



# Loughrea Golf Club Junior Policy & Code of Ethics

Rev 1 Feb 2017

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## **Introduction**

The purpose of the Junior Section of Loughrea Golf Club is to develop and grow junior golf within the Club, to provide a frame work within which our Junior Golfers can mix with their peers, develop their golfing skills and enjoy the game of golf. We want to encourage the junior members to become active participants in the club including junior representation at inter club and national level.

This Document sets out the rules each junior is encouraged to follow. The Club wishes that every junior member enjoys their participation in a disciplined manner, demonstrate courtesy and sportsmanship at all times, irrespective of how competitive they may be and this is the spirit of golf.

This Document also outlines our safe guarding policy in line with the guidance from Junior Golf Ireland's Charter "Code of Ethics for Golf for Young People "to ensure that we provide an environment that will allow junior golfers to perform to the best of their ability, free from bullying and intimidation.

This document will be reviewed once a year by the junior committee and updated as required.

## **Junior Categories/Membership:**

Juniors must be 8 years of age before they can be registered with Loughrea Golf Club.

Three subscription categories apply:

8yrs-12yrs

12yrs -15yrs

15yrs -18yrs

## **Junior Committee 2017:**

Aidan Mc Nabola	Junior Convenor	086 8507144
Rose McKelvey	Junior Girls Organiser.	085 1178404
Sheila Kelly	Child Protection Officer (C.P.O.).....	087 6900357
Marian Murphy	Junior Girls Committee	087 7693754
Anne Scott		086 8546555
Maria Morrissey		086 8197894
Sean Cunny		087 6155817
Noel Tierney		086 8835560
David Plower		086 0790760
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## **Policy Statement**

Loughrea Golf Club is fully committed to safeguarding the wellbeing of their members. Every individual in golf should at all times, show respect and understanding for member's rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the Code of Ethics and good Practice for Children's Sport & *Code of Ethics for Golf for Young People*.

In working with young people in golf our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

The guidelines in this document are based on the national guidelines as outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council & Sports Council Northern 2006
- Code of Ethics for Golf for Young People, GUI, ILGU, & PGA 2006 revised 2010
- Children First: National Guidelines for the Protection and Welfare of Children Dpt. Of Health & Children 1999, revised 2009.
- Our Duty to Care, Dept. of Health & Children 2002
- Children in Golf: protecting the future. Children in Golf Strategy group with the NSPCC, 2005
- Children (NI) Order, 1995
- Co-operation to Safeguard Children, 2003
- Area Child Protection Committee Regional Policy and Procedures, 2005

## SECTION 1 Junior Policy

## Safety First

The most important thing to remember when playing any sport is to look after your health and safety.

Juniors Cat 3 and beginners should be accompanied by a Junior Cat 1 golfer and are not permitted to play alone. Cat 1 and 2 golfers can play alone or as a group.

Outside of junior competitions, juniors playing without an adult must check if there is availability on the course and sign in the junior book located in the Locker room.

We would like to remind parents /guardians that the club is not in a position to provide supervision outside Junior competitions and organised group activities i.e. the Club cannot provide any guardianship during unsupervised playing of casual golf therefore we recommend that Juniors Cat 3 and beginners do not play alone. Category 3 juniors and beginners should not be dropped off or left unaccompanied at the Golf Club.

Parents/Guardians are encouraged to accompany their child (need not be golfing capacity) while he/she plays casual golf, particularly while they are beginners. Parents are requested to familiarise themselves with course etiquette and course safety and ensure their child practices the same.

Prior to making a practice swing or playing a stroke, the player should ensure that no one is standing close by or in a position to be hit by the club, the ball or any debris. E.g. stones/ twigs etc. which might have moved by the strikers swing.

When walking ahead of playing partners, do not take a path that puts you in the way of their next shot.

Play in turn on the basis that furthest from the hole first. Never hit when there's a chance you might be able to reach the group ahead of you, and any time you hit a shot that you think there is a remote chance of hitting any players, yell "Fore" immediately, and make a point of apologising to any players your ball lands near.

