

# ***Mullingar Golf Club***



## **Junior Policy & Code of Ethics**

**Updated February 2023**

# **Table of Contents**

Section A .....	4
A1    Introduction .....	4
A2    Junior Categories/Membership .....	4
A3    Junior Officers Contact Details.....	4
A4    Policy Statement .....	5
Section B - Junior Policy .....	6
B1    Safety First .....	6
B2    Allotted Playing Times .....	6
B3    Etiquette .....	7
B3 (i) Course Etiquette .....	7
B3 (ii) Clubhouse Etiquette .....	8
B4    Dress Code .....	8
Section C - Code of Ethics.....	10
C1    Recruitment & Supervision Policy for Sports Leaders/Volunteers .....	10
C2    Guidelines for Sports Leaders/Volunteers (including professional, coach, convenor etc.).....	11
C2 (i) Being a Role Model.....	11
C3    Protection for Leaders/Volunteers .....	12
C4    Positive Environment.....	12
C5    Code of Conduct for Leaders.....	13
C6    Code of Conduct for Young People .....	14
C7    Guidelines/Code of Conduct for Parents .....	15
C8    Disciplinary & Complaints Procedure.....	16
C8 (i) Misconduct by a Junior Member .....	16
C8 (ii) Complaints in relation to coaches and their parents (who are non-members) .....	17
C9 (i) Travelling .....	17

C9 (ii) Supervision .....	17
C9 (iii) Health & Safety .....	18
C9 (iv) Physical Contact .....	18
C9 (v) Late Collection .....	19
C9 (vi) Photographic and Filming Equipment .....	19
C9 (vii) Videoing as a Coaching Aid .....	21
C9 (viii) Mobile Phones & Communication .....	21
C9 (x) Away Trips/ Overnight Stays.....	21
C10 Bullying.....	22
C11 Child Welfare & Protection Procedures.....	22
C11 (i) Response to a Child Disclosing Abuse .....	23
C11 (ii) Reporting Suspected or Disclosed Child Abuse .....	23
C11 (iii) Allegations against Sports Leaders/Volunteers .....	24
C11 (iv) Confidentiality.....	25
C12 Missing Child .....	26
Section D – Useful Contacts .....	28
Section E – Appendix .....	29
Appendix A - Form 001 Accident Form .....	29
Appendix B - Form 002 Recruitment Form - New Leader .....	31
Appendix C - Form 003 Recruitment Form - Existing Leaders/Volunteers Information Form .....	32
Appendix D - Form 004 Travelling Permission Form.....	33
Appendix E - Form 005 Junior Members Code of Conduct/Medical Form .....	34

## **Section A**

### **A1 Introduction**

The purpose of the Junior Section of Mullingar Golf Club is to develop and grow Junior Golf within the Club, to provide a framework within which our junior golfers can mix with their peers, develop their golfing skills and enjoy the game of golf. We want to encourage our 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. This is the spirit of golf.

This Document also outlines our safeguarding 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 at a minimum of once a year by the Junior committee and updated/amended as required.

### **A2 Junior Categories/Membership**

Juniors must be 8 years of age before they can register as a member of Mullingar Golf Club.

### **A3 Junior Officers Contact Details 2023**

Name	Title	Contact No.
Eleanor McArdle	Junior Convenor	086 - 8105383
Pat Reynolds	Junior Boys Rep	087 - 8342992
Aideen Kelleghan	Junior Girls Rep	085 - 1805951
Derek Newcombe	Child Protection Officer	087 – 2540794
Siobhan Ruane	Child Protection Officer	087 - 7720421

## **A4 Policy Statement**

Mullingar Golf Club is fully committed to safeguarding the wellbeing of its members. Every individual in golf should at all times, show respect and understanding for members' 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 Ireland, 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, Dept. 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-operating to Safeguard Children, 2003

Area Child Protection Committee Regional Policy and Procedures, 2005

## Section B - Junior Policy

### B1 Safety First

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

### B2 Allotted Playing Times

#### CLASSES OF JUNIORS

##### Definition:

A Class 1 Junior is one who possesses an official CONGU handicap.

All other Classes of Junior possess an internal domestic handicap. This handicap is not an official CONGU handicap.

#### CLASS 1 JUNIORS

Class 1 Juniors have the following rights to play **casual golf** on the course.

- a) They may use the BRS booking system to book a tee time on any weekday Monday – Friday.
- b) They are not permitted to pre-book their name on a Saturday. However, on the day they may book any available tee time through the Professional's Shop.
- c) They may use the BRS booking system to book a tee time on a Sunday.

