

2018

BELVOIR PARK GOLF CLUB

CHILD PROTECTION AND SAFEGUARDING POLICY



**BELVOIR PARK
GOLF CLUB**

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CHILD PROTECTION AND SAFEGUARDING POLICY

“Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them”.

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CHILD PROTECTION AND SAFEGUARDING POLICY FOR CHILDREN IN BELVOIR PARK GOLF CLUB

We in Belvoir Park Golf Club (the Club) are committed to practice which protects children from harm. Members, Staff and Volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

For the purposes of this document, members of Belvoir Park Golf Club under the age of 18 years are regarded as children (also referred to as junior members or juniors in this document).

We will endeavour to safeguard children by:

- adopting child protection guidelines through a code of behaviour for members, staff and volunteers;
- sharing information about child protection and good practice with children, parents/guardians, members, staff and volunteers;
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately;
- following carefully the procedures for recruitment and selection of staff and volunteers; and
- providing efficient management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice at regular intervals.

This policy was compiled by our current Child Protection and Safeguarding Officers and the Junior Convenor:

| | | |
|------------------|--|--------------|
| Mr Neil McGivern | Child Protection and Safeguarding Officer (CPSO) | 02890 491693 |
| Ms Dianne Kenny | Child Protection and Safeguarding Officer (CPSO) | 02890 491693 |
| Conor Campbell | Junior Convenor | 02890 491693 |

Golfing Union of Ireland

Irish Ladies' Golf Union, the PGA in Ireland & CGI

Policy Statement

The GUI, ILGU, The PGA in Ireland and CGI are fully committed to safeguarding the wellbeing of their members. Every individual in golf should at all times, show respect and understanding for member's rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport and Golf's Safeguarding Policy*.

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.

Golf's Safeguarding Policy

GUI, ILGU, the PGA in Ireland & CGI

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 (Sport Ireland) & Sports Council Northern Ireland (Sport NI), 2005

Sports Council Northern Ireland (Sport NI), 2006

Children (NI) Order, 1995

Protection of Freedoms Act 2012

Co-operating to Safeguard Children, 2016

Area Child Protection Committee Regional Policy and Procedures, 2005.

JUNIOR GOLF AT BELVOIR PARK GOLF CLUB

This Golf Club is committed to helping Junior Members to learn, enjoy and improve their golf. We recognise that children have much to gain from playing any sport, but we believe that golf has a unique contribution to make in this area. To this end, we aim to create an environment within the Club of care, patience, understanding, encouragement and expert coaching to give the best possible start to our young golfers. At all times, the approach will be positive and progressive, treating children with dignity, sensitivity and respect, putting the needs and welfare of the child first and competitive standards second. Winning and losing are important parts of sport and of life, but both must be kept in a healthy perspective. This balanced approach to competition, combined with an atmosphere of fair play, will help to develop the concepts of friendship, respect for self and others and always playing in the right spirit.

To ensure that the young people are being cared for in a safe, positive and encouraging atmosphere, the Club has appointed adult members as designated Child Protection and Safeguarding Officers; they are Neil McGivern and Dianne Kenny. Such appointments are in accordance with recommendations of the CGI and Sport NI for all sports clubs with junior sections. All paid staff and volunteers who will be working with the children in the club will be subject to the appropriate vetting procedures. Appropriate child protection and safeguarding training for these staff and volunteers will take place as required.

Any Junior Member who has any concern about their own or another's safety, should discuss the matter at once with the Child Protection and Safeguarding Officers. This is of particular importance if there are suspicions of abuse of any kind, or any form of bullying. Such reports will be dealt with promptly, professionally and confidentially. The Club, within this document, has outlined its policy on Child Protection and Safeguarding, bullying and abuse. The Club also has internal discipline procedures in place. Belvoir Park Golf Club Rules relate to all Members of the Club, children, staff and volunteers. All adults interacting with children, on or off the course, are expected to treat them with integrity and respect. Verbal, physical, emotional, or sexual abuse of any kind or threat of such abuse is unacceptable and will be dealt with via the appropriate disciplinary procedures.

The Club has a Development Programme in place with the primary goal of helping our young members to become committed players and lifelong golfers. While the main emphasis of the Development Programme will be on fun and enjoyment, all juniors will be taught the basic skills, rules and etiquette of this great game. The personal development of each child can be enhanced through golf as they learn and practice the social skills of interacting with adults and their peers with integrity, respect and emotional control. This programme will include regular group coaching in the form of one to two hour clinics and longer periods during some school holidays. Competitions will be organised at a level appropriate to the skill and interest of the child at Belvoir Park, or at other golf clubs.

The privilege of membership of this, or any club, carries with it the responsibility of proper behaviour on the course and other club property. Parents of Junior Members should ensure that children attend practice sessions when requested, or give adequate notice of their inability to attend. It would be very helpful if parents were to assist in the supervision of juniors on the golf course and in the provision of transport to away venues. The Club will require to be kept informed of the medical or other needs of a child while on the Club premises in order to deal appropriately with any emergency. For this reason, each child and parent will be required to complete and sign a personal information form.

CHILD PROTECTION AND SAFEGUARDING OFFICERS

The Child Protection and Safeguarding Officers of Belvoir Park Golf Club have as their primary aim, the establishment of a child centred ethos within the Club.

