

BALTJINGLASS GOLF CLUB



1928

- 1. Code of Ethics*
- 2. Child Protection and*
- 3. Club's Juvenile Policy*

Golf for Young Members

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

- Code of Ethics for Golf for Young People, GUI, ILGU & PGA, 2006, revised 2011
- Children First: National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009.
- Children First Act 2015. (Enacted 2017).
- Code of Ethics and Good Practice for Children's Sport, Irish Sports Council & Sports Council Northern Ireland (NI), 2006
- 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.
- 2012 Charter for Junior Golf.

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Introduction

Baltinglass Golf Club has a long tradition of promoting Junior & Juvenile golf with annual organised club and interclub participation in golf competitions. As stipulated membership categories, Junior & Juvenile members are subject to the rules & regulations as set out in the 'Club's Constitution.' Sections 4.9 and 4.10 of the Club's Constitution notes the following:

4.9. Junior Members shall comprise of undergraduates and students of any recognised Third Level Education Institution, as The Club Committee decides. Such membership shall cease on the 1st January following graduation or qualification or on the 1st January, six years after the date of election – whichever period shall be the shorter. Junior members shall be eligible to play in such club competitions, and at such times, as The Club Committee may decide. Members in this category will be required to provide certification of their qualification for this category annually.

4.10. Juvenile members are defined as members under 18 years of age on the 1st January in the current year and who have no other category of membership. The hours, during which Juveniles may play on the course, shall be determined, from time to time by The Club Committee. Juveniles with a club handicap issued in accordance with the Standard Scratch Score and Handicapping Schemes as prescribed by Golf Ireland shall be eligible to play in such club competitions and at such times as the relevant sections may decide.

Application Procedure:

Membership Application Forms are available from the Club Office. Forms must be completed and proposed by two Full existing members of Baltinglass Golf Club. Completed application forms must be signed by a Parent/Guardian and applicant and returned to the Club Office.

Notice of a new member's application will be posted in the Club's notice board. Following a review by the Executive Committee, an offer of membership will be presented to the new Juvenile member. Acceptance is subject to receipt of payment which must be accompanied by the Appendix 4 document signed by parent/guardian and the new Juvenile member. All membership categories operate on an annual basis, January to December i.e. Juvenile membership is for 12 calendar months. In order for a juvenile member to be insured at Baltinglass Golf Club, payment of the annual fee must be received prior to playing at the Club. The Club policy is to encourage each new Juvenile member to participate in the Juvenile activities of the Club.

Juvenile Membership Renewal

Notification of renewal will be issued by the club, in advance of the year end. It should be noted that a renewal of Juvenile membership may depend on the general behaviour, throughout the preceding year, which may determine whether the juvenile will be readmitted. If for some reason that the membership is not being renewed i.e. prolonged illness, injury, or for any other reason, the club should be informed, as a matter of courtesy, at the earliest possible time

Membership fees are agreed at the club AGM, and must be paid by the due date. If the fees are unpaid after a set period of time, the juvenile will cease to be a member. However, if financial difficulties, of an exceptional nature, have intervened, the club's officers (secretary/treasurer) will deal with this matter.

On receipt of the annual membership payment to the club, parents should request that they receive the regulations of the club pertaining to juvenile members.

1. Core Values in Sport for Young People

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. 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').

Integrity in relationships: Adults interacting with young people in sport should do so with integrity and respect for the child. Sporting contexts can never 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-centered 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-centered approach will help to ensure that competition and specialisation are kept in their appropriate place.

Policy/Mission Statement of Baltinglass Golf Club (from here on will be represented by the term "The Club").

The Club is 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 & 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.

Code of Conduct for Young People: The 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
- Be instructed so as to have the confidence to Say 'No' to unfavourable circumstances
- 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 victory and 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 Juvenile Leader 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 or smoke
- Keep secrets, especially if they have caused harm or upset
- Tell lies about adults / young people.
- Spread rumours
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.
- Use mobile phone or tablet while playing golf with competitors.

