

Procedures for the Individual Player Development Fund

Contents

Introduction	2
Player Development Fund Management	2
Fund Maintenance and Growth	2
Fund Allocation Guidelines	2
Application Process	3
Submission Guidelines and Deadlines	3
Required Documentation and Eligibility Evidence	3
Application Format and Templates	3
Communication and Notification of Decisions.....	4
Communication channels and methods	4
Timeline for notifications	4
Response to unsuccessful applications.....	4
Grant Disbursement.....	5
Conditions for release of funds.....	5
Accountability and Reporting.....	6
Reporting requirements for recipients.....	6
Frequency and format of reports.....	6
Monitoring and evaluation of progress	6
Conflict of Interest Management.....	7
Identification and disclosure of conflicts	7
Procedures for recusal and decision-making in cases of conflict.....	7
Record Keeping and Documentation	8
Storage and management of application records.....	8
Access and retrieval of records	8
Retention and disposal of records	8
Handling of complaints related to the policy	9
Appendix A -Application Form	10

Introduction

This document contains the procedures associated with the policy document 'Individual Player Development Policy – Feb 2023'.

Player Development Fund Management

Fund Maintenance and Growth

- a. The TGA is responsible for the proper management and growth of the Player Development Fund, which was initially established with a starting amount of \$9,000.
- b. The TGA shall allocate interest collected on its main investment to the Player Development Fund until it reaches the maximum limit of \$15,000.
- c. The TGA will monitor the fund's balance regularly and ensure that the annual distribution does not exceed the allowed maximum of \$6,000.
- d. In the event that third-party donations are given to the TGA for player development under this policy, these contributions can be added to the fund without setting a maximum limit on the fund's total.

Fund Allocation Guidelines

- a. The TGA Executive and Board are responsible for reviewing and approving grant applications in accordance with the eligibility criteria and conditions outlined in the Individual Player Development Policy.
- b. Tier 1 Grants: The Executive will consider applications for Tier 1 grants (up to \$5,000) and bring them to the Board for final consideration and decision. Tier 1 grants should be awarded to exceptional players who have shown strong support to the TGA and contributed significantly to the golfing community.
- c. Tier 2 Grants: The Executive will process Tier 2 grant applications (up to \$1,000) and may approve them without reference to the Board. However, combined Tier 2 grants shall not exceed \$5,000 within a financial year. If any Tier 2 grant would cause the combined total to exceed \$5,000, the application must be referred to the Board for final consideration and approval, while still being limited to the \$6,000 combined total per policy.
- d. Annual availability of funds will cover the period of 1st October until 30th September the following year.

Application Process

The application process outlines the steps and requirements for individuals seeking assistance under the Individual Player Development Policy.

Submission Guidelines and Deadlines

- a. Eligible individuals may submit their applications throughout the year. However, the TGA Executive and Board will review and make decisions on the applications twice yearly, on specific dates to be communicated through TGA's official channels.
- b. Applicants are encouraged to submit their applications at least four weeks before the review date to allow ample time for TGA Executive and Board members to assess the applications.

Required Documentation and Eligibility Evidence

Applicants must provide the following documentation and evidence to support their eligibility and demonstrate their alignment with the policy's objectives:

- a. A completed application form that includes personal information, contact details, and golf club membership details.
- b. A detailed description of the applicant's golfing achievements, including records of representing Taranaki in junior or senior events, or recognition as a potential representative player by the TGA Executive.
- c. Evidence of financial membership in at least one of the 18 clubs in Taranaki in any full playing category.
- d. A written statement outlining the applicant's goals and objectives, including plans to represent Taranaki for at least the next two years, and a description of how the grant will contribute to their development.
- e. A proposed budget outlining how the requested funds will be utilized.
- f. In cases of demonstrable hardship, the applicant should provide a written explanation outlining their financial situation, the specific needs that the grant will address, and any relevant circumstances contributing to their hardship. This explanation will help the TGA to better understand the applicant's needs and determine the appropriate level of support.
- g. If applicable, a written recommendation from either the TGA Executive Officer or the TGA Golf Participation Officer stating alternate criteria for consideration.

Application Format and Templates

- a. Applications should be submitted using the official TGA Individual Player Development Grant Application Form, which will be available for download on the TGA website or can be requested from the TGA office.
- b. The application form should be completed in its entirety and should be typed or written legibly in black or blue ink.
- c. All supporting documentation should be attached to the application form, and the complete application package should be submitted electronically to the designated email address or sent by mail to the TGA office.