Function of Child Protection and Safeguarding Officers

- To promote awareness of the Code and Ethics and Good Practice for Children's Sport and particularly among children and their parents/guardians. This can be done through information leaflets, notice boards and meetings.
- To influence policy and practice within the Club in order to prioritise children's needs.
- To monitor changes in membership, and follow up any unusual drop-outs, absenteeism or transfers by children or Sports Leaders.
- Disseminate code of conduct through the Child Protection and Safeguarding Policy to all members.
- Ensure procedures are in place in case of alleged child abuse against members of the Club or staff.
- The Child Protection and Safeguarding Officers will take the necessary steps in response to suspicions or reports of child abuse, as per CGI and Sport NI guidance.
- Clear procedures for dealing with accusations of abuse or bullying should be made known to children and parents/guardians and workers at the point of joining the Club.
- Children who join the club should be informed about the Child Protection and Safeguarding Policy

Child Welfare and Protection Procedures

The following are the procedures for dealing with any welfare or protection issue that may arise. Child welfare and the protection of juniors is the concern of all adults at all times, irrespective of their role within the organisation.

If there are grounds for concern about the safety or welfare of a junior, you should react to the concern. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact the Child Protection and Safeguarding Officers or Social Services where they will receive advice.

Reasonable Grounds for Concern

Social Services will be informed when there are reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse.

The following examples would constitute reasonable grounds for concern:

- a specific indication from the child that he or she was abused (disclosure);
- an account by a person who says the child is being abused;
- evidence, such as an injury or behaviour, that is consistent with abuse and unlikely to be caused in another way;
- an injury or behaviour that is consistent both with abuse and with an innocent, explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse e.g. a pattern of injuries, an implausible explanation, and other indications of abuse and/or dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

Response to a Child Disclosing Abuse

When a junior 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 junior to tell you about the problem, rather than interviewing the junior about details of what happened;
- b) stay calm and don't show any extreme reaction to what the junior is saying. Listen compassionately, and take what the junior is saying seriously;
- c) understand that the junior 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 junior will not mind talking to those involved in the investigation;

- d) be honest with the junior and tell them that it is not possible to keep information a secret but you will maintain confidentiality;
- e) make no judgmental statements against the person whom the allegation is made;
- f) do not question the junior unless the nature of what s/he is saying is unclear. Do not use leading questions. 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 Club’s Child Protection and Safeguarding Officers/Junior Convenor/Club Management and then advise the parents/guardians you are contacting the relevant authorities unless doing so would possibly place the child at any further risk;
- h) give the junior some indication of what will happen next, such as informing parents/guardians, or relevant authorities. It should be kept in mind that the junior may have been threatened and may feel vulnerable at this stage;
- i) carefully record the details;
- j) if appropriate pass on this information to the CGI;
- k) Reassure the junior that they have done the right thing in telling you.

Reporting Suspected or Disclosed Child Abuse

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

- a) observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information;
- b) report the matter as soon as possible to the Child Protection and Safeguarding Officer at the club who has responsibility for reporting abuse. If the Child Protection and Safeguarding Officer has reasonable grounds for believing that the junior has been abused or is at risk of abuse, s/he will make a report to local statutory authorities who have statutory responsibility to investigate and assess suspected or actual child abuse;
- c) in cases of emergency, where a junior appears to be at immediate and serious risk Social Services or the PSNI should be contacted. Under no circumstances should a junior be left in a dangerous situation pending intervention by the appropriate authorities.

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.

The following points should be kept in mind:

- a guarantee of secrecy cannot be given, as the welfare of the junior will supersede all other considerations but confidentiality will be maintained;
- 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 following consultation with the designated people and statutory agencies;
- giving information to others on a 'need to know' basis for the protection of a junior 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 designated people and if appropriate the National Children's Officer at CGI;
- the requirements of the Data Protection laws should be adhered to;
- breach of confidentiality is a serious matter.

