

Queensland Disc Golf Inc (QDG) Policies

QDG Mission: To develop the sport and players of disc golf in Queensland.

The aim of QDG is to promote & support the establishment of new, and growth of existing local clubs through access to funding through QDG Inc. and the sharing of ideas, knowledge and support between clubs and the wider disc golf community.

QDG's key objectives are to establish new player bases around new or existing courses, to consequently establish self-sufficient clubs, and to continue to support those clubs in whatever ways it has the capability to do so. The established clubs in turn, support QDG to develop more clubs in harmony with ensuring growth and development within their clubs.

The primary function of the following (and other) policies is to provide consistent and transparent guidance for QDG and club representatives in successfully developing the sport in Queensland.

1. Clubs

a. What constitutes a club?

- i. An emerging club is considered to be established when a group of players has formed to both regularly play and have a joint desire and are willing to develop both facilities (e.g. courses) and a player base. Initially this may be a few players in a local park with or without formal targets, and with a desire and willingness to commit to administrative actions to seek out new players; and to seek permission and funding to establish or develop a formal course. The leadership & governance of an emerging club will typically fall on the player(s) that started playing, attracted other players and have shown the desire and initiative to develop the sport locally.
- ii. An established club is one that has a regular player base and events, and may or may not have the foundation members remaining in the club. Leadership and governance of an established club should be decided by the members at duly constituted meetings. Clubs need to hold their AGM prior to 30 April to ensure representation of their clubs at the QDG AGM
- iii. QDG will maintain a list of Established and Emerging Clubs that is available for public viewing.

b. What does affiliation with QDG mean?

A key attribute of affiliation with QDG is access to insurances.

In order to use public spaces for organised purposes, public authorities will usually require public liability insurance, and for the sake of the volunteers, it is advisable to hold professional indemnity insurance. Both are available to QDG affiliated clubs through the Australian Disc Golf (ADG), & QDG's affiliation with ADG.

c. How does a club affiliate with QDG?

A newly formed club needs to apply to QDG communicating its past actions (events, fund raising, player recruiting, etc), capabilities (resources, volunteer base, etc) and aspirations (sport development, proposed courses and recruitment, etc) to convince QDG of the needs and benefits of affiliation. QDG executive will consider the application in due course (normally within 7days), and advise either a successful application (with or without conditions), or actions required to become affiliated.

d. What are QDG's expectations of clubs?

Clubs are encouraged to become incorporated as not-for-profit organisation under Queensland law, although this is not a specific requirement. Clubs are expected

however to meet normal governance requirements of incorporated organisations, and the following are QDG's expectations:

- i. Hold annual general meetings with members, including maintaining minutes and distributing these to QDG.
- ii. Electing Club Board by the end of January each year via member vote, with a QDG Board Rep present at this vote (either in person or via Skype or similar)
- iii. Maintain financial records and Members Register
- iv. Hold regular events (eg leagues, tournaments, come & try days, etc), and ensure that the club's events are publicly advertised (apart from promoting the events, advertising is a prerequisite of the event being insured by ADG)
- v. Maintain bank accounts with multiple signatories where club assets are to be managed
- vi. Communicate regularly with QDG and ADG's state representative, including attendance at key meetings (to be facilitated via Skype or similar where practical)
- vii. Uphold the values of QDG in all of the club's communications and activities, and ensure compliance by its members of the QDG Code of Conduct, and the PDGA's Players Code and rules
- viii. QDG will monitor the performance of clubs and provide feedback and further requirements if required

e. What are clubs' expectations of QDG?

