sponsor and /or manufacturer (other than the clothing, shoes or head gear manufacturer – see Decision 6-2/13).

Note: A sponsor's name and/or logo must not exceed a perimeter measurement of 220 mm or 9 inches. Each garment may have multiple sponsors' names and/or logos, provided the total perimeter measurement of all names and/or logos does not exceed 220 mm or 9 inches.