



**Monkstown Golf Club**

# **Monkstown Golf Club**

## **Juvenile Golf**

### **Policy**

03 February 2016



**Monkstown Golf Club**

# **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.
- Our Duty to Care, Dept. of Health & Children 2002.
- Children in Golf: protecting the future. Children in Golf Strategy group with the NSPCC, 2005.

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# Glossary

## **Juvenile Members**

As defined in the Constitution of Monkstown Golf Club as persons aged 8 years and over at time of application and up to 17 years of age on the previous 30<sup>th</sup> November.

## **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.

## **CGI**

The Confederation of Golf in Ireland, created by the GUI, ILGU and the PGA to help advance the sport of golf on the island of Ireland, for the future.

## **Officers**

An adult or adults who hold responsibility for co-ordinating the implementation of the Monkstown Golf Club Juvenile Policy.

## **Juvenile Convenors**

The individuals in the Club who head the Boys' Juvenile Golf Committee and the Girls' Juvenile Committee.

## **Leader**

A volunteer, 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 Committees and those appointed to positions of trust with young people.

## **Parent**

Parent shall mean parent, guardian or carer.

## **The Club**

Monkstown Golf Club.

## **The Code**

Guidelines entitled "The Code of Ethics for Golf for Young People" which is endorsed by the GUI, the ILGU and the PGA

## **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)

# Policy Statement

Monkstown Golf Club is fully committed to safeguarding the wellbeing 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 Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport & Code of Ethics for Golf for Young People.

In working with young people in golf, our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation

## Code of Conduct Basics for Juvenile Members

Monkstown Golf Club's code of behaviour aims at developing within each Juvenile member a sense of personal integrity and self-discipline. Each Juvenile has personal responsibility to be well behaved, well-mannered and orderly at all times, to show respect for Leaders, staff and other Juveniles, to respect the course and clubhouse, to maintain and enhance the good reputation of Monkstown Golf Club and to uphold its traditions

All Juvenile members and Juvenile visitors will be treated with courtesy, respect and dignity. They in turn are expected to treat each other and their Leaders in the same way.

Any type of bullying behaviour by any member/visitor involved in club activities will not be tolerated by the Club. All Juveniles involved in club activities are expected to report suspicions or incidents of bullying to their Juvenile Convenor, Leaders or Officers. Such bullying behavior includes, but is not limited to; repeated physical, repeated verbal, repeated relational, repeated prejudicial, repeated sexual and repeated cyber-bullying.

Juvenile members are prohibited from using or publishing information on any internet / social media sites, where such use has the potential to negatively affect Monkstown Golf Club and any other golf Club. Examples of such behaviour include, but are not limited to;

1. Publishing material that is defamatory, abusive or offensive in relation to any Employee, Professional, Convenor, Leader, Officer, Member or Customer of the Club.
2. Publishing any confidential or sensitive information about the Club.
3. Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the Club.

Juveniles are encouraged to play fairly at all times. Cheating will not be tolerated. Any knowledge of cheating should be immediately reported to the Club to ensure fairness to all players. All reports and accusations will be taken seriously and an investigation will occur with all players involved.

Juveniles are encouraged to do their best, to be organised, to be on time, to respect all members of the Club, and to respect team members even when things go wrong. A Juvenile member, who requires to leave a venue or competition, must tell someone in authority before so doing. Juvenile members will not use inappropriate language.

## Code of Conduct Basics for Leaders

Leaders will always respect the physical integrity of children and young people and never engage in inappropriate physical contact or conversation. Leaders will never do anything for a child that he/she is capable of doing for him/herself.

Those in leadership roles will not allow personal relationships or parental roles to interfere with the running of any golf activity. Each child deserves equal time and attention. Favouritism and unnecessary or inappropriate contact with Juveniles outside of club activities will be avoided by Leaders. Where possible, work will be in an open environment, avoiding working alone, and ensuring that there is adequate supervision for all activities.

Leaders will keep a record of attendance at training and competitions, and keep records of injuries and actions taken and of problems/actions/outcomes, if behavioural problems arise.

Avoid working alone in private with a Juvenile member.

Leaders will not use inappropriate language.

