



County Louth Golf Club

Junior Policy

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Introduction

Having regard to article 6.9 of the constitution of County Louth Golf Club the Management Committee set up a sub-committee to operate under its control with administrative powers to implement policy, govern, develop and promote Junior golf. This sub-committee, called the Junior Committee, is the decision-making body for Junior golf of County Louth Golf Club; nonetheless, matters pertaining to Junior golf will be referred to the Management Committee for further considerations. The principal objective of this policy document is to create a structured environment embedded in a culture of transparency and accountability to create trusting relationships with all stakeholders.

This policy document is an expression of the Junior Committee's responsibility, legal obligation and duty of care to the Junior Members of County Louth Golf Club. It is a document that demonstrates our governing rules, strategic development plans and expected outcomes for junior golf for the foreseeable future. This policy document provides clear important and precise information relating to the Club's policies, procedures and rules that all junior golfers are encouraged to follow. This document is a policy of continuity, one that will embrace the interactive process of change and implementation over time to attain our objectives for Junior golf at the Club. The development of this policy document has been informed through consultations with all relevant stakeholders. The views of all those affected by our policies are consulted during the development of policies. This policy document is readily available on the Club's website for scrutiny by all concerned; we encourage all our Junior Members, parents/guardians and those associated with junior golf to read this policy document.

It is the Club's intention to support our young golfers in becoming active members participating in both organised and casual ways in every aspect of club life. A key objective of the Junior Committee is to implement, monitor and evaluate golf development programs for our young golfers. This document outlines our safeguarding policy and is following the Children's First Act 2015, under the guidance of Golf Ireland's *Code of Ethics for Golf for Young People*, to provide a safe and caring environment free from bullying and harassment. County Louth Golf Club is committed to safeguarding and promoting the welfare of our young golfers and expects all our members and those associated with junior golf to share this commitment. County Louth Golf Club has adopted the guidelines contained in Golf's Safeguarding Policy as recommended by the Irish Sports Council and Golf Ireland. These recommendations are contained in the club's Safeguarding Policy, a copy of which is available on request from the Manager, or on the Club website.

This is a revised document thus far it preserves and presents the text in the format in which it was passed. Where policy and/or legislation is amended, repealed or revoked this information is not represented in this revision but where amended will be reflected in revised policy editions.

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Policy review will naturally occur at our monthly meetings to improve the effectiveness, efficiency of our policy procedures pertaining to junior golf at County Louth Golf Club. However, it may not be possible to correct policy mid-term therefore to ensure our policies are current and working as intended an independent policy advisory sub-group will be set up to review policy on an annual basis.

Policy Statement

Our sole purpose is to provide the best golfing experience for our young golfers; by offering playing opportunities and by developing enjoyable and sustainable Junior Golf programmes to enable them to reach their full potential. County Louth Golf club is fully committed to creating a safe, caring and inclusive environment for all members, most notably our Junior Members, to flourish and enjoy the game of golf. The Management and Junior Committees of County Louth Golf Club are committed to ensuring the safety and welfare of our minor and Junior Members.

Purpose of Policy

The principal purpose of our policies in relation to Junior Golf at County Louth Golf Club is to address the needs of our junior golfers; set guidelines for what the Club considers acceptable behaviour and implement junior golf development programmes.

Policies formulated and agreed by the Junior Committee are in compliance with the relevant legal and regulatory requirements.

The legal and regulatory requirements in this document are based on national guidelines as outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Sports Ireland (SI) & Sports Council Northern Ireland (Sport NI), 2005
- Children First: National Guidance for the Protection and Welfare of Children, Dept. of Health & Children 1999, revised 2009 and again in 2011 by the Department of Children and Youth Affairs
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Children First Act 2015

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Scope of this Policy

The Manager of County Louth Golf Club

The Junior Convenor

The Junior Committee

The Club Officials and Management Committee of County Louth Golf Club

The Golf Professionals

The Club's Designated Liaison person

The Club's Children's Officer

Parents/Guardians of Junior Members

Junior Members

The Junior Committee

The purpose of the Junior Committee is to manage, promote and develop junior golf for County Louth Golf Club.

The Chairman undertakes to be an effective leader, a people person, assertive, impartial and objective, one that will identify the different capabilities and skillset of each committee member and utilise those talents for the good of junior golf.

Each committee member will undertake to be an effective committee member, by being committed to the purpose of the committee, accountable and responsible to their appointed portfolio and given to the prospective interest of fellow committee members.

The Junior Committee is committed to a culture of accountability and transparency. This includes assessing the needs of junior golf at the Club, coordinating and devising strategic development plans. In the short to medium term the role will involve identifying problems encountered by junior golf and put a plan in place to resolve the issues. It also entails providing a vision and direction for the future of junior golf at County Louth Golf Club.

The structure of the Junior Committee duties and responsibilities of each member include, but are not limited to, the following:

Junior Convenor/Chairperson

Chairs and directs meetings, plans agenda and ensures that matters are dealt with in a timely and efficient manner. Duties include:

- Work with the secretary in keeping accurate records of meetings and preparing reports.
- Take the lead to enable change and address conflict.
- Be aware of current matters in relation to junior golf.
- Advocate for and represent the Junior Committee with all other club committees and relevant stakeholders.
- Plan for the succession of committee members through the recruitment and renewal of new members for the Junior Committee.
- Draft an annual report pertaining to junior golf at County Louth Golf Club.

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Junior Committee Secretary

Assists Junior Convenor in organising effective meetings by planning agenda and maintaining accurate records of meetings, notes all decisions agreed and understood before circulating minutes. In conjunction with the Junior Convenor liaises with the Junior Committee's communications officer regarding notices, reports and correspondence.

Junior Committee Treasurer

Manages and explores fundraising opportunities. Draft annual budget to include competitions, coaching and teams' expenses.

Junior Committee Officer for Safeguarding & Compliance

This portfolio oversees systems and processes of good governance to ensure the effectiveness and accountability to build trust and confidence with all our stakeholders. This office ensures compliance of all legal and regulatory requirements for the Junior Committee. Updates and reviews policy on a regular basis and appoints an independent policy review group annually.