Guidelines for Parents

The Club 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 judgment 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 & Parent Consent Form: See Appendix 4

Guidelines for Sports Leaders (including professional, coach, convenor etc.)

The Club recognises the key role leaders (professionals, coaches, convenors, captains, 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 Club'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 the Club 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 and also the Garda Vetting procedures. References may be needed and may be followed up.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Code and to the policies and code of the conduct of Club. You should know and understand the child protection policies and procedures in the Code 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 substances, 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 of care.

Protection for leaders

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with players in accordance with best practices as recommended by GUI & ILGU. 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/Coach- See Appendix 2

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 familiar with the Club's Policy 'Golf for Young People.'

Policies

Disciplinary, Complaints and Appeals Procedure

Complaints should be received in writing by the secretary of the club. If the complaint is about the secretary, it should be made to the Club Captain.

- The complaint should outline all relevant details about the parties involved.
- The Secretary may convene a disciplinary committee of 3/5 (including members involved with Juvenile golf). However, if the complaint involves the possibility of a criminal offence, the secretary should talk to the Child Protection Officer within the Club as appropriate; who will follow the Code's reporting procedure. The statutory authorities will then be informed.
- The disciplinary committee should hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed
- They should, in writing, inform those involved of the sanctions to be imposed. Written notification should be given to parents if the complaint is against a juvenile member.
- Keep all records on file.
- If any party does not agree with the disciplinary committee they can appeal the decision in writing within 10-day period. The appeals committee should be convened by the Secretary. The chairperson should be taken from the Baltinglass Golf Club Executive Committee should include persons who have not been on the original disciplinary committee.
- The appeals committee should confirm or set aside or change any sanction imposed by the disciplinary committee.

See Disciplinary Procedure guidelines set out in Club Articles.

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

Recruitment & Supervision Policy for Sports Leaders/Volunteers

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

- The Club 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 appointed 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.
- Existing and newly appointed leaders should sign the appropriate code of conduct form including the self-declaration questions. Leaders must also be **Garda Vetted** and a copy of the vetting declaration must be submitted to the Club Secretary and be on file in the office prior to any involvement with the juvenile members of the club.
- Where possible, there will be an induction process, done in an informal manner with members of the Juvenile Committee. This process could be part of a juvenile competition day.
- Adequate supervision should be combined with good recruitment, avoiding the juvenile leader having to work alone.

Bullying:

Bullying can occur through several types of anti-social behaviour. Bullying are acts of repeated aggression, verbal, psychological or physical in nature conducted by an individual or group against another individual or group.

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.

There are a number of signs that may indicate a person is being bullied.

- Reluctance to come to a venue or take part in activities.
- Physical signs (unexplained bruises, scratches or damage to belongings).
- Stress caused illness – headaches and stomach aches which seem unexplained.
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven).
- Frequent loss of or shortage of money with vague explanations.
- Having few friends or drop out of newer members.
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance).
- Anxiety (shown by nail biting, fearfulness, tics).

This is not an exhaustive list and there are other possible reasons for many of the above. The presence of one or one of these indicators is not proof that bullying is taking place.

How can it be prevented?

Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member.

- Deal with any incidents as they arise.
- Use a whole group policy or ‘no-blame approach’, i.e. not ‘bullying the bully’ but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a ‘shared concern’ of the group.
- Reinforce that there is ‘a permission to tell’ i.e. a ‘telling’ 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.

Who should deal with Bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and are reported to the Statutory Authorities, dealing with bullying behaviour is normally the responsibility of all Officers within the Club. Liaise with the appropriate Juvenile Leader must follow.

For further information on bullying and the ‘no-blame’ approach see website, www.irishsportcouncil.ie

General Guidelines in relation to working with Children

Travelling

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

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- Avoid being alone with one participant. Put the passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick-up and drop off

Supervision

Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants, any special needs of the group and away trips. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.