Clubs can expect timely support from QDG where such support is within QDG's capability, or advice where such support cannot be directly provided. Support is available for such as:

- i. Loan of QDG equipment (eg baskets) when available
- ii. Grant applications as an incorporated organisation if the club is not incorporated
- iii. Publishing club activities and communication on the QDG website and other media
- iv. Advice on managing club administration, finances, events, etc, including provision of sample forms and procedures where available
- v. Representations to authorities, etc – eg for new courses or issues associated with existing facilities
- vi. Sharing experiences and lessons from other DG clubs and associations
- vii. Assisting with management of rules and regulations of DG, and associated discipline where required
- viii. Supporting communication to higher sporting bodies (ADG, PDGA)

2. Governance

As an incorporated not-for-profit organisation, QDG must meet its lawful obligations of incorporation, including meetings; officers and their selection; financial fidelity, records and auditing, etc. Consistent with its aim of developing and supporting clubs, QDG seeks collaboration with the clubs and clubs are to be represented in formal meetings of QDG.

a. Management Committee

The Management Committee of QDG consists of the members elected to positions at the Annual General Meeting – normally the President, Secretary and Treasurer.

b. Membership

Ordinary Members of QDG are the elected representatives of affiliated, as well as officers appointed by the Management Committee from time to time. Appointed

officers and representatives of Established Clubs will each hold one vote, although any member having multiple positions will only have one vote. Representatives of Emerging Clubs will not have a vote.

Transition - Presidents of affiliated clubs (or their nominated delegates) are considered to be ex-officio attendees of QDG meetings where a vote on representation by their members has not been held.

c. Ordinary meetings

QDG will hold meetings normally once every three months in a format to suit attendees (it may be prudent to meet via telecommunications – telephone, Skype or equivalent, etc).

Voting will be decided by majority, with the QDG President having the casting vote where no majority is initially achieved.

d. Annual General Meetings

QDG will hold its AGM before 30 June each year.

3. Financial

a. What are QDG's expenses?

It is anticipated that clubs will meet their own costs and build their own assets through events, member fees, merchandise sales etc, and that there is no support required from QDG for ongoing running expenses of the clubs.

QDG incurs expenses in the following areas:

- i. Website – development and maintenance
- ii. Provision of grants such as equipment and event sponsorship
- iii. Provision and maintenance of equipment for coaching, events and facilities
- iv. Procurement of merchandise for on-sale – eg discs, QDG shirts, bag tags etc
- v. Procurement of prizes and trophies such as the QDG tour
- vi. Support for volunteers (eg fuel, travel where significant costs are involved)
- vii. Event expenditure (especially where fees are managed through QDG bank accounts)
- viii. Loans – eg QDG expects the clubs to run events profitably (after payment of all expenses including ADG and QDG event based fees (EBFs)), but in support of its clubs, QDG stands to support clubs and their volunteers if unforeseen incidents render the events unprofitable. QDG seeks to scrutinise the event budget prior, to ensure appropriate governance and allowances are included. Refer to ADG website for guide in developing Tournament Budgets.
- ix. Lodging annual financial report to Queensland Government.

b. How does QDG get its funds?

QDG obtains funds from:

- i. Coaching and promotional work - through local councils
- ii. Event based fees – normally QDG events
- iii. Sales of merchandise
- iv. Sponsorships and donations

4. Events

a. Queensland Disc Golf Championships (QDGC)

Requirements and expectations for QDGC

- i. QDGC should be held at a regional location at least once every 3yrs, but no more than twice in every three consecutive years

- ii. Minimum provisions for the tournament shall include:
 1. At least 18 holes of a championship quality course with Par 59 minimum
 2. At least 3 full rounds spread over no less than two days, and no more than three days. A Final 9 is encouraged for the MPO division.
 3. Adequate toilets suitable for all genders (uni-sex preferred) – at least two for up to the first 50 players, and one per 50 players or part thereof thereafter
 4. Access to adequate free potable water – at least two litres/person/day
 5. Adequate shade and/or shelter for players between rounds and meetings
 6. A QDG agreed plan for emergencies or evacuation (eg bushfire, flood, etc) with adequate and reliable communication (especially where not in mobile reception)
 7. Access to suitable accommodation within 30mins of course, and preferred accommodation partner listed
 8. Provide lunch to all players and volunteers on the first full day of play (included in entry fee)
 9. Provide players' pack to all AM participants valued at MIN \$20
 10. Maintain status as ADG A-tier event and comply with such requirements
- iii. A budget acceptable to QDG that provides for
 1. AFDA EBFs as applicable
 2. QDG EBFs as applicable
 3. Players needs and prizes for (as a minimum where sufficient players are registered) the following divisions:
 - a. Open (MPO) – minimum cash pool of \$100 =< 3 players
 - b. Open women's (FPO) – minimum cash pool of \$100 =< 3 players
 - c. Advanced men's (MA1)
 - d. Advanced women's (FA1)
 - e. Intermediate
 - f. Intermediate women's (FA2)
 - g. Novice men's (MA4)
 - h. Novice women's (FA4)