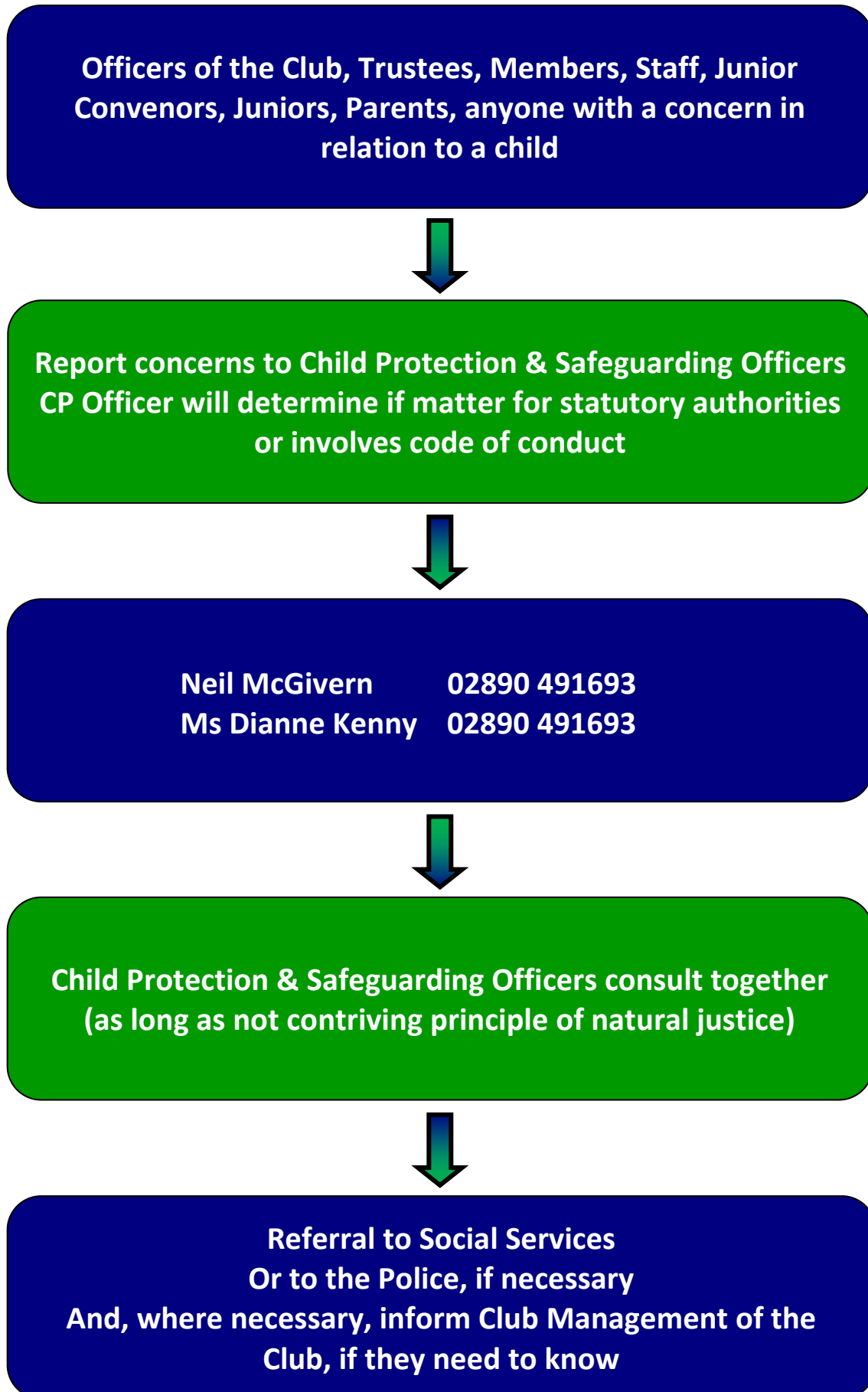
Anonymous Complaints

Anonymous complaints can be difficult to deal with but should not be ignored. In all cases the safety and welfare of the junior/juniors is paramount. Any such complaints relating to inappropriate behaviour should be brought to the attention of the designated officers. The information should be checked out and handled in a confidential manner.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the designated officers and checked out without delay.

REPORTING PROCEDURE IN RELATION TO ALLEGATIONS OF CHILD ABUSE



GENERAL GUIDELINES WITH JUNIORS

Travelling

There is extra responsibility taken on by leaders when they travel with juniors to events. When travelling with juniors the Club will endeavour to:

- inform parents who will be transporting their child, why and how long the journey will take;
- attempt to have more than one child in the car;
- alternate drivers if possible and which child is dropped off last;
- ensure the driver has a point of contact/mobile phone;
- have a person other than the planned driver talk to the child about transport arrangements to check they are comfortable about the plans;
- ensure that they have insurance to carry others;
- ensure drivers representing and volunteering on behalf of a club are vetted through Access NI if driving regularly, and therefore meeting the regulated activity criteria;
- consider the need for booster seats;
- parents and coaches can also download Sport Ireland's Safeguarding App.

Booster Seats

From 2006, the law in Europe requires all children in cars, vans and other goods vehicles to be carried using an appropriate child restraint until either they have reached the age of 12 years or are 150cm (5' in Republic of Ireland) and 135cms (4' 5" in Northern Ireland) or whichever comes first with very few exceptions. The European law allowed countries to opt for minimum height of between 135cm and 150cm.

For more information visit; www.rsa.ie
www.thecpsu.org.uk
www.carchildseats.org.uk

Supervision

The Club will endeavour to:

- make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age. This is only a guide and will change depending on the circumstances, e.g. players with special needs or away trips;
- where there are mixed groups there should be leaders of both genders;
- avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others;
- leaders should not need to enter the changing rooms unless juniors are very young or need special assistance, where supervision should be in pairs of appropriate gender;
- clearly state time for start and end of training sessions or competitions, leaders should remain in pairs until all participants have been collected;
- keep attendance records and records of any incidents / injuries that arise;
- facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise).

Away trips / Overnight stays - General Guidance

- Separate permission forms should be signed by parents and participants, containing emergency contact number and any other relevant information.
- Young participants should sign a Code of Conduct agreement.
- Appoint a group leader who will make a report on returning home to the Union/club committee who organised the trip.
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details.

- Rooming arrangements - adults should not share rooms with juniors. Juniors should share rooms with those of same age and gender and adults should knock before entering rooms.
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- Alcohol, smoking or any illegal substances are not permitted for players.
- There must be at least one adult of each gender with a mixed party, there should be a good adult - child ratio, 1:5/6.
- Lights out times should be adhered to.
- Juniors should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

Safety

The Club will endeavour to:

- ensure activities are suitable for age and stage of development of participants;
- keep a record of any specific medical conditions of the participants;
- keep a record of emergency contact numbers for parents / guardians;
- ensure any necessary protective gear is used;
- ensure a First Aid kit is close at hand with access to qualified first-aider;
- know the contact numbers of emergency services;
- keep First Aid kit appropriately stocked;
- ensure easy access to medical personnel if needed and have an emergency plan;
- if an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participant's parents and keep them informed of all details;
- officials (convenors and referees, etc.) should ensure the conduct of the game;

- participants should know and keep the etiquette guidelines of golf, keeping in mind that many rules are there for safety;
- leaders should hold appropriate qualifications required by the governing body;
- ensure there is adequate insurance cover for all activities;
- ensure parents/guardians are present at finishing time of sessions or events.
- Contact the parents/guardians using the emergency contact number if a parent is late to collect a junior. Staff or juniors leaders should wait with the junior at the club or venue, preferably with other staff or volunteer until parents / guardians arrive.