Communication and Notification of Decisions

Communication channels and methods

- a. The TGA will use clear and consistent communication channels and methods to notify applicants of the decisions regarding their grant applications.
- b. These communication channels will include email, phone calls, or written letters, depending on the applicant's preference and the nature of the decision.
- c. The TGA will ensure that all communication is professional, respectful, and easy to understand, providing sufficient information and context for the applicant to comprehend the decision.

Timeline for notifications

- a. The TGA will notify applicants within 20 working days of the decisions on their grant applications, ensuring that all applicants receive timely and fair communication.
- b. This timeline will be clearly communicated to applicants at the time of submission, setting expectations for the decision-making process and helping to manage any uncertainty or anxiety.
- c. In the event of any delays or changes in the timeline, the TGA will proactively inform applicants and provide an updated timeline for notifications.

Response to unsuccessful applications

- a. The TGA will provide constructive feedback and guidance to unsuccessful applicants, helping them understand the reasons for the decision and identify any areas for improvement in their application or golf development.
- b. This feedback will include specific suggestions for strengthening their skills, increasing their involvement in the golf community, or refining their application for future funding opportunities.
- c. The TGA will also encourage unsuccessful applicants to seek additional support, resources, or opportunities within the golf community, fostering a culture of continuous learning and growth among aspiring golfers.

Grant Disbursement

Payment methods and schedules

- a. The TGA will disburse grant funds to successful applicants using direct bank transfer or directly to a 3rd party on behalf of the applicant when appropriate (e.g. direct to a supplier).
- b. The TGA will develop a payment schedule for the disbursement of grant funds, considering factors such as the grant amount, the nature of the applicant's golf development plans, and the TGA's financial reporting requirements.
- c. The payment schedule will be clearly communicated to the grant recipient, ensuring that they understand when and how they will receive the funds and can plan their golf development activities accordingly.

Conditions for release of funds

The TGA will establish conditions for the release of grant funds, ensuring that recipients use the financial support in a responsible and effective manner, in line with the objectives of the Player Development Fund and the TGA's strategic plan.

These conditions may include the submission of receipts or invoices for approved expenses, progress reports on the recipient's golf development activities, or evidence of participation in specific events or training programs.

The TGA will monitor the grant recipient's compliance with these conditions and may withhold or delay the release of funds if the recipient does not meet the established requirements.

In cases of non-compliance or misuse of funds, the TGA may take further action, such as requesting the return of funds, disqualifying the recipient from future grant opportunities, or reporting the issue to relevant authorities, as deemed appropriate by the TGA board.

Accountability and Reporting

Reporting requirements for recipients

- a. The TGA may establish reporting requirements for grant recipients to ensure that they provide regular updates on their golf development activities and demonstrate responsible use of the funds received.
- b. These reporting requirements may include submitting financial reports with receipts or invoices for approved expenses, providing updates on participation in golf events or training programs, and sharing progress on personal golf development goals.
- c. Grant recipients will be required to adhere to these reporting requirements as a condition of receiving funds from the Player Development Fund.

Frequency and format of reports

- a. The TGA will determine the frequency of required reports, taking into consideration the grant amount, the duration of the recipient's golf development activities, and the TGA's own reporting needs.
- b. This may involve submitting reports on a monthly, quarterly, or annual basis, or providing updates after specific events or milestones in the recipient's golf development journey.
- c. The TGA will also specify the preferred format for reports, which may include written documents, spreadsheets, or presentations, depending on the nature of the information being reported and the TGA's internal processes.

Monitoring and evaluation of progress

- a. The TGA will review and assess the reports submitted by grant recipients to monitor their progress, evaluate the effectiveness of the financial support provided, and ensure that the funds are used in a responsible and purposeful manner.
- b. The TGA may provide feedback and guidance to grant recipients based on their reports, helping them address any challenges, refine their golf development strategies, or identify additional opportunities for support and growth within the golf community.
- c. If a grant recipient consistently fails to meet the reporting requirements or does not demonstrate satisfactory progress in their golf development, the TGA may take action, such as withholding or requesting the return of funds, disqualifying the recipient from future grant opportunities, or seeking external advice or intervention, as deemed appropriate by the TGA board.

Conflict of Interest Management

Identification and disclosure of conflicts

- a. Conflicts of interest may include personal or professional relationships with grant applicants, financial interests in the outcome of grant decisions, or any other factors that may compromise the impartiality and objectivity of the decision-making process.
- b. Board members and executives must disclose potential conflicts of interest as soon as they become aware of them, providing detailed information on the nature of the conflict and the potential implications for the grant application process.

