

Rockhampton Golf Club

Men's Pennant Team

Policy: Men's Pennants Teams

Purpose: To provide an open and consistent approach to selection and management of representative men's Pennant Teams for RGC

Responsibility: Club Captain and Match Committee

Policy Adopted:

President Signature:

Chairperson Match Committee Signature:

This policy should be read in conjunction with the following documents:

- Keppel Pennant Rules

Pennant Team Selection

1. The Match Committee is responsible for the selection of Pennant Team players, captains and managers.
2. The Match Committee should appoint a 3-person Pennant-selection panel, chaired by the Club Captain or Vice-Captain (unless they are to be excluded from the panel), and may also include one of RGC's club professionals if they are available.
3. At appropriate times (at least 8 weeks prior to the commencement of each Pennant competition) the Match Committee will call for nominations from RGC members for Pennant selection. This may be via letter/email to club members and/or by notice on the RGC weekly newsletter.
4. The nomination form will not be team specific; the selection panel will select players into appropriate teams.
5. The nomination form will specify the:
 - "Cut-off" date for nomination, after which no other nominations will be accepted (unless there are exceptional circumstances), even if a player is showing outstanding form.
 - Date for the announcement of selected team(s)
 - Number of players required for each team
 - Selection criteria
 - Dates of the round matches and semi-finals and finals
 - Names of members of the selection panel
6. Selection criteria for team players should include, but not be limited to:
 - Players must be full financial members of RRC
 - Players must have supported RGC by playing regularly in RGC competitions during the preceding 12 months
 - Recent stroke play form
 - Previous match-play experience and performance in Pennant competitions
 - Participation and performance in RGC match-play championships (if applicable)

- Participation and performance in RGC stroke-play championships
 - Priority to lower handicap players (if all other criteria are similar) in A, B and C grade Pennant teams
 - A commitment to being available majority of the matches
 - Player conduct – exemplary conduct of sportsmanship is expected from all players and officials (and any team supporters)
 - Match-play selection trials if required
7. If the selection panel cannot agree on a team nomination, selection will be referred to the full Match Committee
 8. When the selection panel contains a member, who has nominated for team selection, the member must exclude himself from the selection process of that team; a decision to include that member in the team is made by the other members of the selection panel. It may be necessary to replace the excluded panel member for that team selection.
 9. The selection panel will choose the Team Captain(s). Team Captains do not necessarily have to be playing members of the team.
 10. Team managers: if required, the selection panel will select Team Managers in consultation with the Team Captain. In the case of non-playing captains, no manager need be selected.
 11. Each selected team will consist of the minimum number of players required for each match, and a number of reserves. The number of reserves will be determined by the number of round matches to be played; less than 5 rounds, select 1 reserve, 5-8 rounds, select 2 reserves; greater than 8 rounds, select 2-3 reserves.
 12. Team captains will select the players for each match. Captains may consult with the selection panel for advice regarding player selection for matches. Selection criteria will include, but not be limited to the:
 - Need to qualify players for finals
 - Familiarity of players with the course to be played
 - Current form of players
 13. Entitlements for Players/Captains/Managers of RGC Pennant Teams:
 - Each player/captain/manager will be supplied with one RGC shirt with the Club logo attached per Pennant season.

Financial

Each year, as part of its annual budgeting process (and prior to the selection of the first Pennant Team), the RGC Match Committee will present a "Pennant Budget" to the RGC board. This budget would be used to cover nomination costs, purchase of team shirts and home match catering and refreshment costs. The RGC Match committee and the RGC board will agree on the amount of money that the club will provide for the men's Pennants Teams. Following this, players may also be required to pay a small amount of money to assist in covering items. This amount will be discussed by the RGC Match committee and will be agreed on by the players.

General Information for Pennant Teams

1. Each Pennant Team can undertake fund raising activities or obtain sponsorship from individuals or businesses for extra clothing, golf balls, and travel and/or meal expenses; however, these must first be approved by the Match Committee and the RGC Board. All monies collected through fund raising or sponsorship must be fully accountable, and readily accepted by the Club to meet any agreed costs.

2. Teams will be responsible for making their way to and from matches. Club funds will not be used to pay for hired transport arrangements or petrol. If players wish to hire group transport, they must do so at their own expense.
3. Catering and refreshments for away matches will be either provided by the home Club or paid for by the players.
4. All players selected to represent RGC are expected to:
 - play fairly and in a manner consistent with accepted golf etiquette.
 - show respect to their opponent, the competition, and the host Club.
 - assist their team Captain in a positive way.
 - help with preparations when their team hosts visiting clubs.

