

STRANDHILL GOLF CLUB LTD – POLICY

TITLE – JUNIOR GOLF POLICY DOCUMENT

REFERENCE NUMBER - 15.08.00 – EXTENDED VERSION

1- PURPOSE

The objective of this procedure is to outline a comprehensive policy on Junior Golf and the protection of our Junior Golfers. This policy is a more detailed version of the information contained in Bye-Law 15.08.00

2- SCOPE

This policy applies to all involved in the development and running of Junior Golf at Strandhill Golf Club.

3- POLICY

Strandhill Golf Club (SGC) supports the vision of the Confederation of Golf in Ireland – “to increase the number of junior members playing Golf”.

The club has put in place this Junior Golf Policy incorporating

- **Code of Ethics (Section 1),**
- **Recruitment and Supervision Procedures (Section 2),**
- **Guidelines and Code of Conduct for Golf Leaders, Parents and Junior Golfers (Section 3).**
- **Disciplinary & Complaints Procedure (Section 4)**
- **General Guidelines (Section 5)**

This detailed Policy Document should be referenced by all Participants within the management of the Golf Club and those involved with Junior Golf.

Section 1 – Code of Ethics

- **Integrity in relationships:**

Adults interacting with young people in SGC should do so with integrity and respect for the junior golfer. All adult actions should be guided by what is best for the junior golfer in the context of quality and open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within SGC.

- **Atmosphere and ethos**

Golf for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centered ethos will contribute to a safe and enjoyable atmosphere within SGC and within the junior golf programme.

- **Equality**

All junior golfers should be treated in an equitable and fair manner regardless of age, ability, sex, religion, social and ethnic background or political persuasion. Junior golfers with disability should be involved in sports activities in an integrated way thus allowing them to participate to their potential alongside others.

- **Fair Play:**

Fair play is the guiding principle of the *Code of Ethics and Good Practice for Children's Golf (European Sports Charter)*. SGC is committed to the European Code of Sports Ethics which defines fair play as: “much more than playing within the rules” - It incorporates the concepts

of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving.

(European Sports Charter and Code of Ethics, Council of Europe, 1993).

- **Competition**

A balanced approach to competition can make a significant contribution to the development of young people, while at the same time providing enjoyment and satisfaction. SGC aim to put the welfare of the junior golfer first and competitive standards second. This child-centered approach helps to ensure that competition and specialization are kept in their appropriate place.

- **Safety**

SGC is fully committed to safeguarding the wellbeing of their members including junior golfers. 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 organization and the guidelines contained in the code of ethics.

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.

Section 2 - Recruitment & Supervision Policy for Sports Leaders /Volunteers /Junior Conveners working with Junior Golfers.

SGC will take reasonable steps to ensure that adults working with young people are suitable and where possible appropriately qualified. These recruitment and/or supervision procedures apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Sports Leader is the responsibility of the club and the relevant committee(s) (GUI, ILGU & Council) should review and discuss all nominations before ratification. Area to be considered include:

- The responsibilities of the role and the level of experience/qualifications required should be identified and clearly stated.
- Once appointed to a position, the Sports Leader should be made aware of the code of conduct and any related guidelines within this document.
- New Leaders should fill in the appropriate information form, provide the names of two referees that can be contacted and answer the self-declaration questions.
- New Leaders should also be requested to undergo Garda vetting.
- Existing club members involved with junior golf should sign the appropriate code of conduct and complete the self-declaration questions,
- Existing Leaders (if they haven't already done so) should be requested to undergo Garda vetting.
- Adequate supervision should be combined with good recruitment avoiding the Sports Leader having to work alone
- Failure to comply with the above recruitment procedure could disqualify the Leader from selection or appointment to a position

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

See Appendix 1 - Code & Declaration for Existing Junior Golf Leaders

See Appendix 2 – Application Form & Declaration for New Junior Golf Leader

Section 3 - Guidelines for Golf Leaders working with Junior Golf in SGC

SGC recognizes 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 junior golfers 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 junior golfer's safety and enjoyment of golf and should adhere to the guidelines and regulations set out in this Policy/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 and selection procedures as referred to above, whether paid or unpaid. Vetting procedures **must** be followed to comply with legislation. Garda Vetting should be successfully completed for all those with on-going contact with young people. For those "New Leaders" in SGC, references are required.

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. Note, you should report any concerns you have to the Chairperson of SGC.

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 for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticize 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 such use before coaching, during events, while supervising trips with young players and while 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 junior golfer either intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the junior golfer 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.

See the codes of conduct hereunder for additional information.