Junior Communications Officer & Membership Development Officer

Implement the Junior Committee's communication requirements to include monthly newsletter, annual report and management of social media through the Club's website. Liaises with the Committees Junior Convenor and Secretary regarding correspondence with our Junior Members/parents and relevant stakeholders. Promote junior golf at County Louth Golf Club.

This position is also a customer service role serving the needs of our Junior Members and their parents/ guardians. The role includes collecting and collating relevant data in relation to junior and minor membership, promoting membership, recruiting new members and retaining current members.

Junior Committee Officer for competitions/handicaps & teams

This portfolio is responsible for the scheduling and administration of all competitions to include match-play and Golfer of the Year, including the issuing of the terms of competitions. This office is responsible for the administration of handicaps of junior golfers. Manage and administer all Golf Ireland & local Interclub teams including entries, selection, and transportation.

Junior Committee Officers for coaching, Academy & Volunteers

Drafts, budgets in line with our VFM approach. Manage coaching and development plans agreed by the Junior Committee and the PGA Professional. Ensures all our Junior Members

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have an opportunity to avail of all coaching programs. Liaise with juniors regarding coaching and golfing experience. In conjunction with the professional, provide feedback on progression of junior golfers and generate assessment and further recommendation reports for the same.

Implement coaching and development plan and draft an itinerary of events/programmes for minor members. Manage a panel of Leaders that will assist the PGA Professional with delivery of the minor summer programme.

A Volunteers Sub Committee will coordinate the training and safeguarding requirements for our volunteers. This activity will involve providing our volunteers with the necessary skills to undertake duties in relation to junior golf. The officer for volunteers will draft, review and implement a charter for volunteers. The role will involve providing our volunteers with the necessary skills to undertake duties in relation to junior golf, in compliance with Golf Ireland best practise.

Rules & Regulations for Junior Members of County Louth Golf Club

The Junior Committee would like to extend a warm welcome to our new and existing members. We hope you enjoy your time at County Louth Golf Club.

General

- Junior Members must always be courteous and conduct themselves with due regard to other members on the golf course and in the clubhouse.
- It is not desirable for Junior Members to be on the club premises after 10pm. unless accompanied by a parent or an adult. Junior Members are not, under any circumstance, allowed upstairs in the clubhouse.
- Tuesday is Ladies competition day. Junior Members are not encouraged to be on the course, except for Junior Girls who can participate in that day's competition.

Course Etiquette

- Junior Members may play in reserved member's time but **only** where there is space and managed by the reception. They can also compete in the men's and ladies' competition, please check eligibility on the junior web site or Notice Board before competing.
- At all times, Junior Members must observe normal golf etiquette and maintain their place on the golf course, observe practice ground and putting green notices. This is very important. Ready golf is always mandatory.
- All Junior Members must be equipped with their own set of golf clubs.

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- All Junior Members will be required to fill in divots with bags of sand and seed mix provided, rake bunkers, remove and replace flagstick carefully to avoid any damage to the hole and repair plug marks on greens.
- Conduct unbecoming of a Junior Member of the Club will not be tolerated.

Teams

- The Club sweater must be worn when representing the Club at matches. Junior Members are also encouraged to wear the Co.Louth GC sweater when playing in Golf Ireland junior competitions. A discount scheme is in place to help Junior Members that need to purchase a club sweater.
- Junior Members who are also members of another club will be expected to be available to represent County Louth Golf Club, if selected to inter-club competitions.
- Team organiser's decisions are final and should not be challenged.

Clubhouse Etiquette

- All dress code notices and requirements must be observed. Golf footwear, hats etc. should not be worn in the clubhouse.
- **The use of mobile phones is strictly forbidden in the clubhouse and on the course.** Parents/guardians must ensure that the Junior Member understands this.
- Juniors are not allowed cigarettes, alcohol, aerosols, or any illegal substances. Any Junior Member found to be in breach of the rule would be sanctioned by the Junior Committee and may be liable to dismissal from the club.
- Juniors are not to "hang around" the clubhouse. Junior Members must not loiter in locker rooms, corridors or the environs of the club. Persistent loitering may jeopardise membership renewal.
- Junior Members should never use their camera function in locker rooms / changing area

New Junior Member

- For those Junior Members joining for the first time and who are about to take up golf, in so far as possible it is desirable that the persons putting the forward for membership ensure that they have a basic knowledge of the game, basic rules and etiquette. This is for their own enjoyment of the game and for their safety and it is also seen as fair to other Junior Members. With this in mind, it is suggested that the new Junior Member be taken around the course on a number of occasions, the putting green the 'pee wee' course or a few holes of the golf course by their parent/guardian prior to playing in any of the junior competitions.

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- These rules are not exhaustive and are subject to review by the Junior Committee at any time.

Renewal of Membership

- It is expected that each Junior Member will complete and compete in at least five coaching sessions/competitions during a calendar year. Failure to meet this requirement will be significant in considering renewal of membership for the following year.
- **Membership of County Louth Golf Club runs from the 1st of January annually and is renewable upon application and payment of relevant subscription and signed Code of Conduct forms.**
- **If the annual subscription fails to be paid within two months of the Annual General Meeting, then they shall cease to be a member of the Club. The Management Committee may in its absolute discretion reinstate such a member upon receipt of the outstanding annual subscription.**

The Junior Committee is here to help and assist you in any way possible. Please do not hesitate to contact any committee members if you have any queries/questions (see appendix 1 for junior application form).

Behavioural Etiquette

- Bullying/threatening behaviour in any form will not be tolerated.
- Any derogatory references about the Club, its members, or to any other golf club and its members, on any electronic format may result in suspension.
- Juniors must treat all staff on the course and in the clubhouse with respect and must comply with their instructions.
- Juniors are responsible for all their equipment. Clubs clothing etc. should be stored tidily in or around the Club. The Club will not reimburse any losses incurred.