Club Captain

The Club Captain:

1. As Chairperson of the Match Committee, will present a "Pennant Budget" to the RGC Board – see "Financial" on page 2.
2. Will obtain the applicable Pennant Rules and Pennant Competition draws from Golf Central Queensland and distribute these to the RGC Pennant Team captains.
3. May discuss with eligible members of RGC any interest they may have in playing Pennants for RGC and ask them to nominate for team selection.
4. Will be the Chairperson of the 3-person Pennant-selection panel determined by the Match Committee, unless he/she excludes himself/herself.
5. As Chairperson of the Match Committee, will call for nominations from members of RGC for Pennant selection. This may be by letter/email to club members and/or by notice on the RGC weekly newsletter.
6. As Chairperson of the Pennant-selection panel, will convene meetings as required to select the RGC Pennant Team captains and players.
7. Will ensure the names of all players selected to represent RGC in men's Pennants are nominated to Golf Central Queensland prior to the specified closing date, along with their correct GA handicaps, phone numbers, email addresses, and Golflink numbers.
8. Will provide to the RGC Pennant Team Captains a list of the players selected in their respective teams, along with the players' GA handicaps, phone numbers, email addresses, Golflink numbers, and shirt sizes.
9. Will announce the pennant Team selections on the RGC Website and in the weekly newsletter.
10. Will book tee times for each home Pennant match day into the RGC booking system as soon as practicable so as to avoid clashes with social bookings and will notify Golf Central Queensland of these arrangements by 30 November of the year preceding the next pennant season.
11. Will agree on a design and colour scheme for Pennant Team shirts and caps.
12. Will arrange for the ordering and purchase (consistent with the Pennant budget) of RGC Club shirts and caps, which will be given to the Pennant players prior to their first match.

13. Will arrange for a Rules Official to be available at all home pennant matches.
14. Will assist Team Captains arrange food and drinks for all RGC and visiting players at RGC home matches.

Team Captains

1. Team Captains are responsible for the overall management and conduct of their respective teams, including week-by-week team selections, and on match day.
2. Team Captains must be fully conversant with the Rules of Golf and in particular those relating to match-play, and the Keppel Pennant Rules. If unsure, they should consult with the RGC Club Captain.
3. Team Captains will arrange team meetings, training/coaching sessions, or any other activity that is deemed appropriate, to achieve the best result possible for that team during the Pennant season.
4. Team Captains will discuss their week-by-week team selection policy with the team prior to the first match.
5. Team Captains or Managers will ascertain the whether any players are unavailable for any matches during the season.
6. Team Captains or Managers will notify all players in his team by the Wednesday of match week of who will be playing the next match, the likely order of play, and any specific dress regulations the host club may have.
7. On match day the Team Captain or Manager will:
 - Ensure the players selected to play have arrived at the playing venue 30 minutes prior to the first tee-off time for the team
 - Notify the reserve player they will be required to play if a selected player has not arrived at the venue 20 minutes prior to the team's first tee-off time
 - Will provide the names of the team players on the appropriate form to the host club starter in correct order, and showing the correct handicaps, at least 15 minutes prior to the team's first tee time
 - Exchange team lists, in correct playing order, with their opposing Captain at least 15 minutes prior to the first tee time
 - Notify team members of any local rules
 - Provide meal and drink vouchers to each player
 - Ensure the results of each match on the official Results Form are correct, and then sign the form
 - Will provide a short report of the match to the Club Captain of RGC by the Tuesday following the match, for inclusion in the RGC weekly newsletter.

Adoption of Policy

1. Once the Match Committee has agreed to this Policy, it will be presented to the RGC Board for adoption as a RGC Policy. This will be documented in the minutes of the relevant Match Committee meeting.
2. Once the Board has agreed to this Policy, it will be signed off by both the President of RGC (or the President's delegate) and the Chairperson of the Match Committee (or the

Chairperson's delegate), and dated appropriately. This will be documented in the minutes of the relevant Board meeting.

3. The original Policy document will be kept in the Procedures and Policy Manual of RGC. Ideally, an electronic copy of the Policy would also be kept by RGC with a copy also being uploaded to the RGC website.

Review and Revision History

1. The Match Committee should review the Pennant Team Policy every year, ideally at the completion of the Pennant competition season.
2. Yearly reviews and any changes to the policy or the procedures contained within it, should be documented within the minutes of the Match Committee meeting, and brought to the attention of the RGC as a specific agenda item at the next most appropriate RGC Board meeting.
3. The revision history of the policy should be shown in the table below.

Revision	Revision Approval Date	Description of Change	Requested By