- Where there are mixed groups on a regular basis there should be leaders of both genders
- Avoid being alone with one participant: if you need to talk separately do so in an open environment, in view of others
- Supervision of changing rooms if necessary, (where children are very young or need special assistance), should be in pairs of appropriate gender
- Clearly state time for 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

While most juniors attend coaching, competitions and other golf events within the clubs there may be occasion to travel to other venues. If this has been explained as part of the parents' information then it is covered by the information form received by the junior committee each season, however if it is significantly different to other events then the following guidelines should be considered:-

- Separate permission forms should be signed by parents and participants, containing emergency contact number(s)
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report on returning home
- A meeting with parents and participants should be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children. Children should share rooms with those of same age and gender and adults should knock before entering rooms.
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)
- Alcoholic drink, smoking or any illegal substances are forbidden to players.
- There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel.

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

Safety

In addition to the Club's Health and Safety Policy the Club will to its best ability:

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

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

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

Photographic and Filming Equipment

The Club will take all necessary steps to ensure that young people are protected from the inappropriate use of their images in media publications, on the internet and elsewhere.

The Club will:

- Ask for parental permission to use the golfer's image on the Club's website and notice boards. - Only use images of golfers in suitable dress to reduce the risk of inappropriate use. - In circumstances where the club has concern regarding the inappropriate use of its images, the Club will follow the child protection procedures.

Amateur photographers/film/video operators wishing to record an event or practice session should seek permission from the club secretary and/or event organiser of session. The Club should display the following information prior to the start of an event to inform spectators of the policy:

"In line with the recommendation of the golfing unions and the PGA, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the event organizers before carrying out any photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organisers conditions. Children and young people should only be photographed or filmed with their permission and/or the permission of their parents/guardian".

Profession photographers/film/video operators wishing to record an event or practice session should seek accreditation with the Club Secretary or event organiser by producing their professional identification for the details to be recorded. The Club will endeavour to:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Keep a record of accreditations.
- Inform golfers and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Videoing as a coaching aid: Video equipment can be used as a legitimate coaching aid. However, permission should first be obtained from the player and the player's parent.

Anyone concerned about any photography or video usage taking place at events or coaching sessions can contact the club secretary and ask them to deal with the matter.

Child Welfare and Protection Procedures

Baltinglass 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, who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf clubs, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person. Everyone should follow both procedures outlined below, firstly the procedure for responding to a child in distress and secondly the procedure for reporting the concern. Response to a Child Disclosing Abuse When a young person discloses information of suspected abuse you should:

- (a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened
- (b) Stay calm and don't show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously
- (c) Understand that the child has decided to tell something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in the investigation
- (d) Be honest with the child and tell them that it is not possible to keep information a secret
- (e) Make no judgmental statements against the person whom the allegation is made

(f) Do not question the child unless the nature of what s/he is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as “Can you explain to me what you mean by that”

(g) Check out the concerns with the parents/guardians before making a report unless doing so would endanger the child

(h) Give the child some indication of what would happen next, such as informing parents/guardians, police or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.

(i) Carefully record the details

(j) Pass on this information to the Club’s Child Protection 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 Child Protection Officer within the Club who has responsibility for reporting abuse. If the Child Protection 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 that have statutory responsibility to investigate and assess suspected or actual child abuse.

(c) In cases of emergency, where a child appears to be at immediate and serious risk and the Child Protection 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 Child Protection 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 Child Protection Officer reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Health Services Executive or An Garda Síochána. The act also covers the offence of ‘false reporting’. The main provisions of the Act are:

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

Allegations against Sports Leaders

In cases of alleged child abuse against Sports Coach(es) working within the Club, the following procedures should be followed :-

The reporting procedure in respect of suspected child abuse

The procedure for dealing with the Sports Leader (carried out by the Club’s secretary or a person not already involved with the child concerned).

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 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 Secretary makes the report to the local statutory authorities, the secretary of the organisation should deal with the Leader in question.

- The Club will privately inform the Coach/ 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 (HSE / An Garda Síochána.)
- The Leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the coach 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.

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 Executive 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 Club secretary and any such complaints brought to the attention of the Lead Officer should be dealt with. The information should be checked out and handled in a confidential manner. In all cases the safety and welfare of the child/children is paramount.