Coaching

- Junior Members will be invited to partake in the junior club coaching programme. Please make every effort to attend at your allocated date and time.
- It is expected that each Junior Member will complete and compete in at least FIVE coaching sessions/competitions during a calendar year. Failure to meet this requirement, will be significant in considering renewal of membership for the following year.

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Competitions

- Having acquired the necessary skills, Junior Members are encouraged to play in junior competitions. *Details are included on the Club website, fixture diary or on notice boards in the clubhouse.
- For junior competitions, a timesheet will be available 1 week prior to the competition. Names will be put down in ½ hour slots. Playing groups will be drawn on the morning of the competition. Late arrivals and those without bookings may be accommodated where this is possible. For six and nine holes, those intending to play must follow instructions on the timesheet so that they do not clash with those in the eighteen-hole competition. N. B. The onus is in the player to book a time!
- In junior competitions you must play in the group to which you are assigned. Failure to complete a round in the correct group may lead to disqualification. Scores must be recorded on the card after each hole. Cards must be signed by both player and marker.

Unless there are special circumstances Junior Members who have attained the appropriate handicap will be expected to play in Junior eighteen-hole competitions. Juniors who are eligible to play in the Men's / Ladies competitions are still expected to support the Junior Section by playing in the weekly Junior Competition. There are nine-hole competitions on the same days for the less experienced and younger Junior Members. There may also be a six-hole competition/ skills tests held for beginners. N.B. Juniors playing 18 holes must have their Golf Ireland card or number to enter junior competitions.

Disciplinary Procedure

In so far as is possible, the Club will adopt the 'No name' approach to deal with instances of challenging behaviour. Having conducted a full investigation and established a serious breach of the code of conduct has occurred, the following steps will be taken to resolve the issue:

- * The disciplinary committee will hear the case from all parties, a Junior Member will be accompanied by a parent/guardian and will be given an opportunity to have your say
- * The disciplinary committee will decide if a rule or regulation of the Code has been broken
- * They will then, in writing inform the parents of the junior involved of the sanctions that will be imposed
- * If any party does not agree with the decision that has been made, they can appeal the decision in writing within a 10-day period

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* The appeals committee is convened by the Junior Officer/Convenor and the chairperson will be someone from the management committee and will not include anyone from the original disciplinary committee

* The appeals committee should confirm, modify or set aside the sanction.

Code of Conduct for Junior Members

County Louth Golf Club's code of conduct expects high standards of good behaviour. We expect our young golfers to be honest, well-mannered, well behaved and show respect for all members, staff, club officials and visitors; and without question always respect the course and clubhouse. Junior Members are strictly forbidden to post images or publish information on social media that is defamatory, abusive or cause offence or which would negatively affect County Louth Golf Club members, staff or visitors.

Our priority is the welfare of our young golfers and to provide the best possible environment at County Louth Golf Club. We strongly believe that our young golfers deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. Young golfers have rights which must be respected, but with rights come responsibilities that they must accept. Most notably our Junior Members must realise that they have responsibilities to treat others with fairness, and respect.

Juniors are entitled to:

- Be safe and to feel safe
- Be Listened to and believed
- Have fun and enjoy golf
- Have a voice in relation to their activities with golf
- Be treated with dignity, sensitivity and respect
- Participate in an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social or ethnic background, or political persuasion.
- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Be safe from risk of bullying behaviour
- **SAY No!** to things that makes them feel unsafe
- Privacy and confidentiality

Juniors should always:

- Give others a second chance
- Treat Golf Leaders with respect, (including professionals & staff)
- Look out for themselves and the welfare of others

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- Always play fairly, do their best
- Be organised and on time, tell someone (coach, or team manager) if you are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents, be gracious in defeat and victory
- Abide by the rules set down by the team managers when travelling to away events, representing the club, school, province or country.
- Behave in a manner that avoids brining the game of golf, or the Club into disrepute
- Talk to the Children's Officer within the Club if you have any problems.

Juniors should never:

- Cheat
 - Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
 - Shout or argue with officials, teammates or opponents
 - Harm team members, opponents or their property
 - Bully or use bullying tactics to isolate another player or gain advantage
 - Keep secrets, that may leave themselves or others at risk
 - Tell lies about adults/juniors or spread rumours
 - Discriminate against others based on gender, appearance, age ability, religion or belief, disability, social and ethnic background or political persuasion.
- (appendix 5)

Guideline for Parents/Guardians

As a parent/guardian of a Junior Member, we would encourage you to consider the following message as we at County Louth Golf Club want to help you support your child to reach their full potential and enjoy their time within golf, therefore please

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To help the young golfer have a positive experience remember to.

- Praise rather than criticise – accentuate the positives
- Focus on what your child wants to achieve out of golf
- Be the best role model you can be
- Help your child achieve their potential
- Be mindful, supportive and respectful of other children and coaches
- Communicate with the coach and club/organisation

Parents are **required** to co-sign their child's code of conduct form **annually** and the specific parental expectation form when applying for membership of Co Louth Golf Club

County Louth Golf Club and its affiliated organisations believe that parents should:

- Acknowledge effort rather than achievement, it is not all about winning.
- Be a role model for your child and maintain the highest standards of conduct when interacting with juniors, other parents, club officials and coaches.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of a game
- Never expose any junior to embarrassment or disparagement using 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 officials, coaches or organisers. Respect convenors, professionals, coaches, officials, organisers, and other players.
- Parents are encouraged to attend events/coaching sessions but should not interfere with the coach/professional while working with the player.
- Encourage your child to play by the rules of golf. 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. Encourage mutual respect for teammates and opponents.
- Parents should support all efforts to remove abusive and bullying behaviour in all its forms. –Please refer to Anti Bullying policy guidance (appendix 5)
- Respect the rules and procedures as advised by golf administrators; your child's teammates and leaders as well as players, parents and coaches from opposing teams.
- Never demonstrate threatening or abusive behaviour or use foul language.

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Any misdemeanours and breach of this code of conduct will be dealt with by the officials of the club. Persistent concerns or breach will result in the Parent/ Guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare, (see appendix 2 for parental code of conduct form).