Always wear appropriate clothing (golf shoes, waterproofs, etc.)

Leaders will keep a record of attendance at coaching & competitions keep a record of any injury, keep record of any behavioural problems & action taken.

If any Junior encounters any issues or problems, please feel free to talk to the Junior Convenor or Child Protection Officer (see details on page 3). Bullying or any form of horseplay will not be tolerated. Juniors are encouraged to report such incidents to a member of the committee -see section 2-Code of Ethics.

Allotted playing times:

Juniors are allotted specific playing times on Sunday afternoons and other times as specified by the Junior Convenors on the time sheet.

A junior can play outside these hours once they have checked if there is availability on the course, they are accompanied by a full time member and they are signed in on the junior book located in the Locker room.

## **Etiquette**

To preserve the tradition of the game of golf and to keep the game safe and enjoyable for you and those around you we shall all practice good golf etiquette before, during and after our round of golf.

### **Course Etiquette**

Junior should not play alone or in groups of more than three,

#### **On the 1<sup>st</sup> tee:**

Be on the tee on time.

Be silent when fellow competitors are teeing off.

Swap cards with your playing partners.

Identify the make of ball you are playing and any marking on the ball and inform other players.

#### **On the course:**

##### **Slow Play:**

Play at a good pace and keep the round moving.

Begin planning your next shot as you approach the ball.

If you are not ready to play when it is your turn, encourage one of your fellow golfers to play.

For the comfort and pleasure of all players it is mandatory that in the event of losing your golf ball, do not spend too much time looking for the lost ball, particularly if there is a group behind you ready to play. If you insist on taking the full five minutes allotted in the rule book to look for lost balls, golf etiquette says you wave on the group behind to allow them to play through.

When you reach the green make sure you place your trolley beside the green in the direction of the next tee box.

Juniors may not cut in on a hole if there are players playing the previous hole.

**Remember to respect the course.** Replace divots, repair pitch marks, rake bunkers, put rake in /out of bunker as per local rule, remove ball from hole with hand and please do not take caddy cars onto tees or greens.

**Mobile Phones should be put on silence and only used on the golf course in case of emergency.**

Junior members need to study and learn the rules and ethics of the game as published in official R&A booklets.

Junior member should abide by Loughrea Golf Club's dress code.

### *Course*

Appropriate footwear, golf shoes preferable and rainwear in case of poor weather.

Smart Casual Clothing – in warm weather clothing should still be appropriate, no revealing clothes.

### *Clubhouse*

Smart casual clothing.

Any footwear worn on the course should be removed before entering club house.

Hats should not be worn in the club house.

## Clubhouse Etiquette

Junior member should abide by Loughrea Golf Club's dress code.

Please make sure not to block the entrance to the locker rooms with your golf bag/trolley.

Please keep the locker room tidy - store shoes /golf gear in bag/locker. Never leave items lying about.

When in clubhouse be respectful of others, keeping noise to a respectful level and make sure not to leave a mess behind you.

Mobile phones should only be used in locker room/otherwise put on silence.

Smoking and drinking of alcohol by members under the age of 18 is strictly forbidden

No person under the age of 18 years shall be allowed in the licenced area of the Club after 9pm  
see constitution



## **Section 2 -Code of Ethics**

## **Recruitment & Supervision Policy for Sports Leaders/Volunteers**

Loughrea Golf Club should take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and/or supervision procedures should apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the responsibility of the club and not of any one individual within it. The relevant committee(s) should ratify all recommendations for appointment.