There is extra responsibility assumed by leaders when they travel with children to events. When travelling with young people the recommendations laid out in the Code should be followed.

## Code of Conduct Basics for Parents / Guardians

**The Club is not in a position to provide supervision outside Juvenile competitions and organised group activities. The Club cannot provide any guardianship during unsupervised playing of casual golf.**

Parents/Guardians are encouraged to accompany their children (need not be in a golfing capacity) while they play casual golf, particularly while they are beginners. Parents/Guardians are required to familiarise themselves with course etiquette and course safety and ensure their children practice same.

As a Parent/Guardian, you should;

- respect the rules and procedures set down by the Club.
- encourage your child/children to treat their teammates and Leaders as well as players, parents and coaches with respect.
- give encouragement to only positive accomplishments.
- respect the officials and their authority during sessions and events within the Club and under the auspices of Golf.
- be on time collecting your child/children after club activities and will notify the Club if you are unduly delayed. (If a parent is late collecting his/her child/children, the parent will be contacted using the emergency contact number on file. If there is no answer the child/children will be asked if there is another family member who may be contacted. The Leader will wait with the child/children at the club or venue, preferably with other staff or volunteers. On arrival, the parent/guardian will be reminded of the importance of being on time or contacting the Club if delayed.)

## Disciplinary and Complaints Procedure

Complaints in relation to Juvenile Members, their Juvenile Convenors, Leaders and their parents/guardians should be dealt with under the Disciplinary/Complaints Procedures set out in the Club's Constitution. When complaints involve Juvenile Members, the relevant Male or Female Juvenile Convenor should be included in all relevant discussions.

- Complaints may be lodged by any member of the Club.
- They should be received in writing by the Secretary Manager, Captain or Juvenile Convenor of the Club.
- Complaints should be made to the Club Captain if it is about the Leaders, PGA members or Juvenile Convenor.
- The complaint should outline all relevant details about the parties involved.

- The Leaders / Juvenile Convenor may convene a Disciplinary Committee of three (including members involved with Juvenile golf). However, if the complaint involves possible criminal offence the Convenor should talk to the Management Committee, 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.
  - inform those involved, in writing, of the sanctions to be imposed.
  - notify the parents/guardians in writing if the complaint is against a Juvenile member.
  - keep all records on file until the Juvenile involved is accepted into Ordinary membership.
- If any party does not agree with the Disciplinary Committee they can appeal the decision in writing within a 10-day period.
  - A Select Committee can be established by the Management Committee to hear the appeal. The Select Committee will comprise of three former Officers of the Club, none of whom have been involved in the complaint, investigation or original Disciplinary Committee.
  - The Select Committee can confirm or set aside or change any sanction imposed by the Disciplinary Committee. The decision of the Select Committee in the matter will be final and binding.

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

**If the complaint involves the possibility of a criminal offence or child welfare concern, the Code's reporting procedure will be followed.**

## Best Practice Guidelines

Appropriate checks will be undertaken on those taking on the role of Juvenile Convenor and on any other members adopting a leadership or supportive role in the Juvenile section of the Club. (e.g. Garda Vetting)

All activities must have a current permission form from the parent/guardian of each Juvenile member participating in the activity. This form will apply to all those who are Juvenile members of the Club, and must include parental consent and contact details, medical and/or other relevant information (see Appendix 2). Written permission is required for special activities (e.g. overnight stays etc.) All written consent forms will be treated as confidential documents and stored appropriately. Only those directly involved in activities with the Juvenile members will have access to confidential information. (Refer to Appendix 1 attached)

Parents/guardians may have access to information regarding their own child/children.

Attendance records will be kept for each Juvenile member participating in club activities. These records will also be deemed confidential.

All club activities will be adequately supervised, preferably with two adult supervisors in attendance at all times. Lessons may be given on a group or an individual basis with a single coach, out in the open. Parents/guardians are encouraged to attend in an adult supervisory role.

If an emergency situation arises, proper and sensible precautions must be taken e.g. telephone notification of the need to bring a child to hospital and telephone verification of arrival at the hospital.

All visiting clubs, their Juvenile members and Leader visitors will be expected to abide by the Juvenile Policy as provided by the Club while they are participating in activities within at Monkstown Golf Club, its clubhouse and course environs.