Code of Conduct for Leaders

Leaders should familiarise themselves and adhere to Golf's Safeguarding Policy, in particular this code of conduct, which must be signed annually. Leaders should read and agree to abide by these terms. (appendix 6)

As a Leader in golf I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put the welfare of the young person first, strike a balance between this and winning/results.
- Encourage fair play and treat all participants equally.
- Recognise development needs, ensuring activities are appropriate for the individual.
- Plan and prepare appropriately.
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding policy.
- Involve parents where possible and inform parents of progress as well as when problems arise.
- Keep a record of attendance at training and competitions.
- Keep a brief record of injuries that may occur, and action taken.
- Keep a brief record of problem/action/outcome 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.
- Taking children to my home.
- Taking children on journeys alone in my car

Sports Leaders should not:

- Use any form of physical punishment or physical force on a child.
- Use any form of abusive language.
- Exert undue influence over participants to obtain personal benefit or reward.

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- 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, 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 training of children.

Communications with Parents

To continue to ensure a child reaches their full potential and enjoys their time at the Club. Officials /Coaches need to encourage parents to consider:

- What do they want their child to get out of golf? Is it the same as what the parent wants?
- Does the parent understand what their child is trying to achieve and what support they need to achieve it?
- Is the parent being the best role model they can be to help their child enjoy their golfing experience?
- Is the parent focused on their child's development and enjoyment?

Emergency Action/First Aid

All officials/coaches, leaders working directly with Juniors should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment.
- Telephone contact of Parent/Guardian if the participant is a junior/minor
- Telephone contact to the Emergency Services.

Policies

1.1 Governance Policy

Good governance is central to delivering on our objectives for Junior golf at County Louth Golf Club. To adhere to our values of transparency and accountability; it is expected that members of the Junior Committee will act with integrity and commit to the positive development of junior golf/ers. To this end the Junior Convenor must incorporate the structures and processes that provide for good governance. The Chairperson must sign up to the Code of Practice for Good Governance of Community, Sporting, Voluntary and Charitable organisations in Ireland, www.governance.ie The rules and regulations adopted by the Junior Committee are in accordance with procedures and practices provided for by law and Golf Ireland. It is expected that all members of the Junior Committee will cooperate and comply with good governance practices and reforms; and that all associated with junior golf must operate in an environment open to change in the interest of providing the best for our junior golfers. The Chairperson must ensure a VFM approach to spending costs. Spending costs over the value of €500 must be approved by the Junior Committee; higher costs must be ratified by the Management Committee. Decisions made by the Junior Committee must be cost efficient and sustainable aligned with our VFM approach to spending, so not to burden future generations. The Junior Convenor is responsible for drafting a recommended pre placement to the management committee for succession to ensure performance. The good of junior golf is placed above any individual.

1.2 Operating policy of the Junior Committee

The Junior Committee under the direction of its Chairperson will hold meetings on behalf of the Management Committee to fulfil its purpose; that being the needs of Junior Golf at County Louth Golf Club. The Chairperson must make clear the Junior Committees purpose and the functions of each of its members. The Chairperson shall publish a composition of the committee with a specific portfolio assigned to each committee member. The members of the committee should, where possible ensure the broad membership of the Club, in all its diversity is reasonably represented. Relative to transparency members of the committee must declare matters of private interest that may cause a conflict of interest and all matters are subject to review.

The Chairpersons' term of office is two years and may be re-elected for a second term, after which s/he must step down. All other members of the Junior Committee, should be co-opted as required, with a min. of two years and a max. of four years, however a continuous focus on succession and continuity of junior activities.

The Chairperson will ensure succinct and timely meetings by posting an agenda in advance of meetings with only three to four items per meeting; yet affording sufficient time given to

debate/discussion of proposed motions, or items relevant to the business of the committee; prepare and present the committee's reports. Keep all attendees to the point on each issue, ask all to contribute to the discussion succinctly, stop those who dominate the meeting and cut out all distractive conversation. The Chairperson must clarify all decision-making processes before any decisions are taken. The Secretary on behalf of the Chair must ensure minutes of meetings are recorded, maintained and distributed to members of the committee within ten working days. Minutes should contain an update of actions since the last meeting including a statement of actions adopted which become actions to be taken otherwise no actions may occur out of matters arising. The Chairperson will appoint either an individual, or a working group to implement agreed actions.

Members of the Junior Committee must:

- exercise their powers with due care and diligence.
- ensure that any decisions are made in good faith and in the best interests of County Louth Golf Club and Junior Golf.
- act in good faith and in the best interests of the Club and Junior Golf.
- not make improper use of information or their position for personal gain.
- avoid any conflicts of interest.
- exercise powers in accordance with the rules of County Louth Golf Club and under the direction of Junior Golf Policy

1.3 Policy of and condition of Junior Membership

- It is expected that each Junior Member will complete and compete in at least five coaching sessions/competitions during a calendar year. Failure to meet this requirement will be significant in considering renewal of membership for the following year.
- **Membership of County Louth Golf Club runs from the 1st of January annually and is renewable upon application and payment of relevant subscription and signed Code of Conduct form.**
- **If the annual subscription fails to be paid within two months of the Annual General Meeting, then they shall cease to be a member of the Club. The Management Committee may in its absolute discretion reinstate such a member upon receipt of the outstanding annual subscription.**

The Policy pertaining to Junior Members who are selected to represent the club in junior or senior events:

- Junior Members shall be treated as equals when competing on all teams
- Appropriate travel arrangements must be made to ensure the safety and wellbeing of all juniors in team situations.