Baltinglass Golf Club values its juvenile members and will continue to encourage our juveniles to enhance their development and interest in golf.

Health & Safety

Our juvenile members must abide by the Health & Safety guidelines of the Club. Juvenile must use the walkways and paths at all times. Certain weather conditions may make conditions slippery and due care must be taken. Golf shoes must be worn. At no time can any area of the course be treated as a play area other than for the game of golf.

Certain areas are out of bounds to juveniles - namely all other Club buildings other than the Clubhouse, the pond areas, buggy parking areas, parked machinery and all areas beyond the boundaries of the Club. Juveniles are not permitted to seek/retrieve golf balls from the ponds. Neither may they climb trees to search for or retrieve an item.

While playing golf they must take care of themselves while also taking care of others. While shouting 'fore' may alert others to a possible risk of being hit by a stray golf ball, such shouting of 'fore' should be an exceptional occurrence rather than a frequent happening. Shot practice and shot taking must be done with due care to the other participants. Items of waste must not be strewn on to the course.

Entering & Exiting Baltinglass Golf Course

All juvenile members must solely use the main Club entrance (The Lord's Piers), to enter or exit the golf course.

Supervision

The nature of the game of golf allows participants to be spread out over a large area of the course at any given time. While juveniles participating in golf club organised competitions have a degree of supervision, supervision during non-competition time does not continue and the responsibility of supervision is that of the parent.

Integration of Juveniles into the Men's / Ladies' Section

1. As outlined in the Club's constitution 'juvenile members are defined as members under 18 years of age on the 1st of January in the current year.'
2. Juvenile Competitions will be organised, during the summer months, by the juvenile committee who will allocate each juvenile member a special juvenile handicap.
3. When their standard of play warrants it, the juvenile committee will recommend the juvenile submit 3 cards, signed by a full member, to the handicap secretary to be considered for the awarding of a Golf Ireland handicap. For juveniles who have received a handicap higher **than 18 for boys, and 28 for girls**, a separate weekly competition will be played. Entries must be entered in the green juvenile competition's book and the competition entry fee must be paid prior to participating in the competition.
4. **When handicap is reduced to 18 / 28 or less, juveniles then can play in the weekly Adult competitions.** The normal competition fee will apply and juveniles will be eligible to win all prizes.
5. A juvenile can put his / her name opposite any time on the time sheet, provided they play with at least 2 adults. This is to comply with the Child Protection Act and the Club's Child Protection Policy.
2 juveniles can play with 1 adult as long as the adult is a blood relation or guardian i.e. parent/a

grandparent/uncle/aunt/brother/sister. One (1) of the juveniles must be 16 years of age or over for the purpose of marking/signing a fellow competitor's score card.

6. Juveniles under 16 years of age cannot mark or sign a score card.

7. The juvenile committee will organise the Junior Singles Match-play, Junior Golfer of the Year, and, the Junior Winter League competitions.
8. To comply with the Child Protection Act male juveniles will not be allowed play in the Men's Singles Match-play Competition (Mitchell Cup). Male juveniles will not be eligible to play in the Men's Christmas League or the Men's Golfer of the Year. There will be a separate juvenile/student/apprentice category in the Captains' & Presidents' Prizes.
9. Male juveniles are welcome to play in the Men's Club Four ball, provided their partner is an adult member.
10. When representing the Club in a Singles Adult Inter Club Match-play competition a juvenile must be accompanied by an adult caddy.

Score cards

Juveniles under 16 years of age, playing in club competitions, are obliged to have a score card completed, on their behalf, by a fellow competitor in their group, and signed by the person completing it. **(See No. 8 above)**. All completed cards must be returned, (entered in the computer by the fellow competitor and deposited in the appropriate box) even if the full competition round is incomplete. Failure to return cards, could result in the juvenile member's handicap being suspended.

Care for the course and etiquette

Each juvenile member is, within reason, and taking into account, in some cases, their age and experience, responsible for maintaining the course, in such matters as, the raking of bunkers, repairing divots (sand on tee boxes), and repairing pitch marks on the greens. Golf shoes must be worn.