Physical Contact

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a junior when learning how to grip the club for the first time but the following should be taken into consideration by adults working with juniors:

- avoid unnecessary physical contact;
- any necessary contact should be in response to the needs of the junior and not the adult;
- it should be in an open environment with the permission and understanding of the participant and parent/guardian;
- it should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves;
- never engage in inappropriate touching.

Adults and Juniors playing together

One of the reasons for the popularity of golf is that the game is not restricted either competitively or socially by skill, age or gender. Golf can be enjoyed and keenly contested by players from and between any numbers of diverse groups. That this diversity, almost unique to golf, is encouraged is essential to ensure the continuity of one of the most endearing traditions of the game. Every effort must be made to promote this mix of physical and technical ability.

Responsible interaction between adults and juniors helps bring mutual respect and understanding and helps the standards of the club to be understood and maintained. Nevertheless, when playing golf with a junior, an adult should always be aware that certain age-related differences do exist and should conduct themselves in a manner that recognises this.

Juniors playing on the course without adults

The Club does have procedures in place for juniors to register when playing on the golf course. This is to help ensure that they are aware when juniors are playing or on club premises.

The Club is not responsible for providing adult supervision of juniors, except for formal junior golf coaching, matches or competitions.

Changing Rooms

As golf clubs are seen as a recreational facility, members, visitors and juniors are entitled to the use of the changing rooms, this means that often people of all ages regularly need to change and shower during the same period.

Therefore, the following guidance in relation to adults and juniors using the changing rooms should be followed:

- adults should exercise care when in the changing rooms at the same time as juniors;
- parents/guardians should be made aware that adults and juniors may need to share the changing facility. The parent/guardian should discuss this with their child ensuring their child is aware of who to talk to if any issues arise in unsupervised areas;
- parents can choose to supervise their child while they change;
- if juniors are uncomfortable changing or showering in public, no pressure should be placed on them. Encourage them to do this at home.

Mobile Phones

Young people value their mobile phones as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and juniors and

in some cases adults have used this to cross personal boundaries placing themselves and young people at risk. The following guidelines should be followed:

As a Leader

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event.
- It is not appropriate or acceptable to have constant contact with an individual athlete.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Do not send messages late at night.
- Remember the principles of the Leaders Code of Conduct apply to social media communication as well and consider your digital footprint before posting.

As a Junior golfer

- If you receive an offensive message, email or photo don't reply to it, save it, make note of times and dates and tell a parent, children's officer or responsible adult you trust.
- Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers.
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera.
- Treat your phone as you would any valuable item so that you can guard against theft.

Code of Conduct for Juniors

Belvoir Park 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 on an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion etc.;
- experience competition at a level at which they feel comfortable;
- make complaints and have them dealt with;
- be safe from risk of bullying behavior;
- say No to things that make them feel unsafe;
- privacy and confidentiality.

Juniors should always:

- treat golf leaders with respect, (including professionals, coaches, junior convenor, club officials, etc.);
- look out for themselves and the welfare of others;
- play fairly at all times, do their best;
- be organised and on time;
- tell someone if you are leaving a venue or competition;
- respect team members, even when things go wrong;
- respect opponents, be gracious in defeat;

- abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.;
- behave in a manner that avoids bringing golf into disrepute;
- talk to the Child Protection & Safeguarding Officer/Junior Convenor/Leaders within the club if they have any problems.

Juniors should never:

- cheat;
- use violence or engage in irresponsible, abusive, inappropriate or illegal behavior;
- 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 inappropriate behavior;
- keep secrets that may leave them or others at risk;
- tell lies about adults / juniors or spread rumours;
- discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion.

This code of conduct for junior members outlines acceptable conduct whilst on the golf course, the premises of the club or representing the Club. The Club has a Complaints and Disciplinary Procedure for Junior Members which can be viewed in the Appendix 5

CODE OF BEHAVIOUR FOR ADULT MEMBERS, STAFF AND VOLUNTEERS

Our Junior Members are the future of our club. They should be valued and respected as individuals. They should be involved in decision making when appropriate and listened to and encouraged at all times.

In order to protect everyone concerned in the club, the following guidelines should be observed:

- adult Members should actively encourage all juniors by being positive, promoting the objectives of the Club at all times and promoting the welfare of the junior members;
- any adult who has suspicions of physical, sexual or emotional abuse should report this immediately to the Child Protection Officers;
- no junior should be discriminated against the grounds of disability, religious belief, race, gender, social class or lack of ability;
- staff and volunteers should not spend excessive amounts of time alone with children, away from others. Meeting with individual children or young people should take place as openly as possible. If privacy is needed, the door should be left open and other staff or volunteers informed of the meeting;
- staff and volunteers are advised not to make unnecessary physical contact with children and young people. However, there may be occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or when coaching a child in the correct use of a golf club. In all cases, physical contact should only take place with the best interests of the child in mind;
- it is not good practice to take a child alone in a car on journeys, however, short. Where this is unavoidable, and in the best interests of the child, it should be with the full knowledge and consent of the parents, and/or someone in charge of the organisation;
- staff and volunteers should not meet regularly with children outside organised activities, unless it is with the knowledge and consent of parents and the person in charge of the organisation;
- leaders, who are involved with other leaders, or older members, should ensure that their personal relationships do not affect their leadership role within the organisation.