1.4 Policy of Minor Membership

- 1 Minor membership is in essence an induction programme to golf. The purpose of minor membership is to enable those taking up golf for the first time to gain a basic understanding of golf in a fun and playful way. The professional/assistant coaches are responsible for the delivery of the minor summer golf induction programme and must ensure that activities are stimulating, structured and inclusive. Minor membership is a summer programme of golf over the months of June, July and August. The typical age group of minor membership is between 6 and 10 years of age; thereafter a minor member must apply for Junior Membership. To obtain an application form for minor membership either by downloading from the clubs' website, reception or, request the General Manager, County Louth Golf Club. Becoming a minor member does not bestow automatic rights to Junior Membership. It is expected that each minor member will participate in the Minor Academy Summer Induction Programme. Failure to meet this requirement will be significant in considering renewal of membership for the following year.
- 2 We recognise that each minor member will learn and progress at different rates. For this reason, if a minor member displays exceptional talent and ability to play the game the professional may make a recommendation to the Junior Committee on behalf of a minor member to progress to Junior Membership. If our minor membership section is at full capacity applications from children and grandchildren of existing club members, who are not already a member of another affiliated club, will be prioritised, (see appendix 4).

1.5 Privacy Policy

At County Louth Golf Club, we take your privacy very seriously. We will only use your personal information to administer your account and to provide the products and services you have requested from us.

What information do we collect about you?

When you join or visit our Club, we collect only information required from you to be able to fulfil our contractual obligations. We may also collect further information through our website which allows us to contact you regarding events and offers at the Club.

As an employee we collect only the information required to fulfil the contractual relationship between you and the Club and we only share this information with internal and external data processors.

For security purposes CCTV is in operation both within the Clubhouse and external environs of the Club.

How the information about you will be used

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We use information provided for the following purposes:

- * To operate the Club and provide golfers with booking, event management and other services they request.
- * For internal club record keeping.
- * To send informative or promotional emails that we deem of interest, with the option to opt out from receiving these types of communications at any time. We do not share your data with external marketing companies who would contact you in this way.

When you join as a member or book a tee time as a visitor, we may share your information with external and internal data processors such as our membership administration system or tee time booking service provider.

Individual rights

You have the right to request a copy of the information we hold about you. If you would like a copy of this information, please email us, or write to the Data Controller at the Club. This will be provided to you in a portable, machine readable commonly used format.

We want to make sure that your personal information is accurate and up to date so you may ask us to correct or erase information that you think is inaccurate.

At the time of collecting data, you have the right to object to the Club holding certain information about you.

Changes to our Privacy Policy

We keep our privacy policy under regular review and Your personal data is controlled internally by the Club's Data Protection Officer who adheres to the Club's internal data protection policies and procedures and has been satisfied by the privacy policy of all external data processors.

Otherwise, County Louth Golf Club will not share your personal information without consent except where the Club has a legal obligation to disclose the information (such as responding to a court order), to protect the Club's legal rights or to prevent fraud or illegal activity.

place any updates on our website. This privacy policy was last updated on 20th Dec 2020.

1.6 Safeguarding Policy Statement

Co Louth Golf Club is fully committed to safeguarding the wellbeing of juniors. Every individual in golf should always, show respect and understanding for all member's rights, safety and welfare and conduct themselves in a way that reflects the principles of Co Louth Golf Club and the guidelines

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contained in the *Code of Ethics and Good Practice for Children's Sport, Co Louth Golf Club Safeguarding Policy and Golf's Safeguarding Policy*.

Co Louth Golf Club's priority is the welfare of juniors and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from neglect, emotional, physical and sexual abuse, bullying and intimidation. All leaders within Co Louth Golf Club undergo the necessary Garda Vetting checks, sign codes of conduct and complete the appropriate safeguarding training as required by legislation and best practice.

Co Louth Golf Club's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate these risks. In addition to our risk assessment document, there are further procedures that support our intention to safeguard children whilst they are availing of our activities.

Co Louth Golf Club has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

For further information in relation to safeguarding juniors or if you have a concern please contact our Club Children's Officer/Designated Liaison Person person(s) below. If you feel that a junior is in immediate danger contact Tulsa or An Garda Síochána.

Designated Liaison Person: Lorraine Hughes, 041-9881530, reservations@countylouthgolfclub.com

Club Children's Officer is Jackie Quinn, 0872197535, Jackiequinn028@gmail.com

This Child Safeguarding Statement will be reviewed by 11th of March 2022 _____

Signed: Linda McGuire

Position: Junior Convenor

Date: 25/02/2021

1.7 Anti Bullying Policy

County Louth Golf Club is committed to providing a safe environment for all our Junior Members and operates a 'No Blame' approach to dealing with any incidents of bullying behaviour. 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

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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. Golf's Anti-Bullying Procedures and 'No Blame' Guidance (appendix 4) applies to all – juniors, adults, parents, coaches and any others who help and assist within golf and golf activities.

Confidentiality

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or poor practice. It is important that the rights of both the junior and the person about whom the complaint has been made are protected.

1.8 Photographic Images Policy

Co Louth Golf Club is committed to the protection of our Junior Members particularly regarding photographic images. Golf Club benefits from using images of young participants to promote and celebrate activities, events and competitions. Parents and children generally welcome opportunities to celebrate or publicise their achievements.

Permission will be sought for the correct use of photographic images on our website, social media, posters etc.

1.9 R&A Women in Golf Charter

Co Louth Golf Club is fully committed to the implementation and continued application of the *R&A Women in Golf Charter*. The Charter is a statement of intent for the golf industry to unite and to focus on gender balance. The Club is committed to supporting measures to increase the number of women, girls and families playing golf and recognises the need for change that creates an inclusive environment within golf. Over a three year period the Club have undertaken to achieve the Bronze, Silver and Gold standards and to continue to focus and embody the spirit of the Charter thereafter.

Bronze – Inclusivity / Culture & Participation (by Dec 2021)

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- Provide volunteering opportunities for women and girls within our Club
- Provide opportunities for juniors golfers to play in the Men's & Women's competitions.

Silver - Recruitment and Progression (by Dec 2022)

- Implement strategies to support retention of female golfers.
- Provide opportunities for families to play together on a regular basis.