Accurate records will be kept of any incident that gives rise to any type of concern regarding a Juvenile member. An incident book will be provided and maintained accordingly.

## Safe Recruitment and Selection Procedures

Monkstown Golf Club will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. 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.

Once nominated to a position the Leader should be made aware of the Code of Conduct and any related guidelines within this document.

Those who have contact with Juveniles in Club activities will be required to complete an appropriate self-declaration form (e.g. Juvenile Committee members).

Garda vetting will be arranged by the CGI for each of the above individuals. ([www.cgigolf.org](http://www.cgigolf.org))

## Child Welfare and Protection Procedures

Monkstown Golf Club accepts that organisations, which include young people among its members, are vulnerable to the occurrence of child abuse. Below are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role within the club.

If there are grounds for concern about the safety or welfare of a young person golf clubs should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable, should contact the duty social worker in the local Health Services Executive or social services department where they will receive advice. Grounds for concern include a specific indication from a child, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report may be made by any member in the Club but should be passed on to the Child Protection Officer (CPO), who may in turn have to pass the concern to the local Statutory Authorities. It is not the responsibility of anyone working within golf clubs, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place. That is the job of the local statutory authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person.

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

### 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, Statutory Authorities or social services. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
  - (i) Carefully record the details.
  - (j) Pass on this information to the CPO.
  - (k) Reassure the child that they have done the right thing in telling you

## Reporting Suspected or Disclosed Child Abuse

The following steps should be taken in reporting child abuse to the Statutory Authorities:

- (a) Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
- (b) Report the matter as soon as possible to the CPO within the Club who has responsibility for reporting abuse. If the CPO has reasonable grounds for believing that the child has been abused or is at risk of abuse, s/he will make a report to the local social services who have statutory responsibility to investigate and assess suspected or actual child abuse.
- (c) In cases of emergency, where a child appears to be at immediate and serious risk and the CPO is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
- (d) If the CPO is unsure whether reasonable grounds for concern exist s/he can informally consult with the local social services. S/he will be advised whether or not the matter requires a formal report.

A CPO reporting suspected or actual child abuse to the Statutory Authorities will first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation

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

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

## Allegations against Leaders

If such an allegation is made against a Leader working within the Club, two procedures should be followed:

- The reporting procedure in respect of suspected child abuse (reported by the Juvenile Convenor), see previous page
- The procedure for dealing with the Leader carried out by the Club's Secretary Manager or Officer, (a person not already involved with the child protection concern)

The safety of the child making the allegation should be considered and the safety of any other children who may be at risk. The Club should take any necessary steps that may be needed to protect children in its care.

The issue of confidentiality is important. Information is on a need to know basis and the Leader will be treated with respect and fairness.

While the CPO makes the report to the local Statutory Authorities, the Officer of the Club should deal with the Leader in question.

- The Secretary/Manager or Officer 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 local Statutory Authorities.
- The Leader should be asked to step aside pending the outcome of the investigation. When a person is asked to step aside it should be made clear that it is only a precautionary measure and will not prejudice any later disciplinary proceedings

Disciplinary action on the Leader should be considered but this should not interfere with the investigation of the Statutory Authorities. The outcome of the investigation and any implications it might have should be considered. The fact that the alleged abuser has not been prosecuted or been found guilty does not automatically mean that they are appropriate to work with young people in the future.

Irrespective of the findings of the Statutory Authorities, the Disciplinary Committee 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 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 CPO and any such complaints brought to the attention of the CPO 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.



## Monkstown Golf Club Juvenile Membership Application Form

Name:		Previous / Present Club (if any)	
Date of Birth:		Previous / Present Handicap:	
Address:			
Parent / Guardian Name:		Parent / Guardian Name:	
Parent / Guardian Phone:		Parent / Guardian Phone:	
Parent / Guardian Email:		Parent / Guardian Email:	

Please state any Medical / Behavioural conditions you feel should be disclosed:

*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.*

### APPLICANT DECLARATION

*Should my application for membership be successful, I undertake to make myself acquainted with and observe the Rules & Bye Laws of the Club and the Rules & Etiquette of the game of Golf.  
I have read or have had explained to me the Code of Conduct for a Juvenile member in Monkstown Golf Club and agree to abide by this Code. \*\**