Staff and volunteers should never:

- engage in sexually provocative or rough physical games, including horseplay;
- allow children to use inappropriate language unchallenged;
- make sexually suggestive comments about or to a child, even in fun;
- let allegations a child makes go without being addressed and recorded;
- do things of a personal nature for children that they can do themselves.

Where possible, Staff and Volunteers should avoid:

- spending excessive amounts of time with children away from others;
- taking children to your home;
- taking a child on a journey alone in your car;
- taking sessions alone.

When planning activities:

- parents and Guardians should be aware of arrival and pick up times for all activities;
- it is best to have two or more adults to supervise at all times;
- organisers will assist parents to organise travel to venues away from home;
- organisers should obtain, in writing, parental consent to children joining an organised trip, and check if the child has any medical condition which could cause concern. Parental consent should also be obtained to act in 'loco parentis', if the need arises to give permission for the administration of emergency first aid and/or other medical treatment;
- keep a written record of any injury or incident or incident that involves a junior and report it to the child protection officer;
- immediately report any accusation made against you or your colleagues;
- adults should never share a room with a child on an overnight trip (separate guidance on club trips which require an overnight stay will be forwarded to parents/guardians when required);

- check car insurance for transporting children to outside venues;
- check insurance for children and helpers at away venues, i.e. through public liability insurance.

Guidelines for Parents/Guardian

As a parent/guardian of a junior member, we would encourage you to consider the following messages as the club wants to help you continue supporting your child to reach their full potential and enjoy their time within golf, therefore please

To help your child have a positive experience remember to:

- focus on what your child wants to get out of golf;
- be the best role model you can be;
- help your child achieve their potential;
- be respectful of other children and coaches;
- communicate with the coach and club/organisation. Parents are expected to co-sign their child's code of conduct form.

Golf and its affiliated organisations (including Belvoir Golf Club) believe that parents should:

- be a role model for your child and maintain the highest standards of conduct when interacting with juniors, 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 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 referees, coaches or organisers, respect convenors, professionals, coaches, referees, organisers and other players;
- be 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 endeavor 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;
- support all efforts to remove abusive behavior and bullying behavior in all its forms;
- respect the rules and procedures set down by golf and my child's teammates and leaders as well as players, parents and coaches from opposing teams;
- never demonstrate threatening or abusive behavior or use foul language. Any misdemeanors and breach of this code of conduct will be dealt with immediately by a Golf 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.

Leaders Code of Conduct

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. Leaders must complete this Code of Conduct for Leaders (Appendix 4) annually.

Guidelines for Golf Leaders (including professionals, coach, convenors etc.)

Golf recognises the key role leaders (professionals, coaches, convenors, captains, selectors and team managers, etc.) play in the lives of juniors in sport. Leaders in golf should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Leaders should have as their first priority the children's safety and enjoyment of golf and should adhere to the guidelines and regulations set out in the Golf's Safeguarding Policy.

Leaders should respect the rights, dignity and worth of every junior and must treat everyone equally, regardless of gender reassignment, age, sex, race, ability, religion or belief, social and ethnic background or political persuasion etc.

Leaders working with juniors in golf should have the appropriate experience or hold the necessary qualifications. Leaders will be expected to go through an appropriate recruitment and a selection procedure, whether paid or unpaid. Vetting checks must be undertaken to comply with legislation, with all those in NI working unsupervised in 'regulated activity, 'frequently' or 'intensively' must complete an Access NI enhanced check every 3 years.

There will be a 'sign-up' procedure, whereby the appointed/reappointed leaders agree

to abide by the Club's Child protection and Safeguarding Policy. The Leaders Code of Conduct should be completed annually. Leaders should know and understand the junior protection policies and procedures in the Club's and the CGI Child Protection Safeguarding Policy.

Once appointed the Leader should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Leaders should develop an appropriate relationship with juniors, based on mutual trust and respect. Remember your behaviour to players, other officials, and opponents will influence the players in your care. You should report any concerns you have to the Child Protection and Safeguarding Officer in the Club.

Being a role model

- You will be required to display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that players in your care respect the rules of the game. Insist on fair play and ensure players are aware you will not tolerate cheating or bullying behaviour.
- Encourage the development of respect for opponents, officials, selectors and other leaders and avoid criticism of fellow professionals and coaches. Do not criticise other leaders.
- The use of illegal drugs, alcohol and tobacco must be actively discouraged as they are incompatible with a healthy approach to sporting activity. Leaders should avoid the use of alcohol and illegal substances before coaching, during events, while supervising trips with juniors and providing a duty to care.

Reducing Risk

It is important that leaders build a good working relationship with juniors they are coaching but ensure this relationship remains professional and in accordance with Golf's Safeguarding Policy and the Code of Conduct for Leaders. (Appendix 4)

- Leaders are responsible for setting and clearly stating the boundaries between a working relationship and friendship with players. It is advisable for leaders not to involve juniors in their personal life i.e. visits to leaders' homes to ensure that they reduce the risk of their behaviour being misinterpreted by the participant or others.
- Avoid working alone and ensure there is adequate supervision for all activities.
- Where possible work in an open environment and ensure that physical contact is appropriate and has the permission or understanding of the junior.