Golf – Retention and Gender Balance (by Dec 2023)

- Offering pathway to full membership through Intermediate category.
- Ensuring full access to timesheets & competitions based on membership category, not gender.
- Achieving 30% female representation on the Club Management Committee

Development Programmes

Stage one: Get into Golf

The aim of stage 1 is to introduce Minor members to golf through the Fundamental Movement System and appropriate games while promoting their connection to the game of golf. The activities are designed to develop character through appropriately challenging tasks in putting and short game, with an introduction to speed generation in full swing. By encouraging group activities, the goal is to encourage a high level of socialisation within the group while also introducing “personal bests” so our minor members can measure their own performance and progression.

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Stage two: Engage with Golf

The aim in stage 2 is to build on skills learned in stage 1 whilst developing Fundamental Sport Skills and building competence in golf skills. Minor members will be encouraged to become more self-sufficient in their practice and an introduction to using learned skills in a golf course environment will allow them to make the connection between practice sessions and on-course play. In preparation for stage 3, a personal routine will also be introduced.

Stage three: Play Golf

Stage 3 is designed to introduce more life skills into the learning environment, with a heavy emphasis on personal reflection and goal setting. Added to these skills, our Junior Members will be encouraged to develop their own practice drills and sessions based on their self-evaluation skills. Following the completion of this stage, Junior members will be aware of the different types of practice and how they relate to on course play situations.

Stage Four: Progress in Golf

The final stage of the programme places more emphasis and focus on allowing our Junior Members to become more independent in their progression and laying firm foundations for their chosen journey in golf. They are empowered to take control of their development and therefore, this stage will test their resilience through new practice methods and scoring games which emphasise confidence, creativity, competence and character. Junior members will also be encouraged to actively reflect on their journey through the programme and the skills they have acquired and how these relate to their future in the game.

Conclusion

This policy document clarifies our governance practices and expresses our determination to develop and promote junior golf at County Louth Golf Club. This document also presents

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precise distinct information in relation to our policies, directives and rules for junior and minor golf at County Louth Golf Club.

The junior and minor sections are of particular importance to County Louth Golf Club and for many reasons, most notably the future membership of the Club; for this purpose, policy development is important and will be reviewed regularly. If any of our policies affect any aspect of your golfing experience, please contact any member of the Junior Committee.

The Junior Committee of County Louth Golf Club welcomes all our young golfers and promises to strive to establish a safe, warm inviting place for our young golfers to enjoy and learn all that is good about the game of golf. It is ultimately our desire to see our fledgling golfers soar to great heights in the game of golf.

How to contact us:

If you need further information please email juniorcommittee@countylouthgolfclub.com or write to us at the County Louth Golf Club, Baltray, Drogheda, County Louth.

Glossary of Terms

The Club

County Louth Golf Club

VFM

Value for Money

Appendix 1

JUNIOR MEMBERSHIP APPLICATION FORM

We, the undersigned, wish to nominate

Date: _____

_____ (Full Name)

D.O. B. _____

Home Address

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Email: _____ Tel. _____

As a Junior Member

The following questions must be answered fully by the Proposer and Seconder of the Candidate for Membership of this Club

(PLEASE NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED)

1. How long have you the Proposer known the Candidate?

2. How long have you the Seconder known the Candidate?

3. Is the Candidate a member of any other Golf Club(s)? Yes / No (delete as applicable)

4. If so, please state the club & current H'cap:

5. Please confirm if and why the candidate is continuing with his/her existing membership?

6. Please outline the reason(s) why the candidate is applying for membership in Co. Louth GC?

7. If accepted, please confirm that the candidate will consider Co Louth as their Home Club and they will be available to represent the Club on teams he/she is eligible to be selected for.

(This is a key consideration in relation to all applications)

-
8. Has the candidate ever been refused membership of any Club?

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9. Why do you consider the Candidate suitable for membership at Co Louth GC?

10. State Handicap at previous Club (if applicable)

11. Please advise the Junior Committee if the applicant has any medical conditions you feel we should be aware of:

12. If you wish to make a written submission in support of this application, please do so below or by attaching it to this form.

13. Parent's/Guardian's Name(s) & Contact Details :(e.g. Mobile No.s /Email Addresses)

SIGNED: _____ PROPOSER (5 YEARS STANDING)

NAME: _____ BLOCK CAPITALS

Co.Louth Golf Club Junior Policy Document

PLEASE CONFIRM THAT YOU WILL BE RESPONSIBLE FOR THE INTEGRATION OF THIS JUNIOR MEMBER IN THE CLUB AND WILL BE AVAILABLE TO ASSIST ON JUNIOR COACHING/ COMPETITION DAYS _____

SIGNED: _____ SECONDER (5 YEARS STANDING)

NAME: _____ BLOCK CAPITALS

PLEASE CONFIRM THAT YOU WILL BE RESPONSIBLE FOR THE INTEGRATION OF THIS JUNIOR MEMBER IN THE CLUB AND WILL BE AVAILABLE TO ASSIST ON JUNIOR COACHING / COMPETITION DAYS _____

IN THE EVENT OF JUNIOR MEMBERSHIP BEING OVER-SUBSCRIBED, APPLICATIONS WILL BE LIMITED TO CHILDREN & GRANDCHILDREN OF AN EXISTING CLUB MEMBER AND CHILDREN WHO ARE NOT ALREADY A MEMBER OF ANOTHER AFFILIATED GOLF CLUB

THE COMMITTEE RESERVE THE RIGHT TO REFUSE ANY APPLICATION

Appendix 2

Code of Conduct for Juniors

Co.Louth Golf Club wishes to provide the best possible environment for all juniors involved in the sport. Juniors 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. Juniors should be encouraged to realise that they have responsibilities to treat other participants and Golf Leaders with fairness and respect.

Juniors are entitled to:

- Be safe and to feel safe
- Be listened to and believed
- Have fun and enjoy golf
- Have a voice in relation to their activities within golf
- Be treated with dignity, sensitivity and respect
- Participate in an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion etc.