Class 1 Juniors may compete in competitions as determined by the relevant committee.

#### ALL OTHER JUNIOR CLASSES

All other Junior Classes Juniors have the following rights to play **casual golf** on the course.

- a) They may avail of the dedicated junior time on a Monday & Thursday morning between the hours of 8.00 – 9.00.a.m during the Easter and Summer holidays.
- b) They may play on any day of the week on the condition that the tee time is booked by, and that they play with, a member that is 18 years of age and over.

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. We recommend that Juniors do not play alone & Juniors should not be dropped off or left unaccompanied at the Golf Club.

Parents/Guardians are encouraged to accompany their child (need not be in a 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 stones, pebbles, twigs etc which may be moved by the striker's 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 plays first. Never hit when there's a chance you might be able to reach the group ahead of you, and anytime you hit a shot that you think even has remote chance of hitting any other players, yell "fore" immediately, and make a point of apologizing to any players your ball lands near.

Always wear appropriate clothing (i.e. shoes, hats, waterproofs, sun cream etc.)

Leaders will keep a record of attendance at coaching and competitions and keep a brief record of injury, actions taken (**See Appendix A form 001**) and keep a brief record of problem/action/outcome if behavioral problems arise.

If any Junior member encounters any problems or issues, please feel free to talk to any of the Junior Officers detailed on page 4. 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.

## **B3 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 should all practice good golf etiquette before, during and after our round of golf.

### **B3 (i) Course Etiquette**

#### **On the 1st tee:**

- Be organised and on time.
- Be silent when fellow competitors are teeing off.
- Swap cards with your playing partners.
- Make sure to place an identifying mark on your ball and inform the other players the type you are playing.

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

- Play at a good pace and keep the round moving
- Begin planning your next shot as you approach the ball
- If you aren't ready to play when it is your turn, encourage one of your fellow players to play.
- For the comfort and pleasure of all players it is mandatory that in the event of losing one complete hole on the players directly ahead allow those following behind to go through.
- Do not spend too much time looking for a 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 rulebook to look for lost balls, golf etiquette says wave up 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, take the ball out of the holes with your hand and please do not take caddy cars onto tees or greens etc.

Mobile Phones should be put on silent and only used on the golf course in case of emergency. Junior members need to study and learn the rules & ethics of the game as published in official R&A booklets.

### **B3 (ii) Clubhouse Etiquette**

Please make sure not to block the area at the entrance to the pro shop/locker rooms with your golf bag or trolley.

Please keep the locker room tidy – store shoes/runners or other belongings away.

When in the clubhouse, be respectful of others, keeping noise to an acceptable level and be careful not to leave a mess behind you.

Mobile phones should only be used in the locker room. They should be put on silent while in the Clubhouse.

Smoking and drinking of alcohol by members under 18 years is strictly forbidden.

No person under the age of 18 years shall be allowed in the licensed area of the Club after 9pm unless accompanied by a parent/guardian or responsible adult.

### **B4 Dress Code**

Junior member should abide by Mullingar Golf Club's dress code. Players are expected to wear an acceptable standard of golfing attire at Mullingar Golf Club.

#### **Course:**

**The following is considered acceptable on the course:**

- Golf Shoes should be worn at all times.
- Tailored shorts, together with sports socks.
- Clean and presentable denim trousers.
- Collarless golf apparel.

**The following is not considered acceptable on the course:**

- Runners.
- Sleeveless shirts, football shorts or beach shorts.
- Tye-dyed, cut or torn, and ragged end denim trousers.
- Football, soccer, rugby, hoodies, tracksuits, etc.



## Clubhouse:

- Dress should be neat and tidy in keeping with the high standards of the club.
- Clean and presentable denim trousers will be accepted.

### **The following is not considered acceptable in the Clubhouse:**

- Golf shoes.
- Football, soccer, rugby, hoodies, tracksuits, etc.
- Headgear.

Mobile phones may on the course and in the clubhouse, but users are requested to do so in a discreet and respectful manner.

The Implementation of this dress code is the responsibility of the Management and Staff of Mullingar Golf Club. It is expected that the implementation of this code will be effected with courtesy and common sense. However those who knowingly disregard the dress code may be asked by a member of staff to leave or refrain from entering certain areas of the clubhouse.