- Care must be taken not to expose a junior intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the junior or his/her family.
- Physical punishment or physical force must never be used. Never punish a mistake by verbal means, physical means, or by exclusion.
- A positive environment.
- Be generous with praise and never ridicule or shout at players for making mistakes or for losing a game. All juniors are entitled to respect.
- Be careful to avoid the “star system”. Each junior deserves equal time and attention.
- Remember that juniors play for fun, enjoyment and competition. Never make winning the only objective.
- Set realistic goals for the participants and do not push juniors. Create a safe and enjoyable environment.
- When approached to take on a new player, ensure that any previous coach-participant relationship has been ended in a professional manner.
- When juniors are invited into adult groups/squads, it is advisable to get agreement from a parent/guardian. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- Leaders who become aware of a conflict between their obligation to their players and their obligation to the club/organisation must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Leaders should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their players’ medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the junior requires the passing on of this information.
- The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a player or player’s family. This information must be regarded as confidential and, except where abuse is suspected, must not be divulged to a third party without the express permission of the player/family.

BELVOIR PARK GOLF CLUB POLICY ON BULLYING

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 method 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.

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 it effects their health and development, or at the extreme, causes them significant harm.

Bullying Policy

It is part of the Child Protection and Safeguarding Policy of this Club that bullying of any type will not be tolerated.

In the specific context of Belvoir Park Golf Club, bullying could take various forms, e.g.:

- a) juniors being told to give way on the course when they have a right to their place and are not holding up play by other members;
- b) in being told by playing partners to mark an incorrect score on a card;
- c) being excluded deliberately from games; and
- d) by juniors being subjected to name calling or someone interfering with their property.

Any junior member who feels that he/she or any other junior is being bullied should discuss the matter with the Junior Convenor, or one of the Child Protection Officers, or a trusted adult as soon as possible. This can be done in confidence.

Any parent of a junior member, or any adult member, who knows or suspects that a junior is being bullied should report the matter immediately to one of the Designated Officers.

The Junior Convenor/Child Protection Officers in a manner sympathetic to the victim will investigate any report or suspicion of bullying promptly and thoroughly, and report back to the person making the report. Parents will be kept informed of reports of, and investigate of, allegations of bullying.

Any member of the club or members of staff, who after appropriate investigation, is found to have bullied another member will be reported to the Club's disciplinary committee. Where an incident involves two or more junior members, the junior member(s) will be reported to a sub-committee of the Club that will have experience in dealing with junior incidents. In the event of the bullying having been perpetrated by someone not involved with the Club the matter will be referred to other appropriate authorities.

Photographic Image Guidelines

The Club has reviewed the guidelines issued by the CGI and will give consideration in relation to the use of images of juniors on their websites and in other publications as part of its commitment to providing a safe environment to juniors. The Club will endeavour to take all necessary steps to ensure that juniors are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

Golf 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. Some leaders/ coaches may want to use photographs or videos as a tool to support a young athlete's skill development.

Video recording as a coaching aid: Video equipment can be used as legitimate coaching aid. However, permission should first be obtained from the player and the player's parent.

Anyone concerned about any photography taking place at events or training sessions can contact the clubs management and ask them to deal with the matter.

Organisers should seek parents' consent to take and use images of individual or smaller groups of participants in which their child would easily be recognisable.

Parents should understand how, where and in what context an image may be used (for example on a public website, through social media, or in a printed resource).

They should be aware of and support your policy on using children's images, and of the way these represent the organisation or activity.

This can be recorded on a parental consent form for use of images of children, possibly as part of the process for registering and consenting to the child's participation in the activity/event.

The Club will endeavour to act accordingly when using official photographers:

The Club has a responsibility to put in place arrangements to ensure that any official/professional photographers can identify or be informed about which children should not be subject to close-up photography.

Ensure that children and parents are aware that a photographer will be active at the event, and consent has been obtained.

Check the photographer's identity, the validity of their role, and the purpose/use of the images to be taken.

Issue the photographer with identification, which must be worn at all times.

Provide the photographer with a clear brief about what is considered appropriate in terms of image content and their behaviour (as above)*.

Clarify areas where all photography is prohibited (toilets, changing areas, and so on)
Inform the photographer about how to identify and avoid taking images of children without the required parental photography consent (this will depend on the process in place at each event) *.

Do not allow unsupervised access to children or one-to-one photo sessions at events*.

Do not allow photo sessions away from the event, for instance at a young person's home*.

Clarify issues about ownership of and access to all images, and for how long they will be retained and/or used.