### PARENT / GUARDIAN DECLARATION

*Should my child's application for membership be successful;*

*I hereby consent to my child participating in golf activities of the Club in line with the Code of Ethics for Golf for Young People. I will inform the Club of any changes to the information above. I confirm that all details are correct. I am happy to receive appropriate communication through text and email.*

*I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media.*

*I understand that my child may be selected to represent Monkstown Golf Club in inter-club competition and that this may involve travel to other club locations in respect of which the Club may need to make travel arrangements.*

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

*I have read and agree to abide by the Code of Conduct for parents as set out by Monkstown Golf Club. \*\**

**PROPOSER & SECONDER**

I propose the election of \_\_\_\_\_ to be a Member of Monkstown Golf Club.

I jointly with the seconder of this proposal shall be responsible for ensuring that if elected, the applicant is made conversant with the Rules and Bye Laws of the Club and Rules and Etiquette of the Game of Golf.

<b>Proposer Name:</b>	
<b>Proposer Signature:</b>	
<b>Date:</b>	
<b>Seconder Name:</b>	
<b>Seconder Signature:</b>	
<b>Date:</b>	

**\*\* Code of Conduct and Guidelines for Juvenile Golfers and Parents overleaf.  
All applications must be returned to the Office, Monkstown Golf Club, Parkgarriffe, Monkstown, Co. Cork.**

## GUIDELINES FOR JUVENILE GOLFERS

Monkstown Golf Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports Leaders with fairness and respect.

### Juvenile Golfers 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.

## CODE OF CONDUCT FOR JUVENILE GOLFERS

### Juvenile Golfers should always:

- Treat Sports Leaders with respect including Professionals, Coaches, Convenors, Officers, etc.
- Look out for themselves and the welfare of others.
- Play fairly at all times and do their best.
- Be organised and on time and tell someone if you are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents and be gracious in defeat.
- Abide by the rules set down by team managers when travelling to away events and representing the Club, province or country etc.
- Behave in a manner that avoids bringing golf into disrepute.
- Talk to the Leaders within the Club if they have any problems.

### Juvenile Golfers should never:

- Cheat.
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour.
- Use or publish information on the internet / social media, where such use has the potential to negatively affect the Club, its Members,, Officers, Employees, Leaders or Professionals.
- 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 or young people.
- Spread rumours.
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

## GUIDELINES FOR PARENTS

Monkstown Golf Club believes 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 Leaders, 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 Juvenile policy within these guidelines.

## CODE OF CONDUCT FOR PARENTS

- I will respect the rules and procedures set down by Monkstown Golf Club.
- 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, Leaders, Convenors, Selectors and Managers with respect.
- I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- I will respect my child's Leader(s) and support his/her efforts.
- I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
- I will never demonstrate threatening or abusive behaviour or use foul language.



## Monkstown Golf Club Juvenile Membership Information Form

Name:			
Date of Birth:			
Address:			
Parent / Guardian Name:		Parent / Guardian Name:	
Parent / Guardian Phone:		Parent / Guardian Phone:	
Parent / Guardian Email:		Parent / Guardian Email:	

Please state any Medical / Behavioural conditions you feel should be disclosed:

*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.*

### JUVENILE DECLARATION

*I have acquainted myself with and observe the Rules & Bye Laws of the Club and the Rules & Etiquette of the game of Golf.  
I have read or have had explained to me the Code of Conduct for a Juvenile member in Monkstown Golf Club and agree to abide by this Code. \*\**

### PARENT / GUARDIAN DECLARATION

*I hereby consent to the above child participating in golf activities of the Club in line with the Code of Ethics for Golf for Young People. I will inform the Club of any changes to the information above. I confirm that all details are correct. I am happy to receive appropriate communication through text and email.*

*I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media.*

*I understand that my child may be selected to represent Monkstown Golf Club in inter-club competition and that this may involve travel to other club locations in respect of which the Club may need to make travel arrangements.*

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

*I have read and agree to abide by the Code of Conduct for parents as set out by Monkstown Golf Club. \*\**

**\*\* Code of Conduct and Guidelines for Juvenile Golfers and Parents overleaf.**

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- Be listened to.
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- 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.
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- Say no.
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- Talk to the Leaders within the Club if they have any problems.