## Section C - Code of Ethics

### C1 Recruitment & Supervision Policy for Sports Leaders/Volunteers

Mullingar 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 regular 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 aware of the **code of conduct** and any related guidelines within this document.
- **Existing club** Leaders/Volunteers will sign the appropriate code of conduct (page 13), including the self- declaration questions, (**See Appendix B Form 002**). Leaders will also be requested to undergo Garda vetting.
- **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 C Form 003**). New Leaders will also be requested to undergo Garda vetting.
- Where appropriate 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 affect 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.

## **C2 Guidelines for Sports Leaders/Volunteers (including professional, coach, convenor etc.)**

Golf recognises the key role leaders (professionals, coaches, conveners, 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 with legislation; Garda Vetting should be completed for all those with on-going contact with young people. 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 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.

### **C2 (i) 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.

### **C3 Protection for Leaders/Volunteers**

- 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.

### **C4 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/squad. 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.

## **C5 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 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 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:**

- 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.

I accept the above conditions in carrying out my role as leader.

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

Position\_\_\_\_\_

## **C6 Code of Conduct for Young People**

Mullingar 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.

## **C7 Guidelines/Code of Conduct for Parents**

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

Familiarise themselves with all sections of Mullingar 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 Mullingar 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.

## **C8 Disciplinary & Complaints Procedure**

### **C8 (i) Misconduct by a Junior Member**

The Club reserves the right to take disciplinary action where any Junior Member whose conduct on the course or in the clubhouse is judged, after reasonable enquiry, to have been detrimental to the interests of the Club or another member or members.

Any allegation of misconduct by a Junior member must be submitted in writing to the Junior Chairperson. The Junior Chairperson shall consult with the Chairperson of the Committee of Management to determine whether the allegation is serious enough to initiate disciplinary procedures and if it is so deemed, a disciplinary committee, composed of the Junior Chairperson, and two members of the Junior Committee, shall make such enquiries as are practical to obtain all relevant details.

(In the event that the complaint is made by any of the above, that person shall step aside and an officer of the Joint club shall be co-opted in his/her place).

The Honorary Secretary of the Joint Club shall be responsible for reporting and for ensuring that correct procedure is followed but shall not be a member of the disciplinary committee.

However, if the complaint involves the possibility of a criminal offence the Junior Chairperson should follow the Codes reporting procedure. The statutory authorities will then be informed.

The Junior Member and their parent/guardian will be notified by the Honorary Secretary of the complaint in writing. The Junior Member shall have the right to have representation, and to speak at and/or to make a written submission, at any subsequent meeting of the disciplinary committee meeting at which the Junior member is required to attend in relation to the conduct in question. All related information shall be placed before this committee.

The disciplinary committee, appeals committee and the management committee reserve the right to legal representation at their own discretion at any meeting concerning the matter. Having investigated the matter, the disciplinary committee shall recommend to the management committee in writing, outlining the reasons for the recommendation, the action to be taken.

The management committee shall then decide whether or not to act on the recommendation of the disciplinary committee. Having considered the recommendation of the disciplinary committee, the Management Committee shall take whatever action it deems necessary, including: (a) by a simple majority vote, suspend the Junior member or, (b) by a two-thirds majority, expel the Junior member or (c) take whatever other action it deems appropriate. The Chairperson shall not have a casting vote. The Junior Member and their parent/guardian shall be informed of the Management Committee's decision in writing. A copy of said decision shall be forwarded to the Chairperson of the Junior Committee.

Should the Management Committee decide that a Junior Member be suspended or expelled, such Junior Member and their parent/guardian shall, within seven days of the date of the decision be informed in writing by the Honorary Secretary of the Management Committee, by registered post or by delivery of such notice to his or her last known address.

The Junior Member and/or their parent/guardian shall have the right of appeal against the decision, within fourteen days of the date of notification. The appeal shall be made in writing to the Honorary Secretary of the Committee of Management, outlining the grounds for appeal. The appeal shall be forwarded to the Appeals Disciplinary Committee consisting of the Club Chairperson, Junior Chairperson, and one Trustee to decide if the grounds for appeal are to be accepted. (In the event



that the complaint is made by any of the above, that person shall step aside, and an officer of the Joint club shall be co-opted in his/her place).

The Honorary Secretary of the Joint Club shall be responsible for reporting and for ensuring that correct procedure is followed but shall not be a member of the appeals committee.

If the appeal is accepted the Junior Member and/or their parent/guardian shall have the right to appear before the appeals committee to put their case.

Having listened to the appeal, the Appeals Committee shall recommend to the Management Committee in writing, outlining the reasons for their recommendation, the action to be taken.