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- Experience competition at a level at which they feel comfortable
- Make complaints and have them dealt with
- Be safe from risk of bullying behaviour
- Say No to things that make them feel unsafe
- Privacy and Confidentiality

Juniors should always:

- Give their friends a second chance
- Treat Golf Leaders with respect, (including professionals, coaches, convenors, club officials, etc.)
- Look out for themselves and the welfare of others
- Always play fairly, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing golf into disrepute
- Talk to the Children's Officer within the club if they have any problems

Juniors should never:

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, teammates, 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 inappropriate sexual behaviour
- Keep secrets, that may leave them or others at risk
- Tell lies about adults / juniors or spread rumours

Discriminate against other players based on gender, appearance, age, ability, religion or belief, disability, social and ethnic background, or political persuasion

- I agree that misdemeanours and breach of this code of conduct will be dealt with immediately by a Club official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend competitions if their attendance is detrimental to the child's welfare

SIGNATURE OF JUNIOR: _____

PRINT NAME OF JUNIOR: _____

SIGNATURE OF PARENT / GUARDIAN: _____

PRINT NAME OF PARENT / GUARDIAN: _____

I consent to my child's image being used by county louth golf club when capturing images of junior golf and the activities provided by the club: for example for publication in media and/or Club website/social media pages

Please tick the appropriate box.

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I consent:	I do NOT consent:
-------------------	--------------------------

Appendix 3

Parent / guardian statement

I will inform the coaches/designated liaison person of any important changes in my child’s health, medication or needs and of any changes to our address, email or phone numbers given. In the event of illness, having parental responsibility for the above-named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication

SIGNATURE OF PARENT / GUARDIAN: _____

PRINT NAME OF PARENT / GUARDIAN: _____

DATE: _____

Parents are requested to co-sign their child’s code of conduct form annually and this parental declaration upon application for membership

Appendix 4

Minor Academy Summer Golf Induction Programme

APPLICATION FORM

Please read all sections and complete in Block Capitals

Name in Full: _____ Date of Birth: _____

Male____

Female____

Home Address: _____

Postcode: _____

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Parent's/Guardian's Name: _____ Mobile No: _____

Parent's/Guardian's Email: _____ Home Phone: _____

Membership of other Clubs: _____ Golf Handicap _____

Family connection to County Louth Golf Club: _____

Additional information to support application: _____

COUNTY LOUTH GOLF CLUB

MINOR MEMBERSHIP

Rules, Information & Consent

I..... parent/guardian
of.....

hereby confirm that I accept and will always abide by the following regulations.

- At all times that this minor is in the clubhouse or surrounding areas or on the golf course I accept he/she is my responsibility. I am familiar with the times at which minor

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members can be in the clubhouse and I will see that the rules in this regard are adhered to.

- I understand that minor members can always only be in or around the clubhouse if under the supervision of an adult.
- The normal rules that apply to all members relating to dress code and general behaviour apply to this minor member category.
- As with all, minor members are expected to attend any coaching/lessons arranged for them. Failure to meet this requirement will be significant in considering renewal of membership for the following year.
- Minor membership is a summer golf induction programme that runs for the months of June, July and August.
- Becoming a minor member does not bestow automatic rights to Junior Membership.
- I will inform the coaches/designated liaison person of any important changes in my child's health, medication or needs and of any changes to our address or phone numbers given. In the event of illness, having parental responsibility for the above-named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

- Permission will be sought for the correct use of photographic images on our website, social media, posters etc.

SIGNED..... Parent/Guardian Contact number:

SIGNED..... Parent/Guardian

Emergency contact number: Date:.....

I consent to my child's image being used by county louth golf club when capturing images of junior golf and the activities provided by the club: for example for publication in media and/or Club website/social media pages

Please tick the appropriate box.

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I consent:	I do NOT consent:
------------	-------------------

Appendix 5

Golf Anti-Bullying Guidance & Procedures

What is Bullying Behaviour

Bullying behaviour can be defined as unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

Types of Bullying Behaviour

Bullying behaviour exists in many different forms, some are not as obvious as others, but are just as damaging to the victim. Listed below are some of the more common types of bullying, one or more methods may be used by the person displaying bullying behaviour.

Physical

Physical bullying includes any physical contact that would hurt or injure a person like pushing, hitting, kicking, punching, tripping, etc. Physical bullying can put the person experiencing bullying behaviour at risk of injury and makes them feel powerless. Taking something that belongs to someone else and destroying it would also be considered a type of physical bullying.

Verbal

Verbal bullying usually takes the form of name-calling or making nasty remarks or jokes about a person's religion, gender, appearance, sexuality, ethnicity, socio-economic status, or the way they look. It can also include freezing the victim out by exclusion or spreading rumours.

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Threats

Making threats against a person or their property is also a type of bullying. It can be a threat to damage or take something belonging to the victim or to hurt them physically. Often the threat is not actually carried out, but the fear created by the threat can be enough to upset the person experiencing bullying behaviour.

Cyber

Cyber bullying is done by sending messages, pictures, or information using electronic media, computers (email & instant messages), mobile phones (text messaging & voicemail) and social networking websites. This activity can be upsetting and harmful to the person targeted. This type of bullying can allow the person who is displaying bullying behaviour to hide their identity which may have a bigger impact on the person experiencing bullying behaviour.

Homophobic

Homophobic bullying is motivated by prejudice against a person's actual or perceived sexual orientation and gender identity- lesbians, gay males, bisexual, transsexual, or transgender people.

Racist

Racist bullying is motivated by prejudice against a person's skin colour, cultural or religious background or ethnic origin.

The Impact of Bullying Behaviour

The damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to juniors, to the extent that it affects their health and development, or at the extreme, cause them significant harm.

Recognising Bullying Behaviour

There are several 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
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behavior (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

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

How to prevent Bullying Behaviour

- Ensure that all members follow the Code of Conduct, which promotes the rights and dignity of each member
- Deal with any incidents as soon as they arise
- Use a whole group policy or 'no-blame approach', i.e. working with person (s) displaying the bullying behavior and the group of juniors, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group
- Encourage juniors to negotiate, co-operate and help others, particularly new or children with specific needs
- Offer the person experiencing bullying behavior immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they cannot ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the person (s) displaying the

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- bullying behavior at his/her own game.
- Reassure the person experiencing bullying behavior that they have done nothing wrong. Reinforce that there is a 'right to tell' culture within the club.