### **Recruitment and Supervision procedure:**

- The responsibilities of the role and the level of experience /qualifications required will be drawn up and clearly stated.
- Once voted /nominated to a position the Leader will be made of the **code of conduct** and any related guidelines within this document.
- **Existing** club Leaders will sign the appropriate code of conduct ,including the self-declaration questions (see Appendix A Form 0001).Leaders will also be requested to undergo Garda vetting in the Republic of Ireland (and access in Northern Ireland)
- **New** Leaders will fill in an information form, giving names of two referees that can be contacted and should answer the self – declaration questions. (See Appendix A form 0004)New Leaders will also be requested to undergo vetting (Garda vetting in Republic of Ireland and Access Northern Ireland )
- Where possible there should be an induction process, done in an informal manner with members of the junior committee, perhaps at a junior event. Following this, a probationary period should be completed.
- Adequate **supervision** will be combined with good recruitment, avoiding the Leader having to work alone.
- Positive disclosures or information received about an individual through vetting does not necessarily effect the Leaders recruitment. Each disclosure should be managed on a case-by- case basis with the Leader and through the organisation. The club will record all decisions in a fair manner and natural justice will apply. A risk assessment will be carried out where necessary.
- Failure to comply with the above recruitment procedure could disqualify the Leader from selection or appointment to a position.

Every effort will be made to manage and support appointed Leaders. Coaching courses and workshops will be provided, codes of conduct will be made available and vetting procedures will be implemented.

## **Guidelines for Sports Leaders**

(Including Professional, coach, convenor etc.)

Golf recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of young people in sport. Leaders in golf should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All leaders should have as their first priority the children's safety and enjoyment of golf and should adhere to guidelines and regulations set out in the Golf's Code of Ethics.

Leaders should respect the rights, dignity and worth of every child and must treat everyone equally, regardless of gender, age, disability, social class, race, religion, etc.

Leaders working with young people in golf should have the appropriate experience or hold the necessary qualifications. Leaders will be expected to go through appropriate recruitment i.e. Selection procedures, whether paid or unpaid. Vetting procedures must be followed to comply with legislation, for those in ROI Garda Vetting should be successfully completed for all those with on-going contact with young people. For those "New" to the organisation, references will be required and will be followed if necessary.

There will be a sign up procedures whereby the appointed/reappointed leaders agree to abide by Golf's Code of Ethics and the policies and code of conduct of Golf. You should know and understand the child protection policies and procedures in the Code of Ethics for Golf for Young People.

Once appointed the Leader should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with young people, based on mutual trust and respect. Remember your behaviour to players, other officials and opponents will have an effect on the players in your care. You should report any concerns you have to the lead officer in your organisation.

## **Being a role model**

- You will be required to display high standards of language, manner punctuality, preparation and presentation.
- Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect of opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders.
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with young players and providing a duty to care.

### **Protection for leaders**

- Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve young players in their personal life i.e. visits to leaders' homes or overnight stays.
- Avoid working alone and ensure there is adequate supervision for all activities • Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the young person
- Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family • Physical punishment or physical force must never be used. Never punish a mistake - by physical means or exclusion

### **A positive environment**

- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a match. All young players are entitled to respect.
- Be careful to avoid the "star system". Each child deserves equal time and attention
- Remember that young players play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective
- Set realistic goals for the participants and do not push young players. Create a safe and enjoyable environment
- When approached to take on a new player, ensure that any previous coach-participant relationship has been ended in a professional manner
- It is advisable to get agreement from a parent/guardian when young players are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the club/organisation must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information
- The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a player or player's family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family

## **Code of Conduct for Leaders**

Leaders will familiarise themselves with the Code, in particular this code of conduct. Leaders should read below and agree to abide by these terms.

### **As a leader in golf I agree that I will:**

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately • Be committed to values & guidelines of this Code for Golf and / or hold up-to-date qualifications
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures Where possible I will avoid:

### **Where possible I will avoid:**

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Constant communication with individual golfers by mobile phone or email
- Taking children to my home
- Taking children on journeys alone in my car Sports Leaders will not:

### **Sports Leaders will not:**

- Use any form of physical punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

## **Code of Conduct for Young People**

Loughrea Golf Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

### **Young players are entitled to:**

- Be safe and to feel safe
- Be listened to
- Be believed
- Have fun and enjoy golf
- Have a voice in relation to their activities within golf
- Be treated with dignity, sensitivity and respect
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.!
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Get help against bullies Say No
- Protect their own bodies
- Confidentiality

### **Young players should always:**

- Treat Sports Leaders with respect, (including professionals, coaches, Convenors, club officials, etc.)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers/Club leaders/Volunteers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing golf into disrepute
- Talk to the Junior Convenor within the club if they have any problems

## **Young players should never:**

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, drink alcohol, smoke or engage in sexual behaviour
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

## **Guidelines/Code of Conduct for Parents**

Loughrea Golf Club and its affiliated organisations believe that parents should:

Familiarise themselves with all sections of Loughrea Golf Club's Junior Policy & Code of Ethics.

