

Code of Ethics for Golf for Young People



Updated January 2011



PGA
IRISH REGION



Code of Ethics

for

Golf for Young People

GUI, ILGU, PGA

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
- 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
- For Northern Ireland Clubs and organisations reference should also be made to
Children (NI) Order, 1995
Co-operating to Safeguard Children, 2003
Area Child Protection Committee Regional Policy and Procedures, 2005.

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Glossary

Golf

Golf, when referred to as a collective authority, shall mean the GUI, ILGU and the PGA.

GUI

The Golfing Union of Ireland, founded in 1891, the National Administrative Authority for Men's Amateur Golf in Ireland.

ILGU

The Irish Ladies' Golf Union, founded in 1893, the National Administrative Authority for Ladies Amateur Golf in Ireland.

PGA

The Professional Golfers' Association (Irish Region), originally founded in 1911 by the GUI at the request of the Professional Golfers of Ireland and then known as the Irish Professional Golfers' Association, the Governing Authority for Professional Golf in Ireland.

JGI

Junior Golf Ireland, founded in 2004, the body formed as a partnership by the GUI, ILGU and the PGA to develop junior golf in Ireland. JGI is answerable to its three partner organisations.

ISC & SCNI

The Irish Sports Council and the Sport Northern Ireland.

Junior Convenor

The individual(s) in the club/organisation who heads the Junior Golf Committee, definition includes Junior Organiser, Junior Co-ordinator & Junior Chairman.

Lead Officer

An adult, who holds a supervisory role in relation to junior golfers and, who has the added responsibility for coordinating the implementation of the Code of Conduct at the appropriate level, that is, local club or Union/PGA level. In addition they are responsible for ensuring liaison with statutory authorities as necessary.

Leader

A volunteer, PGA Professional or qualified coach who works with and/or facilitates juniors to learn and compete in golf. A volunteer includes, but is not limited to, Junior Convenors, Teachers, Coaches, Golf Professionals and members of the Junior Golf Committees and those appointed to positions of trust with young people.

Parent

Parent shall mean parent, guardian or carer.

The Code

The Code of Ethics for Golf for Young People – this document, which is based on guidelines of the ISC and SCNI and those listed at front of document.

Statutory Authorities

Refers to those who have statutory responsibility for the welfare and protection of young people in Ireland, namely An Garda Síochána / PSNI and the Health Services Executives (HSE) / Social Services NI.

Core Values in Sport for Young People

Junior golf is based on the following principles that will guide the development of young people within golf, (as outlined in page 9, *Code of Ethics and Good Practice for Children's Sport*). Young People's experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club/organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

Integrity in relationships:

Adults interacting with young people in sport should do so with integrity and respect for the child. There is a danger that sporting contexts can be used to exploit or undermine children. All adult actions in sport should be guided by what is best for the child and in the context of quality, open working relationships. Verbal, physical, emotional or sexual abuse of any kind is unacceptable within sport.

Quality atmosphere and ethos

Sport for young people should be conducted in a safe, positive and encouraging atmosphere. A child-centred ethos will contribute to a safe and enjoyable atmosphere within the organisation.

Equality

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

Fair Play:

Fair play is the guiding principle of the *Code of Ethics and Good Practice for Children's Sport*. All sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and 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. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption.

(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 fun, enjoyment and satisfaction. However, competitive demands are often placed on children too early, which results in excessive levels of pressure on them. This can contribute to a high level of drop out from sport. Sports leaders should aim to put the welfare of the child first and competitive standards second. A child-centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

Policy Statement

Golfing Union of Ireland Irish Ladies' Golf Union PGA (Irish Region)

From here on will be represented by the term golf

GUI, ILGU, PGA are fully committed to safeguarding the well being of their 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*.

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.

It is recommended that the above statement is written into the Constitution of each club affiliated to GUI and ILGU and, as such, golf clubs can follow the guidelines contained within this document.

Code of Conduct for Young People

Golf 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 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 Lead Officer within the club if they have any problems

Young players should never:

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

Guidelines 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 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 both sides. Encourage mutual respect for 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 these guidelines.