**(establish/clarify during commissioning/contracting process).*

Appendices

**Standard Report Form for NI
(For reporting Safeguarding and poor Practice Concerns)**

| | |
|---------------------------------------|-------|
| INCIDENT RECORD FORM : SAFEGUARDING | |
| <i>Name of Club</i> | |
| Record completed by: | |
| Position: | Date: |
| Child/Young Person's Name: | |
| Child/Young Persons Address: | |
| | |
| | |
| | |
| Child/Young Persons Date of Birth: | |
| Parents/Guardian's Names and Address: | |
| | |
| | |
| | |

| | | |
|---|------------------------------|-----------------------------|
| Date and time of any incident: | Date: | Time: |
| Your Observations: | | |
| Detail exactly what the child/young person said and what you said : (Remember do not lead the child/young person - record actual details. Continue on a separate sheet if necessary) | | |
| Action taken so far: | | |
| Designated Liaison Person informed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| External Agencies contacted | |
|--|-----------------------------|
| Police <input type="checkbox"/> Yes <input type="checkbox"/> No Branch Contacted _____ Name _____ Contact No _____ | Details of advice received: |
| Social Services Gateway <input type="checkbox"/> Yes <input type="checkbox"/> No Branch Contacted _____ Name _____ Contact No _____ | Details of advice received: |
| Sport's Governing Body <input type="checkbox"/> Yes <input type="checkbox"/> No Branch Contacted _____ Name _____ Contact No _____ | Details of advice received: |
| Local Council or Education Authority (If appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No Branch Contacted _____ Name _____ Contact No _____ | Details of advice received: |
| Other (e.g. NSPCC) <input type="checkbox"/> Yes <input type="checkbox"/> No Branch Contacted _____ Name _____ Contact No _____ | Details of advice received: |

Signature

Date

Remember to maintain confidentiality on a need to know basis - only if it will protect the child/young person. Do not discuss this incident with anyone other than those who need to know.

N.B. A copy of this form should be sent to social services after the telephone report and to the governing body Designated Liaison Person for monitoring purposes.

Parental/Guardian Consent Form

Full Name of Player: _____

Address: _____

Date of Birth: _____

Home Telephone: _____

Players Mobile No (in case of emergency1): _____

Parent(s) Mobile(s): _____

Players E-Mail1: _____

Parents E-mail(s): _____

MEDICAL/BEHAVIOURAL INFORMATION

Please include all medical details that might be relevant in dealing with your child in a safe manner, such as allergies, medication, dietary, special needs, etc.

Date of last Tetanus Injection: _____

Doctors Name, address and contact phone number: _____

PARENT/GUARDIAN Section

Full Name of Parent/Guardian: _____

Address (if different from above): _____

Home Telephone (if different from above): _____

Name and mobile number of alternative adult to be contacted in case of emergency:

These details are optional and contact will be made via the parents directly unless specific consent and reason agreed for direct communication with young people and even then, this should be done in a group communication.

Declaration

I am the Parent/guardian of: _____

- I hereby consent to the above child participating in golf activities of Belvoir Park Golf Club in line with Golf's Safeguarding Policy.
- I confirm that all details are correct and I am able to give parental consent for my child to participate in and travel to all activities.
- I am happy for me, and my child, 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.
- If selected for teams, I confirm I am happy with the travel arrangements the Club may arrange for my child.
- I acknowledge that the Club is not responsible for providing adult supervision for my child except for formal junior coaching, matches and competitions.
- I understand and agree that my son/daughter in my care be bound by the Code of Conduct whilst representing the club and I absolve all its representatives from all liability and/or claims for illness, injuries and damage that may arise directly as a result of my son/daughter breaching conditions set out in this document.

PARENT/GUARDIAN STATEMENT

I will inform the coaches/designated persons of any important changes to my child's health, medication or needs and also 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.

Signature of Parent/Guardian: _____

Print name of Parent/Guardian: _____

Date: _____

Code of Conduct for juniors

Belvoir Park 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 on an equitable and fair manner, regardless of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion etc.
- 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:

- Treat Golf Leaders with respect, (including professionals, coaches, junior convenors, club officials, etc.)
- Look out for themselves and the welfare of others.
- Play fairly at all times, do their best.
- Be organised and on time, tell someone if you are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents, be gracious in defeat.
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing golf into disrepute.
- **Talk to the Child Protection Officer/Junior Convenor/Leaders 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, 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 inappropriate behaviour.
- Keep secrets that may leave them or others at risk.
- Tell lies about adults / juniors or spread rumours.
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion.

Printed name of Junior

Signature of Junior

Printed name of Parent/Guardian

Signature of Parent/Guardian

Date _____

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. Leaders must complete this Code of Conduct annually.

As a leader in golf I agree that I should:

- Be positive during sessions and competitions, praise and encourage effort as well as results.
- Put the welfare of young person first, strike a balance between this and winning / results.
- Encourage fair play and treat participants equally.
- Recognise developmental needs, ensuring activities are appropriate for the individual.
- Plan and prepare appropriately.
- 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 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.
- 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 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.

Communications with Juniors:

- Use group texts for communication amongst players and teams and inform parents of this at the start of the season, tournament or event.
- Social media communication should be reserved for making appropriate arrangements for practice and competitive events only.
- It is not appropriate or acceptable to have comfort contact with an individual junior
- Do not use your phone in inappropriate locations such as changing rooms, especially if your phone has a camera.
- Do not send messages late at night.

Communication 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 if the participant is a minor.
- Telephone contact to the Emergency Services.

Self-Declaration

Do you agree to abide by the guidelines contained in Golf's Safeguarding Policy?

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 you should not be working with young people?

Yes []

No []

Printed name of official/coach/volunteer

Signature of official/coach/volunteer

Date

Complaints and Disciplinary Procedures for Junior Members

The Code of Conduct for junior members, as outlined in the club's Child Protection and Safeguarding Policy, should be widely disseminated to all junior members and their parents/guardians (including juniors, and their parents/guardians, participating in Club led development initiatives) should be made aware and used to give guidance on acceptable conduct whilst on the golf course, the premises of the Club or representing the Club.