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 behavior is normally the responsibility of all Leaders within golf. The Children's Officer and Designated Liaison Person are your initial points of contact within the Club.

Using the NO BLAME Approach

The NO BLAME approach seeks to find a resolution for the young people involved in the bullying behavior whilst maintaining their relationship within the club or the group.

This is important for young people who often simply want the behavior to stop, without a need for punishments to be imposed.

The NO BLAME approach encourages young people to recognize the impact of their behavior and then to take responsibility for changing it. By using this approach, a previous relationship between or within a team can often be re-established; this is often a preferred option for the young people involved.

The ethos behind the NO BLAME approach is to:

EXPLAIN the problem, i.e. that someone seems to be unhappy in the club, seems to be picked on etc. and explain how that person is feeling; this should not accuse anyone.

ASK for ideas as to how to help this person

LEAVE the individuals involved to check how the behavior has changed

SHARE the responsibility of changing the behavior and encouraging everyone to speak to a trusted adult if there is bullying behavior in the club

The NO BLAME approach does not attempt to get 'confessions', it seeks to get an acknowledgement of behavior and provides an opportunity for young people to change hurtful behavior.

There may be issues that are not resolved through the NO BLAME approach, where behaviour continues.

Bullying behaviour is a breach of a code of conduct and may have to be dealt with through a disciplinary process. However, the outcome for young people is far better when issues can be resolved through the NO BLAME approach.

NO BLAME APPROACH

STEP 1: MEET WITH THE JUNIOR WHO IS THE TARGET OF THE BULLYING BEHAVIOUR

If you find that there has been an incident of bullying behaviour, first talk to the young person who is the target of the behaviour. At this stage find out who was involved and what the young person is now feeling. Try asking the following questions:

- What was the behaviour that has caused upset?
- Are you emotionally/physically hurt and/or how are you feeling?
- Who was involved in the behaviour, i.e. was it in your own peer group?
- When and where did it happen?
- Make sure you actively listen and advise the young person of the next steps that will be taken

STEP 2: MEET WITH ALL INVOLVED

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Arrange to meet with all those involved; this should include those who initiated the bullying behaviour, some of the backup and if necessary, you might want to ask the audience.

The meeting should be informal, and it is better to try to meet the individuals before meeting as a group. If you meet with a group keep the number controllable and you should only deal with the topic. Make sure everyone knows you are there to get their point of view and find their solutions.

STEP 3: EXPLAIN THE PROBLEM

Talk about the hurt caused in general terms without apportioning blame, e.g. you might suggest the target of the bullying behaviour doesn't seem to be happy in the club, and you have heard they have been called names/left out/picked on etc. It might be helpful to ask questions like:

- What do you think they are feeling?
- How would you feel if it were you?
- What would you do if it happened to you?
- What could we do to see it does not happen again?

You should not use specific details of the incident or allocate blame, however, explain the feelings of loneliness, feeling left out, being rejected, laughed at and how that person may be feeling.

Listen and watch out for reactions and pick up on comments without accusing or if in a group without isolating anyone; this is an opportunity to find out how others in the group feel about bullying behaviour.

STEP 4: ASK THE GROUP/INDIVIDUAL FOR THEIR IDEAS

At this stage, the group or individual is encouraged to suggest ways that would make a target of the bullying behaviour feel happier. Use phrases like: "if it were you what would help you....", to encourage a response.

Listen to all suggestions and note them, especially positive responses as these will help create an environment for young people involved to work together.

STEP 5: LEAVE IT TO THE GROUP OR INDIVIDUAL

Now the problem has been identified and solutions suggest it is now handed over to the group/individual to act on.

Arrange what actions they will take and to meet again a certain time frame. You have now passed the responsibility over to the group or the individual to take the suggested action within that time.

STEP 6: MEET THEM AGAIN

Meet everyone, including the person who had been responsible for the bullying behaviour and the target of the behaviour; discuss how things are going and check if there have been other incidents.

This allows for continual monitoring and keeps everyone involved in the process.

The parents of the young people involved should be informed of the actions taken.

STEP 7: SHARE THE RESPONSIBILITY

Meet with the wider group or team to discuss what should be in place to help prevent further incidents and what impact bullying behaviour may have on everyone, e.g. less free time or social activities, or other actions might need to be imposed as a preventative measure.

Any action should be used in the spirit of prevention, not as a punishment.

Appendix 6

Code of Conduct for Leaders

Leaders should familiarise themselves with Golf's Safeguarding Policy, in particular this code of conduct. Leaders should read and agree to abide by these terms.

As a Leader in golf, I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put the welfare of the young person first, strike a balance between this and winning/results.
- Encourage fair play and treat all participants equally.
- Recognise development needs, ensuring activities are appropriate for the individual.
- Plan and prepare appropriately.
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding policy.
- Involve parents where possible and inform parents of progress as well as when problems arise.
- Keep a record of attendance at training and competitions.
- Keep a brief record of injuries that may occur, and action taken.
- Keep a brief record of problem/action/outcome 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.
- Taking children to my home.
- Taking children on journeys alone in my car

Sports Leaders should not:

- Use any form of physical punishment or physical force on a child.
- Use any form of abusive language.
- Exert undue influence over participants 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, 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 training of children.

Communications with Parents

To continue to ensure a child reaches their full potential and enjoys their time at the club officials /coaches need to encourage parents to consider:

- What do they want their child to get out of golf? Is it the same as what the parent wants?
- Does the parent understand what their child is trying to achieve and what support they need to achieve it?
- Is the parent being the best role model they can be to help their child enjoy their golfing experience?
- Is the parent focused on their child's development and enjoyment?

Emergency Action/First Aid

All officials/coaches, leaders working directly with Juniors should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment.
- Telephone contact of Parent/Guardian if the participant is a junior/minor
- Telephone contact to the Emergency Services.

Signed: _____

Date: _____