The Management Committee shall then decide whether or not to act on the recommendation of the appeals committee. Having considered the recommendation of the appeals committee, the Management Committee shall take whatever action it deems necessary, including: (a) by a simple majority vote, suspend the member or, (b) by a two-thirds majority, expel the member or (c) take whatever other action it deems appropriate. The Chairperson shall not have a casting vote. The Junior Member and their parent/guardian shall be informed of the management committee's decision in writing. A copy of said decision shall be forwarded to the Chairperson of the Junior Committee.

During the period of suspension or expulsion, the Junior member shall not be entitled to:-

- a) Enter upon the club property save only to collect any of his or her property.
- b) Refund or rebate of the whole or any part of his or her annual subscription or other sum paid or payable by him or her to the club in respect of the year during which the expulsion occurs.

All voting under this rule shall be by secret ballot.

### **C8 (ii) Complaints in relation to coaches and their parents (who are non-members)**

Complaints in relation to coaches and their parents (who are non-members) may be dealt with under the 'disputes' rule contained within the Unions' Constitution and the Disciplinary Procedure contained within Part 5 of the PGA Code of Ethics. Complaints in relation to JGI coaches should be made to JGI, complaints about members should be made to the club and complaints at national or provincial level should be made to the GUI and ILGU as appropriate. *C9 General Guidelines in relation to working with Children*

### **C9 (i) 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.

### **C9 (ii) 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).

### **C9 (iii) Health & Safety**

Mullingar 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.

#### **Mullingar 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 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.
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events.

### **C9 (iv) 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.

## **C9 (v) 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.

## **C9 (vi) Photographic and Filming Equipment**

Juniors have a right to privacy and therefore their consent should be sought in relation to the use of personal data including images. Parental consent should also be sought, and the Club should receive signed permission from the player's parents or guardians for the recording of photographic and recorded images etc as part of the player's application process. Information should also be provided as to how and for what purpose images will be used. Be aware that refusal of consent should not in any way limit a junior's participation in activities.

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.

It should be noted that having photographic and filming guidelines is not about preventing pictures being taken, but rather to ensure that only those who have a right to take photographs do so. These safeguards should still permit and facilitate the recording of relevant and suitable materials, should allow us to photograph the enjoyment gained by participating. A common-sense approach is required when deciding on what may or may not be appropriate to publish or record.

The key concerns regarding the use of images and photographs of juniors relate to:

- The possible identification of juniors when a photograph is accompanied by personal information and its inappropriate use thereafter.
- The inappropriate use, adaptation or copying of images for use in child pornography or illegal website.
- The taking of inappropriate photographs or recorded images of juniors.

When using photographs of Juniors, the Club will:

- Inform junior 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 junior.
- Not approve/allow photo sessions outside the events or at a Juniors home.

It should be noted that the Club has no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines. Should the Club ever be unhappy with the publication of such photographs or images, it can be addressed with the individual newspaper or the Press Council of Ireland and the Office of the Press Ombudsman. Photography and the recording of images in a public place do not generally require explicit or prior consent. However, if an event e.g. is taking place, involving juniors, in a public, private or local authority area, authorised personnel are entitled to

request a person to desist from taking photos if you feel that such action or photography may be inappropriate. In general, individual juniors should not be identified with the exception being when they are being publicly acknowledged (e.g. an award or achievement), for which prior consent has been given.

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 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.

### **Best Practise Guidelines**

Ask for the junior's and parental permission to use their image. This consent is included in the membership form.

- All juniors featured in recordings must be appropriately dressed.
- The photograph or recording should focus on the activity rather than a particular junior.
- In general, no personal details relating to the young person should be revealed as accompanying materials to the photograph or recorded image, with the exception being where they are being publicly acknowledged (e.g. an award or personal achievement), for which consent has been given.
- Group and team photographs may be taken but it is not necessary to match a player's name with the position in which they may be standing or seated in the team photograph. This is a precautionary recommendation based on previous examples of misuse of photographs by those who sought to exploit the gathering of young people together in an enjoyable and fun environment.
- Clubs, coaches and volunteers should be permitted to use video equipment as a legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material.
- Parents and spectators taking photographs/recordings should where possible seek permission in advance from the Club and should also be prepared to identify themselves if requested and state the purpose for their photography/filming.
- If the Club personnel are unhappy about any matter relating to such photography the permission granted should be withdrawn immediately.
- When commissioning professional photographers or inviting the press to an activity, ensure that they are clear about our expectations of them in relation to child protection.
- Any instances of the use of inappropriate images should be reported to the Child Protection Officer and/or appropriate designated person and also to the relevant statutory authorities if deemed necessary.