All members of the Club should adhere to the rules and regulations of the Club which includes a commitment to upholding the Code of Conduct.

The investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by any officer within the Club.

1. The Club recognises that, on occasions, a junior member may require to be advised of their conduct on the course or while on the premises of the Club. In those circumstances, the Club acknowledges the right of a member to advise the junior member of their conduct. No obligation in those circumstances is imposed on the member to take any further action.
2. Where the conduct of the junior is such that the member feels compelled to reprimand the junior member, the member should adhere to the following procedures:
 - a) The member should endeavour in so far as is practicable, that any such reprimand is issued in the presence of another adult.
 - b) the member must not touch or threaten the junior member. Members are reminded that while conduct or actions may not be intended to be threatening, they may be perceived by a junior member to be so.
 - c) Under no circumstances should offensive language be used. A reprimand should be given without raising one's voice.
 - d) The nature of the reprimand shall be proportionate to the perceived misconduct of the junior. For example, the junior should never be asked to leave the course unless their conduct is so serious that there is proper reason to believe that it is such that they may cause danger to themselves or others or that the course is likely to be damaged if permitted to remain on the course.
 - e) Once a reprimand has been issued, the member should be careful not to repeat the reprimand unless the misconduct is sustained. The Club recognises that a member can be irritated by misconduct and that because a junior is playing immediately behind or in front of the member, that the opportunity will arise for the member to repeat the reprimand. The member should avoid such repetition as this may intimidate and discourage the junior member.
 - f) The member shall report the fact that the junior member has been reprimanded as soon as is reasonably practicable. The report shall be made to the Junior Convenor or Club Manager.
 - g) The member should not unduly publicise the perceived misconduct of the junior member. Once the matter has been reported to the Club the member should respect the procedures set out in this document. The member is reminder that the overall purpose of the code of conduct is to encourage juniors to play golf and to do so properly.

Unnecessary gossiping regarding the alleged behaviour of the junior member may intimidate and discourage.

3. The Club Manager or Junior Convenor shall investigate the circumstances by which the reprimand came to be issued. Such investigations shall include talking to persons who can assist in the investigation and a written report to the Junior Convenor shall then be made.
4. If, having consulted with the appropriate junior officers, the Junior Convenor is satisfied that the matter warrants no further action, he/she may make that decision. In such circumstances, the member and the junior member shall be advised in writing.
5. If the Junior Convenor is not so satisfied, he shall refer the matter to be discussed at the next scheduled meeting of the Junior Committee. The Committee, upon considering the matter, can:
 - a) determine that no further action is necessary, in which case the member and junior member shall be advised in writing;
 - b) determine that the matter be referred to the appropriate Disciplinary Committee of the Club.

In the event that the Committee decides to refer the matter to the Disciplinary Committee, it shall prepare a report of the circumstances, including copies of any statements taken. It may also make such recommendations to the Disciplinary Committee, as it considers appropriate.

6. At any disciplinary hearing, at least one and, where possible two, designated child safeguarding officers shall be in attendance. Their role shall be:
 - a) at all times to protect the interests of the junior member;
 - b) to consult with the Disciplinary Committee as to the form the meeting is to take;
 - c) to advise the junior and a parent or appropriate adult as to the form and content of the meeting;
 - d) to 'sit-in' during the disciplinary hearing and to ensure that the junior is given a fair hearing at all times;
 - e) to assist the junior and the parent or appropriate adult in the presentation of the junior member's version of events.
7. At any hearing, the junior must be accompanied by a parent or appropriate adult. If the parent or appropriate adult declines or refuses to attend, the disciplinary proceedings shall take place in the presence of all other invited participants.
8. After the disciplinary hearing, the Disciplinary Committee shall impose a sanction or penalty upon the junior only after consulting with the designated Child Safeguarding Officer or officers attending the hearing. When a sanction or penalty is imposed, the disciplinary committee shall set out clearly in written form:
 - a) the nature of the sanction or penalty;
 - b) the reasons for the sanction or penalty.
9. The decision of the disciplinary committee and its reasons shall be communicated to the junior and parent or appropriate adult.

10. In the event that the junior, parent or any of the Child Safeguarding Officers is dissatisfied with any finding, sanction or penalty imposed, they shall be at liberty to refer this matter to the appeal committee, which shall consider the written decision of the Disciplinary Committee and any other written representations made to it by any interested party. It may also hear such further oral submission, as it considers appropriate. The appeal committee shall either:
- a) affirm the decision of the Disciplinary Committee; or
 - b) quash the decision of the Disciplinary Committee; or
 - c) reduce any sanction or penalty imposed by the Disciplinary Committee.

For the benefit of members, the following are examples of where a junior may be advised as to his conduct:-

1. slow play
2. failing to replace a divot, to repair a pitch mark, or to rake a bunker
3. displaying anger by shouting, using bad language or throwing a club
4. inappropriate dress
5. being on the course during unpermitted hours
6. leaving a bag or rolling a trolley across a green or other unpermitted area
7. failing to clear the green having completed a hole
8. play which endanger the junior and others

The following are examples where a reprimand is appropriate:

1. insubordination
2. persistent slow play having previously been advised
3. persistent failure to replace divots, repair pitch marks or rake bunkers
4. wanton damage to the course
5. persistent bad behaviour or one incident of wholly unacceptable conduct including bullying
6. playing with a complete disregard for the safety of others on the course.



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GOLF CLUB**

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