Code 1 – Sports Leaders

Code 2 – Young Golfer

Code 3 – Parents, Guidelines and Code

Codes of Conduct

1. Code of Conduct for Sports Leaders

Sports Coaches /Leasders including Junior Conveners should familiarize themselves with this code of conduct. Leaders should read below and agree to abide by these terms.

As a Leader in golf I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of the junior golfer first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognize 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 behavioral problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

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

Golf Leaders should not:

- Use any form of physical punishment or physical force on a junior golfer
- 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 junior golfer. 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 juniors

2. Code of Conduct for Young People/Junior Golfers

SGC 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.

Junior Golfers are entitled to:

- Be safe and to feel safe
- Be treated with dignity, sensitivity and respect
- Be listened to and believed
- Have fun and enjoy golf
- Have a voice in relation to their activities within golf
- 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
- Protect their own bodies
- Confidentiality

Junior Golfers 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 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 Convener / Chairperson within the club if they have any problems

Junior Golfers should never:

- Cheat or 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 etc.
- Spread rumours or tell lies about adults / young people
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

3. Guidelines for Parents

Golf and its affiliated organisations believe that parents should:

- 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 conveners, 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 endeavor 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 Code of Conduct:

- I will respect the rules and procedures set down by Golf.
- I will respect my child's teammates and leaders as well as players, parents and coaches from opposing teams.
- I will encourage my child to treat other participants, professionals, coaches, conveners, selectors and managers with respect.
- I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- I will respect my child's leader(s) and support his/her efforts.
- I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
- I will never demonstrate threatening or abusive behaviour or use foul language.

Section 4 - Disciplinary & Complaints Procedure

Complaints in relation to junior golfers, their coaches and their parents should be dealt with under the Complaints procedure as detailed in Bye Law 15.07 and also detailed within the club's constitution. When complaints involve juniors the Junior Convener should be included in all relevant discussions.

- Complaints involving the above referenced persons may be lodged by any member of the club, visitor or employee.
- Such complaints should be in writing addressed to the Junior Convener of the club.
- Complaints should be addressed to the Club Secretary/Chairperson if they involve our Junior Golf Leaders.
- The complaint should outline all relevant details about the parties involved
- Written notification should be sent to parents of any complaint against their child/junior member.
- The junior convener may convene a disciplinary committee of (3) three (including members involved with junior golf). However, if the complaint involves a possible criminal offence the convener should talk to the Club Chairperson, who will follow the Club's Child Welfare Reporting Procedures. 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
- The committee should inform those involved in writing of the outcome of their deliberations and of the sanctions to be imposed, if any. Keep all records on file within the club.
- If any party does not agree with the disciplinary committee decision, they can appeal the decision in writing within 14-day period
- The appeals committee is convened by the junior convener, whose chairperson should be a member of the Council of Strandhill Golf Club 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 Club President and the Council of Strandhill Golf Club whose decision shall be final

Section 5 - General Guidelines in relation to working with Junior Golfers

- **Travelling**

There is extra responsibility taken on by leaders when they travel with junior golfers to events. When travelling with young people you should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- If possible, avoid being alone with one participant/junior golfer. If this is the case then have the passenger sit 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 and 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)

- **Late Collection**

It is important to have some clear and easy guidelines if a parent is late to collect a junior golfer, such as,

- Contact the parent using the emergency contact number.
- If there is no answer, ask the junior golfer if there is another family member to contact.
- Wait with the young person at the club or venue, preferably with other staff or volunteers.
- Remind parents of the policy in relation to good practice and supervision.

- **Safety**

SGC has a safety statement identifying specific and potential risks attached to golf and have procedures in place for safeguarding against such risks.

In addition, SGC will

- 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
- 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's parents and keep them informed of all details. Notify the main office and provide a copy of the completed incident report form.
- Officials (convenors and referees, etc.) should manage the conduct of the game
- Participants should know and comply with the etiquette guidelines of golf, keeping in mind that many rules are there for their safety
- Leaders should
 - Hold appropriate qualifications required for the task
 - 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 junior golfer 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

- **Photographic and Filming Equipment**

Care is needed 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 prevent parents/guardians taking photographs of their children but to ensure that best practice is in place wherever and whenever photographs and recorded images are taken and stored.