Parents Code of Conduct:

1. I will respect the rules and procedures set down by Golf.
2. 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, convenors, selectors and managers with respect.
3. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
4. I will respect my child's leader(s) and support his/her efforts.
5. I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
6. I will never demonstrate threatening or abusive behaviour or use foul language.

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. For those in ROI Garda Vetting procedures should be followed for all those with regular access to young people and in NI all those working 'frequently' or 'intensively' must complete Access NI procedures to comply with the Safeguarding Vulnerable Adults legislation. 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, contacts at back of this document.

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. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders
- 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 verbal means, 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 young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Be committed to values & guidelines of this Code for Golf and / or hold up-to-date qualifications
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

Where possible I will avoid:

- 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

Disciplinary, Complaints and Appeals Procedure for ILGU, GUI and PGA

Complaints in relation to young people, their coaches and their parents involved in any of the Unions' or PGA's events may be dealt with under the 'disputes' rule contained within the Unions' Constitution and the 'disciplinary procedure' contained in part 5 of the PGA 'Code of Ethics'.

- Complaints should be received in writing by the Lead Officer of the union or the PGA
- The complaint should outline all relevant details about the parties involved
- The complaint should be brought to the attention of the Lead Officer who may convene a disciplinary committee (including 3 members involved with junior golf at provincial or national level). For complaints involving members of the PGA the Lead Officer will invoke the disciplinary procedure under part 5 of the PGA Code of Ethics
- If the complaint involves the possibility of a criminal offence, the Lead Officer will follow the Code's reporting procedure. The statutory authorities will then be informed
- The appropriate disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a junior member
- Records should be kept on file by the Unions until the young person concerned becomes a full member within golf. The PGA will hold appropriate case management records relating to their own members and staff at their national headquarters in accordance with data protection legislation and UK Child Protection legislation
- If any party does not agree with the disciplinary findings the appropriate appeals process can be invoked
- The appeals committee shall have the power to confirm, set aside or change any sanction imposed by the disciplinary committee

If, after the disciplinary process, a person is to be suspended the organisation will carry out a risk assessment to decide the level of protection needed for juniors and any future juniors working with any accused persons. The organisation will decide if it will terminate membership of the organisation and will also give consideration to the suspension of an amateur's CONGU handicap. See a more detailed disciplinary process @www.juniorgolfireland.com/childprotection

Recruitment & Supervision Policy for Sports Leaders/Volunteers

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

Golf will use the following as a suitable procedure:-

- The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated
- Once voted / nominated to a position the Leader should be made aware of the code of conduct as it relates to young people and any related guidelines within this document. This involves newly recruited volunteers and all volunteers assigned by the Branch / District / Union / PGA for that season.
- Existing Leaders will sign the appropriate code of conduct, including the self-declaration questions, (see appendix 1). Leaders will also be requested to undergo Garda vetting in the Republic of Ireland and Access NI in Northern Ireland
- New Leaders should fill in an information form, giving names of two referees that can be contacted and answering the self-declaration questions. (See appendix 2). Leaders will also be requested to undergo Garda vetting in the Republic of Ireland and Access NI in Northern Ireland
- Where appropriate there will be an induction process, this will be done in an informal manner with members of the junior committee, perhaps at a junior event. Following this, a probationary period is most likely
- Adequate supervision will be combined with good recruitment, avoiding the Leader having to work alone
- Vetting forms are available from Junior Golf Ireland, for further information see www.juniorgolfireland.com/childprotection
- Positive disclosures or information received about an individual through vetting does not necessarily effect the Leaders recruitment. Each disclosure is managed on a case-by-case basis with the Leader and through the organisation. . A risk assessment will be carried out. The organisation will record all decisions in a fair manner and natural justice will apply
- Failure to comply with the above recruitment procedure can 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.