## **C9 (vii) Videoing as a Coaching Aid**

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

## **C9 (viii) Mobile Phones & Communication**

Communicating with junior members, coaches and mentors should never place themselves in a compromising position by texting or communicating via social media sites with minors. All such communications regarding Club activities should be sent via the parents or guardians of the junior, unless otherwise agreed with the parents/guardians, in writing.

In general, the following should apply when communicating with juniors:

- Use group texts or emails for communication among players and teams and inform parents of this at the start of the season, tournament or event. Any exception to this form of group texting can only be proceeded with following permission from parents/guardians.
- Do not communicate individually by text/email sites with juniors.
- Do not engage in communications with juniors via social network sites.

### **Junior 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.

## **C9 (x) 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). (**See Appendix D Form 004**)
- Young participants should sign a behaviour agreement. (**See Appendix E Form 005**)
- Appoint a group leader who will make a report on returning home if necessary and submit to Junior Chairperson. (Forms available from Club Office))
- 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 socialising 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.

## **C10 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.

### **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, 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)

## **C11 Child Welfare & Protection Procedures**

Mullingar 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.

### **C11 (i) 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.

### **C11 (ii) 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 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 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

The CPO 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 Gardai. 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.

This law does not exist in Northern Ireland, but an individual who reports concerns in 'good faith' is not deliberately attempting to slander another person's name. In Northern Ireland there is legislation, the Criminal Law Act (NI) 1967 which places the responsibility on everyone to report offences or to forward information to the police by emphasising the, *'duty of every other person, who knows or believes, (a) that the offence or some other arrestable offence has been committed: and (b) that he has information which is likely to secure, or to be material assistance in securing, the apprehension, prosecution or conviction of any person for that offence'*.

### **C11 (iii) Allegations against Sports Leaders/Volunteers**

The Club will have agreed procedures to be followed in cases of alleged child abuse complaints concerning Leaders/Volunteers. If such an allegation is made against a Sports



Leader/Volunteer working within the organisation, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse reported by the CPO (see previous page).
- The procedure for dealing with the allegations of abuse by the CPO should be carried out by the Hon. Secretary.

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 Hon. Secretary should deal with the Leader/Volunteer in question.

- The Hon. Secretary 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/Volunteer 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/Volunteer 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 (for further information contact JGI).

### **C11 (iv) 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 manner.

## **C12 Missing Child**

### **Statement of Intent**

At Mullingar Golf Club, it is our intention to maintain children's safety as the highest priority at all times.

### **Aim**

We aim to ensure that every attempt is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

### **Method**

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the clubhouse and course.
- The register is checked to make sure no other child has also gone astray.
- Seek to establish when & where the child was last seen & record this.
- If the child is not found the parent is contacted and the missing child is reported to the gardai
- The person in charge contacts the General Manager and reports the incident.

### **The Investigation**

Staff keep calm & do not let the other children become anxious or worried.

The Committee Chairperson carries out a full investigation taking written statements from all the staff present at the time.

The key person/ staff writes an incident report detailing:

- the date and time of the report.
  - when the child was last seen in the group.
  - what has taken place in the group since then; and
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a garda investigation all staff co-operate fully. In this case, the gardai will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The Insurance provider is informed.

## **Managing People**

Part of managing the incident is to try and keep everyone as calm as possible.

Staff/Volunteers will feel worried about the child, especially the key person or designated carer responsible for the safety of that child for the outing. They may blame themselves & their feelings of anxiety & distress will rise as the length of time the child is missing increases.

Staff/Volunteers may be the understandable target of parental anger and they may be afraid. The supervisor needs to ensure that staff under investigation are not only treated fairly but receive support while feeling vulnerable.

The parents will feel angry & fraught. They may want to blame staff/volunteers & may single out one staff/volunteer member over others. When dealing with a distraught parent, there should always be 2 staff/volunteers present. Aggression or threats against staff/volunteers are not tolerated & the gardai should be called.

The other children may too be worried. The remaining staff caring for them need to be focused on their needs & must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

In accordance with the severity of the outcome, staff may need counselling & support.

Staff must not discuss any missing child incident with the press without taking advice.