Complete and return the Junior Members - Code of Conduct/Medical form

Respect the rules and procedures set down by Loughrea Golf Club.

Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.

Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.

Never intentionally expose any young participant to embarrassment or disparagement by the use of flippant or sarcastic remarks.

Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect convenors, professionals, coaches, referees, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the player.

Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.

Set a good example by applauding good play on all sides. Encourage mutual respect for other junior members, teammates and opponents.

Parents should support all efforts to remove abusive behaviour and bullying behaviour in all its forms. Please refer to bullying policy within Golf's guidelines.

### **Parents/Guardians have the right to:**

Know their child is safe

Be informed of problems or concerns relating to their children

Be informed if their child is injured.

Have their consent sought for issues such as trips

Complain if they have any concerns



## **Disciplinary & Complaints Procedure**

The Junior Convenor shall be included in all relevant discussions and parents/guardians kept informed.

### **Discipline:**

- Any Incident will be addressed by the responsible person at the time and reported to the Junior Committee as appropriate. •

Depending on the nature of the misbehaviour a Verbal or Written warning may be given.

- In the event of a persistent or more serious issue a disciplinary committee may be

Convened as outlines below.

### **Complaints:**

- Complaints may be lodged by all members of the club
- They should be received in writing by the relevant junior convenor of the club. Complaints should be made to the club secretary/manager if it is about the convenor.
- The complaint should outline all relevant details about the parties involved
- The junior convenor may convene a disciplinary committee of 3 (including members involved with junior golf). However, if the complaint involves the possibility criminal offence the convenor should talk to the lead officer within the club or organisation as appropriate, who will follow the Code's reporting procedure. The statutory authorities will then be informed.
- The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member
- Keep all records on file (by junior convenor for 5 years or until young person concerned becomes full member within the club)
- If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period
- The appeals committee is convened by the junior convenor, whose chairperson should be taken from the executive committee and include those who have not been on the original disciplinary committee
- The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee.
- If the issue cannot be resolved at local level the complaint may be referred to the Council / Union whose decision shall be final

For complaints in relation to PGA members the lead officer should be contacted in order to ensure the PGA process is followed.

## **General Guidelines in relation to working with Children**

### **Travelling**

- There is extra responsibility taken on by leaders when they travel with children to events. When travelling with young people we will:
- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant. Put the passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick-up and drop off

### **Supervision**

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants, any special needs of the group and away trips. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Where there are mixed groups on a regular basis there should be leaders of both genders
- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Supervision of changing rooms if necessary, (where children are very young or need special assistance), should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected
- Keep attendance records and record of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise)

### **Safety**

Loughrea Golf Club has a safety statement, including specific and potential risks attached to golf. We have associated procedures in place for safeguarding against such risks.

Loughrea Golf Club shall:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used

Ensure First Aid kit is close at hand with access to qualified first-aider

- Know the contact numbers of emergency services
- Keep first aid kit appropriately stocked

- Ensure easy access to medical personnel if needed and have an emergency plan
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant parents and keep them informed of all details
- Officials (convenors and referees, etc.) should ensure the conduct of the game
- Participants should know and keep the etiquette guidelines of golf, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events

### **Physical Contact**

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a young person when learning how to grip the club for the first time but the following should be taken into consideration

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the child and not the adult
- It should be in an open environment with the permission and understanding of the participant
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching

### **Late Collection**

Parents are asked to be on time collecting their child/children after club activities and to notify the club if they are unduly delayed. If a parent is late collecting a child the parent will be contacted using the emergency contact number on file. If there is no answer we will ask the child if there is another family member to contact. We will wait with the young person at the club or venue, preferably with other staff or volunteers. On arrival the parent/guardian is reminded of the importance of being on time or contacting the club if delayed.