General Guidelines 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 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)

Away trips / Overnight stays

- 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 may 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 will not share rooms with children. Children should share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)
- Alcoholic drink, smoking or any illegal substances are forbidden to players
- There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

Make reference to the Unions/Branches/Districts' safety statement, including specific and potential risks attached to golf, for further detail. In addition Golf 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
- Keep first aid kit appropriately stocked
- Ensure easy access to medical personnel if needed and have a 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
- Expect officials (convenors and referees, etc.) to ensure the conduct of the game
- Expect participants to know and keep the etiquette guidelines of golf, keeping in mind that many rules are in place for the safety and enjoyment of the game
- Check that Leaders hold appropriate qualifications required by the governing body
- 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 changing their grip on the club but the following will be taken into consideration

- Leaders will 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 – A Leader won't do something that a child can do for themselves
- Leaders should not engage in inappropriate touching

Late Collection

If a parent is late to collect a child Golf will contact the parent using the emergency contact number. If there is no answer Golf will ask the child if there is another family member to contact. The Leaders will wait with the young person at the club or venue, preferably with other staff or volunteers. The Leaders will remind parents of the policy in relation to good practice and supervision. Continual later collection will be dealt with under the parents code of behaviour.

Guidelines on use of Photographic and Filming Equipment

Golf has adopted 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. Golf 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.

Golf will endeavour to

- 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 will first be obtained from the player and the player's parent.

Anyone concerned about any photography taking place at events or training sessions can 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. They can often be given to young people for security to enable parents to keep in touch. However, technology has enabled direct personal contact between adults and young people and in some cases adults have used this to cross personal boundaries and cause harm. Golf has agreed the following guidelines to encourage safe usage of mobile phones:

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, 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/addresses
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera
- Treat your phone as you would any valuable item so that you can guard against theft

Bullying

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

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it effects their health and development, or at the extreme, causes them significant harm. Golf have agreed the following guidelines to help prevent bullying:-

Golf will

- Encourage all members to 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

The guidelines above are those of the Unions, Branches & Districts, the PGA and Junior Golf Ireland. For club guidelines sample document on www.juniorgolfireland.com/childprotection.html

The guidelines below are in relation to an incident that cannot be dealt with within Golf as there may be risk of harm to a young person. In such cases statutory guidelines will be followed for dealing with a concern in relation to the welfare and protection of a child.

Child Welfare and Protection Procedures

Golf 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 organisation.

If there are grounds for concern about the safety or welfare of a young person you 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 organisation but should be passed on to the Lead 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, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern.

Response to a Child Disclosing Abuse

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

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

Reporting Suspected or Disclosed Child Abuse

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

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information
- (b) Report the matter as soon as possible to the Lead Officer within the organisation who has responsibility for reporting abuse. If the Lead 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 Lead Officer 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 Lead 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 Lead Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

The Protection for Persons Reporting Child Abuse Act, 1998 (ROI only) provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Services Executive or the 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'*

Allegations against Sports Leaders

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

- The reporting procedure in respect of suspected child abuse (reported by the Lead Officer), see previous page
- The procedure for dealing with the Sports Leader (carried out by the organisation's chair or senior officer, or 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 organisation will 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 Lead Officer makes the report to the local statutory authorities, the senior officer of the organisation should deal with the Leader in question.

- In golf, the Unions or PGA 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 may be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it will be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the Leader may be considered but this will not interfere with the investigation of the Statutory Authorities. The outcome of the investigation and any implications it might have will 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 Golf Unions & PGA Disciplinary Committees will 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 Golf Disciplinary Committees will 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 will remain of paramount importance throughout. The Unions and PGA may need to disclose information to ensure the protection of young people in its care.

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.

Golf will consider the following when discussing concerns:

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

Anonymous Complaints / Rumours

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

Golf Club Policies

The preceding pages of this document contain the policy of the Unions and the PGA but each club and affiliated organisation is entitled to use any of the policies as a guide when developing their own club guidelines. See sample club policy on JGI website, www.juniorgolfireland.com

The implementation of the Code is the responsibility of each club working with young people and its implementation will offer protection to all members when providing services to young people and their sports leaders. Training is available locally to assist clubs in implementing their policy and Lead Officers in the Unions and PGA can offer advice about each of the policies contained in this document.

It is recommended that each club appoint at least one Lead Officer. This person can be the person who already co-ordinates junior golf in the club, i.e. junior convenor. This Lead Officer will manage all activities and issues in relation to young people at club level, while the Union Lead Officers will manage all issues at national and regional level. From time to time it will be necessary for Union Lead Officers to liaise with Club Lead Officers and vice-versa.

