

**The Facility Management Association of Australia thanks you for your contribution to this event and values your commitment to this Golf Day Event.**

Maintaining the quality of FMA events is vital. Every golf day facilitated by the Association must consistently meet the high expectations of our sponsors, members, and other industry professionals.

To ensure this, we ask you to adhere to the following Golf Day Guidelines when representing the FMA branded golf day event, including:

- Professional representation of your organisation
- Uphold FMA brand and integrity (Code of Ethics in the constitution)
- Comply with dress code standards
- Behave in a professional and respectful manner
- Adhere to Rules and Regulations of the Golf Club
- Adhere to golf cart rules
- Responsible Service of Alcohol – Only staff at the venue to serve alcohol
- Hole Sponsorship and Signage as stipulated by FMA and Golf Course
- Adhere to deadlines for Course Set-Up
- All items to be clearly labelled with your organisation
- Sponsors Business Card Draws, banners and personal effects are the responsibility of the sponsors, FMA will not be liable for any items left behind by sponsors or attendees

## **Professional Etiquette is paramount**

Representation of the Association and for your organisation and/or industry. It is important to remember:

- It is your responsibility to uphold the standards required of the golf day event in accordance with the rules and regulations clearly defined by Golf Club on the day
- Attendees are here to network with other industry professionals, respect and socialise in an orderly respectful manner
- Drunk and Disorderly behavior will not be tolerated by FMA or the Golf Club
- Comply with Dress Code Standards

## **Sponsorship**

- Deliver all appropriate banners, teardrop flags, merchandise which has been approved by the FMA in accordance with due dates stipulated by the golf club
- Clearly label all banners, teardrop flags, marquees
- Collect all banners, teardrop flags and merchandise at the conclusion of the event as notified
- Merchandise to be approved by FMA and organised in accordance with due dates
- Golf club will be responsible for set up of banners, teardrop flags where it has been delivered according to direction. Any items delivered outside the specified instructions may not be available for set up on the day.
- Golf Club/FMA will take due care in signage/item handling, however, will not accept responsibility for the loss or damage to any property prior to, during and after the function
- Sponsors of the Refreshment Cart can have one representative accompany Golf Club employee, must not delay or market branding of their organisation on route other than signage on cart or merchandise approved to be given out to players on course



# Golf Day Event Guidelines



## Golf Club

- Use of Golf Carts provided by the club must adhere to the T&C of usage communicated on the day. Golf Club has the right to confiscate motorized cart if rules are not being followed

## General

- FMA reserves the right to take photographs/videos for promotional or marketing purposes

## Expectations of FMA

The Association will provide sponsors, registrants, and attendees the following;

- Dates and timelines of event requirements via event notifications and email correspondence by FMA
- If no staff from national office are in attendance, the club will be advised of a representative from the Branch Committee member/s that will be the direct point of contact on the day
- Basic house package of beverages; beer, wine and soft drinks will only be served at this event
- FMA will comply with the Responsible Service of Alcohol in conjunction with the Golf Club rules and regulations
- Golf Club to only adhere to requests from FMA Direct Employees or nominated delegated representative advised prior to the event.
- FMA will ensure that dietary requirements have been met and communicated prior to the event
- FMA will advise spend limits on refreshment cart and bar tab prior to the event and will not be responsible for any expenses incurred above approved limits

## Dress Code Requirements

Dress Code is the final element of the game that makes it, well, golf! Dress code may vary from course to course, but as a general rule, golf gear must be neat and casual. With the FMA corporate golf days golf shoes or runners will be accepted on the course and no flip flops or singlets to be worn in the clubhouse.

### DRESS REGULATIONS

  <b>Tailored Trousers</b>	  <b>Denim / Cargo Pants / Trackies</b>
 <b>Tailored Shorts</b>	 <b>Cargo Shorts / Gym/Football / Short Shorts</b>
 <b>Polo Shirts tucked or untucked but not below the hip / Mock Turtle</b>	 <b>T-Shirts / Jerseys / Singlets</b>
 <b>Plain socks / Anklets / Solid One Colour</b>	 <b>Patterned Socks / No Socks</b>
 <b>Golf Shoes on Course &amp; Clubhouse</b>	 <b>Sandals / Thongs</b>

### TEAR DROP FLAG & MARQUEE