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- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour.
- Use or publish information on the internet / social media, where such use has the potential to negatively affect the Club, its Members,, Officers, Employees, Leaders or Professionals.
- 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 or young people.
- Spread rumours.
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

## GUIDELINES FOR PARENTS

Monkstown Golf Club believes 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 Leaders, 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 Juvenile policy within these guidelines.

## CODE OF CONDUCT FOR PARENTS

- I will respect the rules and procedures set down by Monkstown Golf Club.
- 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, Leaders, Convenors, Selectors and Managers with respect.
- I will give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- I will respect my child's Leader(s) and support his/her efforts.
- I will respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
- I will never demonstrate threatening or abusive behaviour or use foul language.



## Monkstown Golf Club Leader Declaration Form

Full Name:		Address:	Sporting / NGB Qualifications:
Previous Surname(s):			
Date of Birth:			
Telephone No.:			
PPS No.:			
List previous experience / involvement in any other club. Include experience of working with young children in a voluntary or professional capacity:			

*As a leader in Juvenile 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.

*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 [  ]

Is there any reason why you should not be working with young people?

Yes [  ] No [  ]

Have you ever been convicted of a criminal offence or been the subject of a caution, a Bind Over Order; or are you at present the subject of criminal investigations?  
*(If you have answered yes, we will contact you in confidence)*

Yes [  ] No [  ]

Signed: \_\_\_\_\_

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



### Monkstown Golf Club Travelling Permission Form

\_\_\_\_\_

VENUE: \_\_\_\_\_

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

TIME: \_\_\_\_\_

\*\*\*\*\*

#### Travelling Volunteer

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

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

Role: \_\_\_\_\_

\*\*\*\*\*

#### Parent / Guardian of Participant

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

Parents/Guardians: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

\*\*\*\*\*

#### Juvenile Participant

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

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



## **Monkstown Golf Club Incident Report Form**

### **Accident / Incident Details:**

Name of Injured	
Age	
Home Address	
Parent / Guardian Contacted	Yes / No - at what number?
Date	Exact Location
Time	
Incident Reported by	Time Reported
Nature of Injury	How incident happened?
Name and Contact Details of any witnesses	
First Aid Given	

## ***Useful Contacts***

Golfing Union of Ireland Carton Demesne Maynooth  
Co. Kildare  
Tel: 01-45054000  
[info@gui.ie](mailto:info@gui.ie)

Irish Ladies Golfing Union Q House  
Sandyford Dublin 18  
Tel: 01-2695000  
[info@ilgu.ie](mailto:info@ilgu.ie)

Confederation of Golf in Ireland, Golfing Union of Ireland,  
Carton Demesne, Carton Demesne, Maynooth,  
Co. Kildare.  
Tel. 01-505 2070  
[info@cgigolf.org](mailto:info@cgigolf.org)

Professional Golfers Association, (Irish Region)  
Dundalk Golf Club Blackrock  
Co. Louth  
Tel: 042 932 1193  
[pgainireland@pga.org.uk](mailto:pgainireland@pga.org.uk)

Irish Sports Council Top Floor, Block A West End Office Park Blanchardstown Dublin 15  
Tel: 01-8608800

Volunteering Ireland Coleraine House Coleraine st.  
Dublin 7  
Tel: 01-8722622  
[info@volunteeringireland.com](mailto:info@volunteeringireland.com)

Ombudsman for Children Millennium House 52-56 Great Strand St.  
Dublin 1  
Tel: 1890-654-654  
Tel: 01-8656800  
[oco@oco.ie](mailto:oco@oco.ie)

An Garda Siochana  
Passage West, Co. Cork 021-4841001 Carrigaline, Co. Cork 021- 4919370  
Togher, Co.Cork 021- 4947127 Anglesea St. Cork City 021-4522000  
HSE Social Work Department [www.hse.ie/go/socialworkers](http://www.hse.ie/go/socialworkers) Lo-call HSE 1850 241850

Tusla,  
Child and Family Agency  
South Lee Social Work Department St Finbarrs Hospital  
Douglas Rd. Co. Cork Tel: 021-4923001