### **Photographic and Filming Equipment**

The Club will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

#### **When using golfer's photographs, the Club will:**

- Inform athletes and parents that photographer may be in attendance at an event and ensure they consent to both the taking and publication of films or photographs

- Ask for parental permission to use the golfer's image and consult with the golfer about its usage
- Ensure the content of the photograph focuses on the golf not on a particular child
- Not approve/allow photo sessions outside the events or at an athlete's home

Videoring as a coaching aid:

Video equipment can be used as a legitimate coaching aid. However, permission should be first be obtained from the player and the player's parent.

Anyone concerned about any photography taking place at events or training sessions should contact the lead officer and ask them to deal with the matter.

### **Mobile Phones**

Young people value their mobile phones as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and young people and in some cases adults have used this to cross personal boundaries and cause harm. The following guidelines will be followed:

Leaders will:

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event
- Not have constant contact with an individual athlete
- Not use their phones in inappropriate locations, such as changing rooms, especially if your phone has a camera

Young golfers:

- If you receive an offensive message, email or photo don't reply to it, save it, make a note of times and dates and tell a parent, lead officer or responsible adult that you trust
- Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera
- Treat your phone as you would any valuable item so that you can guard against theft

### **Bullying**

Bullying can occur between an adult and young person, and young person to young person. In either case it is not acceptable within Golf. The competitive nature of golf can create an environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can

frequently be underestimated. It can cause considerable distress to young people, to the extent it affects their health and development, or at the extreme, causes them significant harm.

**The Club will:**

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member
- Deal with any incidents as they arise
- Use a whole group policy or 'no-blame approach', i.e. not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or children with specific needs
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, and it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at his/her own game
- Tell the victim there is nothing wrong with them and it is not their fault

For further information on bullying and the 'no-blame' approach see website, [www.irishsportcouncil.ie](http://www.irishsportcouncil.ie)

**Away trips / Overnight stays**

While most juniors attend coaching, competitions and other golf events within the club there may be occasion to travel to other venues. The following guidelines should be considered:

Separate permission forms should be signed by parents and participants, containing emergency contact number(s)

Young participants should sign a behaviour agreement

Appoint a group leader who will make a report on returning home

A meeting with parents and participants should be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details

Rooming arrangements – adults should not share rooms with children. Children should share rooms with those of same age and gender and adults should knock before entering rooms

All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa) Alcoholic drink, smoking or any illegal substances are forbidden to players

There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel

Lights out times should be enforced

Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

## **Child Welfare and Protection Procedures**

Loughrea Golf club accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person golf clubs should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local health services executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the club but should be passed on to the Child protection officer (CPO), who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf clubs, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person. Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

## **Response to a Child Disclosing Abuse**

When a young person discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) Be honest with the child and tell them that it is not possible to keep information a secret
- (e) Make no judgmental statements against the person whom the allegation is made
- (f) Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that"
- (g) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child
- (h) Give the child some indication of what would happen next, such as informing parents/guardians, police or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

- (i) Carefully record the details
- (j) Pass on this information to the CPO
- (k) Reassure the child that they have done the right thing in telling you

## Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the statutory authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the CPO within the organisation who has responsibility for reporting abuse. If the CPO has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the local social services that have statutory responsibility to investigate and assess suspected or actual child abuse
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the CPO is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities
- (d) If the CPO is unsure whether reasonable grounds for concern exist s/he can informally consult with the local social services. S/he will be advised whether or not the matter requires a formal report. A Lead Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 (ROI only) Provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Services Executive or the Gardaí. The act also covers the offence of 'false reporting'. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse "reasonably and in good faith" to designated officers of Health Service Executive or any member of An Garda Síochána
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal
3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities "knowing that statement to be false". This is a new criminal offence designed to protect innocent persons from malicious reports

## **Allegations against Sports Leaders**

The Golf Club will have agreed procedures to be followed in cases of alleged child abuse complaints concerning Leaders. If such an allegation is made against a Sports Leader working within the organisation, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Lead Officer), see previous page
- The procedure for dealing with the Sports Leader (carried out by the club's secretary manager or senior officer, (a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The club should take any necessary steps that may be needed to protect children in its care.