## Section D – Useful Contacts

<p>Golfing Union of Ireland  Carton Demesne  Maynooth  Co. Kildare</p> <p>01 45054000 / <a href="mailto:info@gui.ie">info@gui.ie</a></p>	<p>Irish Ladies Golfing Union  Q House Sandyford Dublin  18</p> <p>01 2695000 / <a href="mailto:info@ilgu.ie">info@ilgu.ie</a></p>
<p>PGA(Irish Region)  Dundalk Golf Club  Blackrock  Co. Louth</p> <p>042 5555</p>	<p>Confederation of Golf in Ireland  Carton Demesne  Maynooth  Co. Kildare  BDO Jennifer Hickey  087 6644189 / <a href="mailto:jennifer@cgigolf.org">jennifer@cgigolf.org</a></p>
<p>Irish Sports Council  Top Floor, Block A  West End Office Park  Blanchardstown Dublin  15</p> <p>Tel No. 01-8608800</p>	<p>Volunteering Ireland  Coleraine House  Coleraine Street Dublin  7</p> <p>01 8722622 / <a href="mailto:info@volunteeringireland.com">info@volunteeringireland.com</a></p>
<p>Ombudsman for Children  Millennium House  52 – 56 Great Strand Street  Dublin 1</p> <p>1890 654654 / 01 8656800  <a href="mailto:oco@oco.ie">oco@oco.ie</a></p>	<p>An Garda Siochana</p> <p>Mullingar Garda  Station,  Bishopgate Street,  Mullingar  04493489155</p>
<p>HSE Social Work Department</p> <p><a href="http://www.hse.ie/go/socialworkers">www.hse.ie/go/socialworkers</a>)  and from HSE LoCall Tel. 1850 241850.</p> <p>These contact numbers may be updated from  time to time - check HSE website for latest  information.</p>	<p>TUSLA,  Child Welfare Agency,  Social Work Department,  Child and Family Centre,  St Loman's Hospital,  Mullingar.  Phone: (044) 9395510  Mobile: 086 8157030  E-mail: <a href="mailto:charney.weitzman@tusla.ie">charney.weitzman@tusla.ie</a></p>
<p>National Vetting  Bureau,  Racecourse Road,  Thurles,  Co. Tipperary.  E41 RD60</p> <p>1890 488488</p>	

## Section E – Appendix

### ***Appendix A - Form 001 Accident Form***

#### **PERSONAL DETAILS (Injured Person)**

<b>Surname</b>	
<b>First Name</b>	
<b>Age</b>	
<b>Status</b>	
<b>Club</b>	
<b>Phone numbers</b>	
<b>Email address</b>	

#### **NATURE OF INJURY**

<b>Describe injury</b>	
<b>Was first aid given?</b>	
<b>Name of First Aider</b>	
<b>Were you taken to hospital/Doctors? If yes give details including further treatment given</b>	
<b>Date of Accident</b>	

<b>Time</b>	
<b>Weather conditions</b>	
<b>Where Accident took place</b>	
<b>Description of Accident/Incident</b> (Indicate site/incident layout, position of injured person and witnesses)	

#### **WITNESS DETAILS**

A witness statement should be taken form more serious incidents

Name	
Address	
Phone numbers	

#### **Details of person reporting the accident:**

<b>Name</b>	
<b>Address</b>	
<b>Phone numbers</b>	
<b>Date</b>	

## Appendix B - Form 002 Recruitment Form - New Leader

### Recruitment Form for a New 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/ 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?  
(If you have answered yes, we will contact you in confidence)

Yes [ ☐ ] No [ ☐ ]

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?  
(If you have answered yes, we will contact you in confidence)

Yes [ ☐ ] No [ ☐ ]

### 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 C - Form 003 Recruitment Form - Existing Leaders/Volunteers Information Form**

Leaders/Volunteers should familiarise themselves with Mullingar 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 encourages 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.



## **Appendix D - Form 004 Travelling Permission Form**

### **Travelling Permission Form - Travelling with Underage Participants**

**EVENT:** \_\_\_\_\_ **VENUE:** \_\_\_\_\_

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

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

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

Accommodation Required \_\_\_\_\_ No of Nights \_\_\_\_\_

---

#### **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 hereby give my permission for the above named Junior to travel to the above named event. I am aware of Mullingar Golf Club's Guidelines/Procedures in relation to travelling/Away trips

Parents/Guardians:

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

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

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

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

---

#### **Young Participant**

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

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

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

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

## ***Appendix E - Form 005 Junior Members Code of Conduct/Medical Form***

### **CONTACT INFORMATION**

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

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

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

\_\_\_\_\_

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 Mullingar 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 Mullingar 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: \_\_\_\_\_