Procedures for recusal and decision-making in cases of conflict

- a. When a conflict of interest is identified and disclosed, the board member or executive involved must recuse themselves from the decision-making process related to the specific grant application in question.
- b. This recusal may involve abstaining from discussions, deliberations, and voting on the application, as well as refraining from influencing or participating in any other aspects of the decision-making process.
- c. In cases where multiple board members or executives have conflicts of interest, the TGA may seek external advice, input from other stakeholders, or form a temporary subcommittee to ensure that the decision-making process remains impartial, transparent, and fair.
- d. The TGA will maintain records of conflict-of-interest disclosures and recusals, demonstrating its commitment to ethical governance and decision-making practices. The records will be retained in line with the retention and disposal of records procedures.

Record Keeping and Documentation

Storage and management of application records

- a. The TGA will maintain all records digitally either in SharePoint or OneDrive.
- b. Records will be organised using a folder structure based on the year, grant process, and individual candidate, allowing for easy navigation and retrieval of information.
e.g.2023
>July
 >Smith A
 >Application
 >Smith Application.pdf
 >Smith CV.pdf
 >Decisions
 >Smith decision.pdf
 >Accountability
 >Smith Accountntabilty.pdf
- c. Each candidate folder will be subdivided into three sections: application, decision, and accountability, ensuring that relevant materials are stored together in a logical and organized manner.
- d. Any non-digital items, such as physical documents or photographs, should be scanned and uploaded to the appropriate folder within the digital storage system, maintaining a consistent and comprehensive record of all application materials.

Access and retrieval of records

- a. The TGA will implement access controls and permissions for the cloud-based storage platform, ensuring that only authorised personnel, such as board members, executives, and relevant staff, can access and manage grant application records.
- b. Authorised users will be able to easily navigate the folder structure, retrieve records as needed, and collaborate on decision-making processes and accountability reviews.
- c. The TGA will ensure that the digital storage system is secure and well-maintained, regularly updating passwords and permissions, and monitoring for potential security risks or issues.

Retention and disposal of records

- a) Records will be retained for a period of 7 years after the grant application process has been completed, the grant funds have been disbursed, or the grant recipient has fulfilled their reporting and accountability requirements.
- b) No records shall be held outside of the TGA archive. Any records used by the board or executive in making decisions will be destroyed when the decision has been finalised.
- c) No records shall be published or provided to 3rd parties.

Handling of complaints related to the policy

- a. Individuals or organizations with concerns or grievances regarding the Individual Player Development Policy, the grant application process, or the decision-making procedures must submit a written complaint to the TGA Executive Officer or another designated contact person.
- b. Upon receipt of a complaint, the TGA Executive Officer will acknowledge the submission within 5 business days and provide the complainant with information on the expected timeline for review and response.
- c. The TGA Executive Officer will convene a designated committee within 10 business days of receiving the complaint to review the concerns raised, gather any necessary information or documentation, and conduct a thorough investigation.
- d. A sub-committee consisting of the Executive Officer, a board member and an executive member will assess the validity and severity of the concerns raised and provide a written report of their findings and recommendations to the TGA Executive Officer within 15 business days of the committee's formation.
- e. Based on the committee's findings and recommendations, the TGA Executive Officer will determine the appropriate corrective action, such as revising the policy, adjusting the grant application process, or implementing additional oversight or safeguards to prevent future issues.
- f. The TGA Executive Officer will communicate the outcome of the complaint investigation to the complainant within 5 business days of receiving the committee's report, providing a clear and reasoned explanation of the findings and any actions taken in response.
- g. The TGA will maintain records of all complaints and their outcomes in a secure and organized manner, ensuring transparency, accountability, and continuous improvement in its policy implementation and decision-making processes.

Appendix A-Application Form

TGA PLAYER DEVELOPMENT APPLICATION FORM

Please read the Player Development Policy and Procedure Documents to assist in completing this application form.

Full Name

Email Address

Contact Phone Number

Home Golf Club & Membership No

Date of Application

Signature of Applicant and
Parent/Guardian if under
18 years old

In signing this application form you are agreeing to comply with the current procedures and policies in place for the TGA Development Fund.

Is this a Tier 1 or Tier 2 level funding application

Please note the player development fund applications are limited to the following:

- (1) *PGA Coaching services*
- (2) *Tournament Entry Fees*
- (3) *Related tournament expenses – Travel & Accommodation*

Tournaments eligible for consideration are the following:

- (1) *National & International Championship Events*
- (2) *District Championship Events*
- (3) *National & International Age Group Events*
- (4) *District Age Group Events*

Have you made a successful application before to the TGA for Funding YES / NO

If Yes please provide details below of when, what for and how much funding you received

**Please provide details below for what you are seeking funding for:
(written quotes/evidence of costs are required for all items listed).
Please provide dates if application includes tournament entries.**

If you are successful in your funding application, please provide details of how you will be able to support/promote Taranaki Golf:

Please provide any further information to support your application below. Alternatively feel free to attach any documents separately.