The issue of confidentiality is important. Information is on a need to know basis and the Sports Leader will be treated with respect and fairness.

While the CPO makes the report to the local statutory authorities, the senior officer of the organisation should deal with the Leader in question.

- The secretary manager/senior officer will privately inform the Leader that (a) an allegation has been made against him / her and (b) the nature of the allegation. He / she should be afforded an opportunity to respond. His / her response should be noted and passed on to the social services
- The Leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the Leader should be considered but this should not interfere with the investigation of the Statutory Authorities. The outcome of the investigation and any implications it might have should be considered. The fact that the alleged abuser has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with young people in the future.

Irrespective of the findings of the Statutory Authorities, the disciplinary committees should assess all individual cases to decide whether a member of staff or volunteer should continue or be reinstated and if so how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the statutory authorities. In such case the disciplinary committee should reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of children. The welfare of the child should remain of paramount importance throughout. The club may need to disclose information to ensure the protection of young people in its care, in NI clubs are obliged to pass information to the ISA, (for further information contact JGI).



## **Confidentiality**

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The Club will consider the following when discussing concerns:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know •
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure
- Information should be stored in a secure place, with limited access only to Lead Officers and appropriate personnel
- The requirements of Data Protection laws should be adhered to
- Breach of confidentiality is a serious matter

## **Anonymous Complaints / Rumours**

Anonymous complaints can be difficult to deal with but will not be ignored. Rumours should not be allowed to hang in the air. All concerns relating to inappropriate behaviour should be brought to the attention of the CPO and any such complaints brought to the attention of the CPO should be dealt with. The information should be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children is paramount.

## Appendix A

## Junior Members - Code of Conduct/Medical form

### CONTACT INFORMATION

DATE: \_\_\_\_\_

Full Name of Junior: \_\_\_\_\_

Address: \_\_\_\_\_

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Telephone/Home: \_\_\_\_\_

Telephone/Mobile (in case of emergency): \_\_\_\_\_

Telephone Mobile of Junior Golfer: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### MEDICAL/BEHAVIOURAL INFORMATION

\_\_\_\_\_  
\_\_\_\_\_

Please include all medical details that might be relevant in dealing in with your child in a safe manner, such as allergies, medication, special needs, etc.

PARENTAL/GUARDIAN CONSENT I am the Parent/Guardian of

\_\_\_\_\_

I will inform the leader of any changes to the information above. I confirm that all details are correct and I am able to give parental consent for my child to participate in all activities. I understand that, on occasion, photographs may be taken during or at golf related events and may be published on the Club's web-site and other promotional material for Loughrea Golf Club. I acknowledge that the club is not responsible for providing adult supervision for my child except for formal club coaching, matches and competitions we (Junior & Parent/Guardian) have been made aware of Loughrea Golf Club's Junior Policy and Code of Ethics Policy document and agree to abide by these guidelines.

### SIGNATURE

PARENT/GUARDIAN: \_\_\_\_\_

PRINTED NAME PARENT/GUARDIAN: \_\_\_\_\_

SIGNATURE JUNIOR: \_\_\_\_\_

PRINTED NAME JUNIOR: \_\_\_\_\_

## Travelling Permission Form Travelling with Underage Participants

EVENT: \_\_\_\_\_

Junior's Name: \_\_\_\_\_

VENUE: \_\_\_\_\_

Transport: \_\_\_\_\_

DATES: \_\_\_\_\_

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Travelling Volunteer I hereby agree to abide by the guidelines and regulations contained in this Code of Ethics for Golf for Young People

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

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Parent / Guardian of Participant I hereby give my permission for the above named junior to travel to the above named event. I am aware of Loughrea Golf Club's Guidelines/Procedures in relation to travelling/Away trips

Parents/Guardians: Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Emergency Contact Number(s): \_\_\_\_\_

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### Young Participant

I agree to abide by the rules set down by Loughrea Golf Clubs team managers/Club leaders/Volunteers when travelling to away events, representing the club, school, province or country, etc.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

---

## Recruitment Form - Existing Leaders information form

Leaders should familiarise themselves with Loughrea Golf Club's Junior Policy & Code of Ethics, in particular the Leader's Code of Conduct outlined below. Leaders will read and agree to abide by these terms. Leaders will update the self-declaration questions annually.

