

Policies and Procedures Practice Manual

Policy and General Procedures for Golf Groups

Medical Policy

1. Members are solely responsible for ensuring their medical and physical fitness for this class. If uncertain they should seek medical advice before enrolling or participating at any time. The class leader may request verbal confirmation that medical advice has been obtained and is being followed.
2. Members must wear their U3A Knox Inc identity name tag including details of any emergency contact telephone no, relevant medical condition and vital medication, to alert medical professionals who may be called on their behalf and at their cost.
3. When serious injury or illness occurs an ambulance should be called in accordance with U3A Knox Inc. policy, "*CALLING AN AMBULANCE*".
4. Qualified medical or first-aid treatment is **NOT** provided for this class.
5. All members to be advised in writing details of the *Medical Policy*.

Practice:

Class leaders are to ensure each member of their class acknowledges and accepts the above policy.

Safety Policy

1. Each class to appoint a safety representative.
2. The safety representative is to receive appropriate training from the Risk Management Officer.
3. The safety representative to advise the class leader of any safety concerns and possible remedial action for consideration by the class leader.
4. Members are responsible for abiding by the rules of the venue. In addition they are required to comply with any related and reasonable request from the class leader.
5. Class Leaders must establish a statement outlining basic '*Standards of Play*' consistent with accepted etiquette of the game,
6. Members must provide and maintain their equipment in good order.
7. Members are required to advise the class or day leader if they are not attending class,
8. To avoid the risk to members of heat related illness or stress during the warmer months, classes must be scheduled to avoid the hottest part of the day.
9. The leader to consider calling off play if the ambient on course temperature is >30°C.
10. If there is a likelihood of an electrical storm or an electrical storm commences during play, play must be called off.

11. Play is to be called off in any other circumstances when the class leader considers the playing or weather conditions are unsuitable or unsafe

Practice:

The class leader to ensure:

1. the *Safety Policy* is implemented,
2. the official attendance sheet has been completed prior to each class,
3. Any accidents, injuries or incidents are reported to the Course Coordinator,

General Policy

1. Members are required to wear neat golf attire and shoes that comply with the dress standards of the venue.
2. Any green fees and any other charges imposed by the venue are the responsibility of individual members.
3. In the absence of the class leader from a class/s, the class leader may appoint a substitute or interim class leader. As soon as is practicable the Course Coordinator is to be advised details of the change.
4. The substitute or interim class leader must be made aware of and ensure that the duties and responsibilities of the class leader are performed.
5. The class leader may invite an un-enrolled member or a visitor/s to participate in an introductory class. The class leader is to ensure the invitee/s is aware, understands and accepts the relevant provisions of the *Policy and General Procedures for participation in Golf Classes*
6. The class leader may appoint a member to be a Day Leader
7. An extension of the term program to participate in community or other public events and or other sessions during the term or term break may only be made by the class leader or delegate.
8. The Course Coordinator is to be advised of any changes, extensions or cancellations to the program. If a class or members of a class propose representing U3A Knox Inc in a community competition or other public event, prior notice is to be given to the Course Coordinator.
9. Each class to appoint a class assistant.
10. At the end of each term the class leader or class assistant is required to return the completed class attendance sheet to the Course Coordinator.
11. The class assistant is to collect the weekly bulletin and any other relevant information from office and read to class members.
12. The class assistant to provide administrative support to the class leader as required.
13. Each member to be advised in writing that U3A Knox Inc does **NOT** indemnify ordinary members or provide public liability, personal accident or any other insurance cover whatsoever including loss or theft or damage to personal or other property.
14. All policies and or instructions established from time to time by U3A Knox Inc are to be adhered to,
15. This statement to be reviewed on an annual basis by the class leader and any proposed changes referred to the Risk Management Sub Committee for evaluation. Any proposed changes to be approved by the U3A Knox Inc Committee.

Practice:

The class leader to ensure the *General Policy* is adhered to.