The club, together with Golf Ireland, being aware of the need to discourage slow play, strongly recommend that juvenile members when playing in competitions, keep up with the group in front of them, and not simply stay ahead of the group immediately behind.

Juveniles are advised to park their golf bags on the side of the green nearest to the following tee box, in an effort to save time. They are also advised to vacate the green, as quickly as possible, to allow players coming behind to play into the green. It is recommended that they mark their score cards, at the following tee box, as opposed to doing so at the green.

Dress code

Juvenile members are expected to abide by dress code regulations, as determined, from time-to-time, by the club. Golf shoes may not be worn in the clubhouse. A juvenile member representing the club in an 'adult' interclub competition must wear the appropriate club attire of the fellow competitors of the team.

Club's bar

Juveniles who wish to use the Club's bar must be accompanied by an adult. Juveniles may use the conservatory area and the restaurant facilities, unaccompanied.

Coaching

From time-to-time, the club will arrange organised coaching sessions, for juveniles, with the club professional. Some coaching sessions may be subsidised by the club.

Juvenile Fund

The executive committee of the club may from time-to-time authorise a fund raising event so as to create a fund to support and promote juvenile golf in the club. While the executive committee will govern as to how the money from the juvenile fund is utilised, it is first and foremost for the benefit of the collective juvenile members in the provision of juvenile coaching, interclub bus hire provision, subsistence for juvenile inter club competitions and home club juvenile competitions. Any support/expenses authorised by the club to juvenile members taking part in inter-provincial competitions will be limited to the levels of support as

granted by the GUI/ILGUI. In relation to such support, vouched receipts must be presented to the club. Any juvenile member receiving support from the club must wear a Code of Dress that represents Baltinglass Golf Club.

Restricted Access to Course

Juveniles aged 12 or less, must vacate the club and its environs by 6 pm. In certain circumstances, juvenile may be permitted to remain beyond the stipulated times, at the discretion of the committee.

Giving way

Whether on the course, the practice putting green, or the practice area, juveniles are expected to give way to adult members. The only exception would be where the juvenile is playing in an official competition.

Ride on buggies

Juveniles may not ride in a buggy.

Entering and Exiting the Golf Course

All juvenile members must only use the main entrance to the Club to enter or leave the golf course.

Behaviour & Disciplinary Action

Juveniles are expected to behave in a manner, which is appropriate and reasonable. If any juvenile is found to be falling short of these standards, either within the club or on golfing trips organised by the club etc., he/she will be dealt with, in accordance with prescribed procedures.

In the, unlikely, event of disciplinary action being required, it will be administered in accordance with the procedures as set out in the club's constitution.

Juvenile visitors

Juvenile members aged 14 years and over may bring juvenile members of other golf clubs, onto the course, or into the clubhouse, practice putting green, or practice area, provided they have paid a green-fee. In all other cases, permission is denied, unless, the express authority of a juvenile committee member has been obtained.

Juvenile Committee

Juvenile committee members are sanctioned by the Club Committee annually. A member from each of the Club's Sections i.e. the Ladies' Section and the Men's Section will be members of the Juvenile Committee.

The Club's Child Protection Officer is Ms. Bernie Kilcoyne and the **Deputy Child Protection Officer** is **Mr. Liam Horgan**.

Pre-season meeting

A pre-season meeting of the Juveniles will be convened annually.

Appendix 1 - Baltinglass Golf Club

New Leader/Coach Information Form

Proof of Garda Vetting must be supplied.

Full Name: _____ Any surname previously used : _____

Current Address : _____

List all other previous addresses: _____

Date of Birth: _____ Place of Birth: _____

Telephone No.(s): _____ PPS No.: _____

Email address: _____

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

Sporting/ National Governing Bodies (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 to the Peace; 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, address and phone No. of two people whom 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: _____ Tel. No. _____

Name/Address of Referee 2: _____ Tel. No. _____

Signed: _____ Date: _____

Appendix 2 Baltinglass Golf Club

Existing Leader Information Form

Leaders should familiarise themselves with the Club's Code, in particular the Leader's Code of Conduct, see 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 will

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

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

As a Sports Leader I 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

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)

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

Proof of Garda Vetting must be supplied.