When using a junior golfer's photograph/image you should:

- Inform the junior golfer and the parents that a 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 junior 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 junior
- Not approve/allow photo sessions outside the events or at an athlete's home

- **Videoing as a coaching aid:**

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

Anyone concerned about any photography taking place at events or training sessions should contact the Junior Convener/Sports Leader 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. The following guidelines on the use of mobile phones should be followed:

- **As a leader:**

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event.
- It is not appropriate or acceptable to have constant contact with an individual athlete.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera

- **As a young golfer:**

- 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, sports leader 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

Guidance for Away trips / Overnight stays

While most juniors attend coaching, competitions and other golf events within the clubs, on occasion this may require travel to other venues. This is a significant event and the following guidelines should be considered:

- Permission forms should be signed by parents and participants, containing emergency contact number(s)
- Young participants should sign a behaviour agreement
- Appoint a sports 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 socialization 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

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. Bullying can cause considerable distress to young people, to the extent it effects their health and development, or at the extreme, causes them significant harm.

How can it be prevented?

- 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 juniors or those 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 as 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 ethics & bullying and the 'no-blame' approach see the Irish Sports Council website,

http://www.sportireland.ie/Participation/Code_of_Ethics/

- **Child Welfare and Protection Procedures:**

SGC accepts that organizations, which include young people among its members, are vulnerable to the occurrence of child abuse. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club. The club has procedures in relation to this topic which forms part of the overall detailed policy on Junior Golf.

See Appendix 5 for greater detail on this important topic.

- **Garda Vetting**

SGC have adopted the CGI Garda vetting procedures and the required vetting application form is available for the club office.

See separate Document on this topic which part of this policy

Appendix 1

Code and Declaration for Existing Junior Golf Leaders

Coaches / Leaders (conveners) should familiarize themselves with SGC's code of ethics for junior golf and in particular the Leader's Code of Conduct. Leaders should also study the hereunder and update the self-declaration questions annually.

As a coaches / leader in golf I agree that I should

- 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 behavioral problems arise.
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

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

Golf Leaders should not:

- Use any form of physical punishment or physical force on a junior golfer
- 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 junior golfer. 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 junior golfers

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: _____

Appendix 2

Application Form & Declaration for a New Golf Leader:

*Vetting services **must** also be availed of*

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/Coaching 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: _____

Appendix 3

Application Form for New Junior Member in Strandhill Golf Club

CONTACT INFORMATION

Full Name of Junior: _____
(Male / Female)

Address: _____

Telephone Parent's / Home: _____

Telephone/Mobile (in case of emergency): _____

E-MAIL Parent /Guardian _____

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 hereby consent to the above child participating in golf activities of the club/branch/union in line with the Code of Ethics for Golf for Young People. I will inform the sports leader (junior convener) 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 and travel to all activities.

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

If selected for representative teams, I confirm I am happy with the travel arrangements the club may arrange for my child

I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior coaching, matches and competitions

SIGNATURE: _____

PRINTED NAME: _____

Appendix 4

Travelling Permission Form
Travelling with Underage Participants

EVENT: _____

VENUE: _____

DATES: _____

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: _____

Parent / Guardian of Participant

I have read and accept the conditions and rules set down by golf for young people travelling to matches and events.

Parents/Guardians:

Name: _____ Date: _____

Emergency Contact Number(s): _____

Young Participant

I have read and accept the conditions and rules set down by golf for children travelling to matches and events. I agree to abide by these rules

Name: _____ Date: _____

Appendix 5

Child Welfare and Protection Procedures

Strandhill Golf Club accepts that organizations, 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.

- Persons unsure about whether or not certain behaviors 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 Children Liaison Officer 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:

- 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
- 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**.
- 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
- Be honest with the child and tell them that it is not possible to keep information a secret
- Make no judgmental statements against the person whom the allegation is made
- 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"
- Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child. If in any doubt contact the Club Child Liaison Officer.
- 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.

- Carefully record the details, dates, times and locations.
- Pass on this information to the Club Child Liaison Officer.
- 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 Club Child Liaison Officer who has responsibility for reporting abuse. If the Officer 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 who 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 Club Child Liaison Officer is unable to contact a duty social worker, the Garda 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 Club Child Liaison Officer 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 Club Child Liaison 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 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

Golf clubs should have agreed procedures to be followed in cases of alleged child abuse complaints concerning Sports 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 Club Child Liaison Officer), see previous page
- The procedure for dealing with the Sports Leader (carried out by the club's Chairperson or Senior Council member, (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 Chairperson makes the report to the local statutory authorities, the Senior Council member should deal with the Leader in question.

- The Council Member will privately inform the Leader that
 - an allegation has been made against him / her and 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.

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.

- 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 / Rumors

Anonymous complaints can be difficult to deal with but will not be ignored. Rumors should not be allowed to hang in the air. All concerns relating to inappropriate behaviour should be brought to the attention of the Chairperson and any such complaints brought to the attention of the Chairperson 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.

HSE Children and family Services Contact Details for Sligo

Markievicz House, Barrack Street, Sligo Phone No; 071 9155133.