As a leader in golf I agree that I will

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately • Have experience relevant to working with young people or hold up-to-date qualifications and be committed to the guidelines in this Code
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

### **Where possible I will avoid:**

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Constant communication with individual golfers by mobile phone or email
- Taking children to my home
- Taking children on journeys alone in my car

### **Sports Leaders should not**

- Use any form of physical punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

**Self-Declaration**

Do you agree to abide by the guidelines contained in the Code of Ethics for Golf for Young People?

Yes  No

Have you ever been asked to leave a sporting organisation?

Yes  No  (If you have answered yes, we will contact you in confidence)

Is there any reason why you should not be working with young people?

Yes  No

Have you ever been convicted of a criminal offence or been the subject

Of a caution; a Bound over Order; or are you at present the subject of criminal investigations?

Yes  No  (If you have answered yes, we will contact you in confidence) Signed:

Dated: \_\_\_\_\_ adequate supervision will be combined with good recruitment, avoiding the Leader having to work alone.

**Recruitment Form for a New Leader: -Vetting services must also be availed of in Full**

Full Name: \_\_\_\_\_ any surname previously: \_\_\_\_\_

Current Address: \_\_\_\_\_

List all other previous addresses:

\_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Telephone No.(s): \_\_\_\_\_ National Insurance No: / PPSI: \_\_\_\_\_

List previous experience / involvement in any other club. Include experience of working with young children in a voluntary or professional capacity:

\_\_\_\_\_

\_\_\_\_\_

Sporting/ NGB Qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you agree to abide by the guidelines contained in the Code of Ethics for Golf for Young People?  
Yes [ ] No [ ]

Have you ever been asked to leave a sporting organisation?

Yes [ ] No [ ] (If you have answered yes, we will contact you in confidence)

Is there any reason why you should not be working with young people?

Yes [ ] No [ ]

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound over Order; or are you at present the subject of criminal investigations?

Yes [ ] No [ ] (If you have answered yes, we will contact you in confidence)

**References:** Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name/Address of Referee 1: \_\_\_\_\_

Name/Address of Referee 2: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCIDENT REPORT FORM**

\_FORM 0005 P1 OF2



**PERSONAL DETAILS (Injured Person)**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Age: \_\_\_\_\_

Status: \_\_\_\_\_

Club: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of Injury:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Injury:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was first aid given?/Describe:

\_\_\_\_\_

Name on First Aider: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Were you taken to hospital/Doctors,(If yes give details including treatment)



**ACCIDENT REPORT FORM:**

Form 0005 p2 of2

Details of Accident: \_\_\_\_\_

Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Where Accident took place: \_\_\_\_\_

Description of Accident /Incident

(Indicate site/incident layout, position of injured person and witnesses )

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESS DETAILS

A witness statement should be taken for serious incidents

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Witness Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of person reporting the accident:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \Numbers: \_\_\_\_\_

Date: \_\_\_\_\_

**JUNIOR MEMBERSHIP APPLICATION FORM**

FORM 0006



**MEMBERSHIP DETAILS:**

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Previous Golf Club: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Contact Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Any Medical Condition: \_\_\_\_\_

Other Sports played: \_\_\_\_\_

Other Relevant Info: \_\_\_\_\_

I hereby consent to the above child participating in golf activities of Loughrea Golf Club in line with the code of ethics. I am happy for me, and my child, to receive appropriate communication through text and e-mail.

I understand that photographs will be taken during or at golf related events and may be used in the promotion of golf, including social events.

Signed by Parent/Guardian: \_\_\_\_\_ Dated: \_\_\_\_\_

Approved: Junior Convenor: \_\_\_\_\_ Dated: \_\_\_\_\_