Appendix 3 Baltinglass Golf Club

Registration Form for Juvenile Member

CONTACT INFORMATION

Full Name of Junior: _____ (Male / Female)

Address: _____

_____ Telephone/Home: _____

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

E-MAIL: _____ Date of Birth: _____

PARENTAL/GUARDIAN CONSENT

I am the Parent/Guardian of _____

I hereby consent to the above child participating in golf activities in Baltinglass Golf Club in line with the Club's Code of Ethics. 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 and travel to all activities.

I understand that photographs and video footage may be taken during or at golf related events and may be used on the Club's website and Notice Boards.

SIGNATURE: _____

PRINTED NAME: _____

Appendix 4 - Baltinglass Golf Club

Parents' Consent Form

Name of Juvenile _____

1. I will become familiar with the Club's policy on '**Golf for Young People.**'
2. I will respect the rules and procedures set down by Golf and Baltinglass Golf Club regulations.
3. 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.
4. I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
5. I will respect my child's leader(s) and support his/her efforts.
6. I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
8. I will never demonstrate threatening or abusive behaviour or use foul language.
9. I accept it is my responsibility to collect my child at the appropriate time.

Signature 1 : _____ Signature 2 : _____

Print Name: _____ Print Name: _____

Date: _____

Appendix 5 - Baltinglass Golf Club

Travelling Permission Form Travelling with Underage Participants

EVENT: _____

VENUE: _____

DATES: _____

Travelling Volunteer

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

Name: _____ Role: _____

Date: _____

Parent / Guardian of Participant

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

Parents/Guardians: Name: _____ Date: _____

Emergency Contact Number(s): _____

Juvenile members may on occasions be travelling to other golf clubs in fellow parents' cars.

Young Participant

I have read and accept the conditions and rules set down by the Club for children travelling to matches and events.

I agree to abide by these rules.

Name: _____ Date: _____

Glossary

Golf: Golf, when referred to as a collective authority, shall mean Baltinglass Golf Club.

***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.

***Golf Ireland:** The amalgamation of **GUI** and **ILGU** January 2021.

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

Juvenile: Juvenile as per Baltinglass Golf Club's Constitution.

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 organizations.

ISC & SCNI: The Irish Sports Council and the Sport Northern Ireland.

Child Protection Officers: The **Designated Liaison Person (DLP)** appointed by Baltinglass Golf Club executive committee and given responsibility for liaising with Statutory Authorities as necessary.

Juvenile Officer: The individual in the Club who heads the Juvenile Golf Committee (known as Juvenile Chairperson or Junior Convenor) who has the added responsibility for coordinating the implementation of the Code of Conduct at the appropriate level in the club.

Leader A: A volunteer or a PGA Professional or qualified coach who works with and/or facilitates Juveniles to learn and compete in golf. A volunteer includes, but is not limited to, Juvenile Convenors, Teachers, Coaches, Golf Professionals and members of the Juvenile Golf Committee 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 in Baltinglass Golf Club – 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** and the **Health Services Executives (HSE)**.

Useful Contacts

Health Services Executives, Naas 045882400 - Ask for Duty Social Worker.

Baltinglass Garda Station 0596481022 or 05964

Irish Sports Council, Top Floor, Block A, West End Office Park, Blanchardstown, Dublin 15 Tel No. 01 8608800

Ombudsman for Children, Millennium House, 52-56 Great Strand Street, Dublin 1.

Tel. No. 1890 654654 - 01 8656800. oco@oco.ie.

ISPC, 20 Molesworth Street, Dublin 2. Tel. No. 01 6794944 ispcc@ispcc.ie ISPC

Childline: 1800 666666 (freephone).

Golf Ireland

Junior Golf Ireland 353 45 881286

<http://www.juniorgolfireland.com/safeguarding-young-people/safeguardingyour-club>