Note that it is a normal requirement that divisions be offered where at least 2 players wish to register, however the number of divisions allowed by PDGA is currently disproportionate to the number of players in Queensland, and QDG can be consulted to aggregate players in limited divisions where practical.
 4. Maximum fee – as advised by QDG
- iv. Finances are to be managed by the TD using a club bank account, or where such is not available, the QDG account may be used

b. QDGC application process

Clubs are invited to apply to run QDGC for the benefit of their club's exposure, member's skills development and to return a profit for the volunteer effort.

- i. Date for call of applications – typically before September of the year prior, as directed by QDG
 - ii. Pro forma – applicants are to complete the form provided on the QDG website
- c. QDGC selection criteria and process

Applications will be generally assessed on the manner in which they respond to the QDG requirements, and the value that they add to the development of the sport in Queensland.

The process of selection will include:

 - i. Analysis of applications by QDG, with a resultant summary assessment report
 - ii. Distribution of the summary report to the affiliated club representatives (Established Clubs only) for review and voting
 - iii. Club representatives (established) and QDG officers are allowed one vote each (only one vote if an officer is also a club representative), and the successful application will be by the majority of votes. Where there is no clear result, the QDG President will have a casting vote.
- d. Other (future regional? – eg NQ/FNQ): No provision at this time
- e. QDG Tour
 - i. Process for inclusion of events – events are added to the QDG Tour following the call for submissions from the elected QDG Tournament Manager (TM). This will typically take place in the December of the preceding year. Submissions must be sent electronically as per the direction of the TM and conform to the submission requirements. All events must be PDGA sanctioned.
 - ii. Points/scoring/assessment – points will be awarded for each individual participating in a QDG Tour event. The allotment of points that each player accrues will be dependent on their place within their field with the following formula applied:
 - 1.
 2. Eligible only to QLD residents and players up to 300km from the tour event within NSW, or for players closer to the QDG tour events than comparable NSW events (at the discretion of QDG)
 3. DNF players are not included. Players must finish all the rounds
 4. A draw for first place must be decided by playoff
 5. Draws for places after first are given points for the same placing
 6. Points are calculated (for A-tier events) starting at 100 + 2x people in the division. And then %10 reduction for starting points for every position below. QDGC starts at 110, and lower tier events start at 95
 7. Tour is calculated on the top 3 event points for each person, with a maximum of two A-tier results
 8. Points per place allocations are on the tables below. X = players in division multiplied by 2
 9. See table below.

QDGC

1	$110 + x$
2	$100 + x$
3	$90 + x$
4	$81 + x$
5	$73 + x$
6	$66 + x$
7	$59 + x$
8	$53 + x$
9	$48 + x$
10	$43 + x$

A-tier

1	$100 + x$
2	$90 + x$
3	$81 + x$
4	$73 + x$
5	$66 + x$
6	$59 + x$
7	$53 + x$
8	$48 + x$
9	$43 + x$
10	$39 + x$

Other

1	$95 + x$
2	$85 + x$
3	$76 + x$
4	$68 + x$
5	$61 + x$
6	$55 + x$
7	$49 + x$
8	$44 + x$
9	$40 + x$
10	$36 + x$