For Lead Officers within Golf, please contact the appropriate Union or the PGA, see contacts in sample club policy

List of policies and procedures needed within your club include:

- Policy Statement
- Recruitment Policy
- Codes of Conduct/Guidelines – for leaders, young people and parents
- Disciplinary and Complaints Procedure
- General Guidelines for supervision, travelling, etc
- Reporting Procedure

The guidelines in the 'sample club document' are available to assist you in implementing the code of conduct within your club

For these policies you should see the JGI website, www.juniorgolfireland.com

Appendix 1 Existing Leader Information Form

Leaders should familiarise themselves with the Code of Ethics for Golf for Young People, in particular the Code of Conduct for Leaders, outlined below. Leaders should read and agree to abide by these terms. Leaders should update the self-declaration questions annually.

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

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
New Leader Information Form:**

Full Name: _____ Any surname previously: _____

Current Address: _____

List all other previous addresses:

Date of Birth: _____ Place of Birth: _____

Telephone No.(s): _____ National Insurance No: / PPSI: _____

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

Sporting/ NGB Qualifications:

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

Have you ever been asked to leave a sporting organisation? Yes [] No []
(If you have answered yes, we will contact you in confidence)

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
Confidential Reference Form

(this form may be used as a telephone reference or used as a written reference)

The following person: _____ (list name) has expressed an interest in working with _____ (name club / organisation) as _____ (list position)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person?

In what capacity?

What attributes does this person have that would make them suited to this work?

Please rate this person on the following (tick one box for each statement)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people: Yes [] No []

If you answer yes, we will contact you in confidence

Signed: _____

Date: _____

Position in Organisation: _____

Name of Club /Organisation: _____

Appendix 4
Sample Application Form for New Panel Member

CONTACT INFORMATION

Full Name: _____
(Male / Female)

Address: _____

Telephone/Home: _____

Telephone/Mobile (in case of emergency): _____

E-MAIL: _____

Date of Birth: _____

MEDICAL HISTORY 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 _____

Photographs

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

Overnight Away Trips

If selected for representative teams, I confirm I am happy with the travel and accommodation arrangements the GUI/ILGU/PGA/JGI may arrange for my child(ren).

Drug Testing for inter-pro players only

I give permission for my child(ren) to be tested for prohibited substances in accordance with the Irish Sports Council Anti Doping Rules

I hereby consent to the above child(ren) participating in golf activities of the union /branch/district in line with the Code of Ethics for Golf for Young People. 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(ren) to participate in and travel to all activities.

SIGNATURE: _____

PRINTED NAME: _____

Appendix 5 - Useful Contacts

<p>Golfing Union of Ireland Carton Demesne Maynooth Co. Kildare</p> <p>01 45054000 / info@gui.ie Lead Officer – Pat Finn</p>	<p>Irish Ladies Golfing Union Q House Sandyford Dublin 18</p> <p>01 2695000 / info@ilgu.ie Lead Officer – Geraldine Carmody</p>
<p>PGA (Irish Region) Dundalk Golf Club Blackrock Co. Louth</p> <p>042 5555 / mmccumiskey@pga.org.uk Lead Officer – Michael McCumiskey</p>	<p>Junior Golf Ireland Carton Demesne Maynooth Co. Kildare</p> <p>01 6290735 / info@juniorgolfireland.com Lead Officer – Anne Marie Hughes</p>
<p>Irish Sports Council Top Floor, Block A West End Office Park Blanchardstown Dublin 15</p> <p>Tel No. 01-8608800</p>	<p>Sports Council Northern Ireland House of Sport Upper Malone Road Belfast BT9 5LA</p> <p>Tel No. 02890 381222</p>
<p>Volunteering Ireland Coleraine House Coleraine Street Dublin 7</p> <p>01 8722622 / info@volunteeringireland.com</p>	<p>Volunteer Development Agency 4th Floor, 58 Howard Street Belfast BT1 6PG</p> <p>Tel No. 02890-236100</p>
<p>Ombudsman for Children Millennium House 52 – 56 Great Strand Street Dublin 1</p> <p>1890 654654 / 01 8656800 oco@oco.ie</p>	<p>Northern Ireland Commissioner for Children & Young People, Millennium House 17-25 Great Victoria Street Belfast BT2 7BA</p> <p>028 9031 1616 www.nickey.org</p>