



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 the 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 and selection procedures, whether paid or unpaid. Vetting procedures **must** be followed to comply legislation, for those in ROI Garda Vetting should be successfully completed for all those with on-going contact with young people and in NI all those working unsupervised in "regulated activity, frequently or intensively" must complete an Access NI enhanced check. For those "new" to the organisation references will be needed and will be followed up.

There will be a "sign-up" procedure, whereby the appointed/reappointed leaders agree to abide by Golf's Code of Ethics and to the policies and code of the 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 a 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 for 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 should 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 should:

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of the young person first, strike a balance between this and winning/results

- Encourage fair play and treat participants equally
- Recognise development needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Be committed to values and 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:

- 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

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 you should:

- 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 the 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

All clubs/organisations should have a safety statement, including specific and potential risks attached to golf. They should also have procedures in place for safeguarding against such risks. In addition clubs/organisations should:

- 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 a First Aid Kit is close at hand with access to a qualified first-aider
- Know the contact numbers of emergency services
- Keep the 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 participants 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 required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents/guardians are present at the 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 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

It is important to have some clear and easy guidelines if a parent is late to collect a child, such as, contact the parent using the emergency contact number. If there is no answer ask the child 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.

Photographic and Filming Equipment

Golf should adopt a policy in relation to the use of images of athletes on their websites and in other publications as part of its commitment to providing a safe environment to young people. You should 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 you should:

- Inform athletes and 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 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

Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should 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 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

Treat your phone as you 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 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 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, 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

Away trips/Overnight stays

While most juniors attend coaching, competitions and other golf events within the clubs there may be occasion to travel to other venues. If this has been explained as part of the parent’s information then it is covered by the information form received by the junior committee each season, however if it is significantly different to other events then 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 a 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 PROTECTION INCIDENT REPORT FORM

CHILD PROTECTION INCIDENT REPORT FORM	
Warrenpoint Golf Club	
Record completed by:	
Position:	Date:
Child/Young Person's Name:	
Child/Young Person's Address:	
Child/Young Person's Date of Birth:	
Parents/Carer's Names & Addresses:	

Date and time of any incident:	Date:	Time:
Your Observations:		
<p>Detail <u>exactly</u> what the child/ young person said and what you said:</p> <p>(Remember do not lead the child/young person - record)</p>		



Child Protection Accident Report Form

Warrenpoint Golf Club

Coach/Leaders in Attendance: _____

Accident Details:

Name of Injured:			
Age:			
Home Address:			
Parents Contacted:	Yes/No	At what number?	
Date:			Exact Location:
Time:			Time Reported:
Reported by who:			
Nature of injury:	How accident happened:		
Name and contact details of any witnesses:			
First Aid Given:			