



THE CARRICKMINES
GOLF CLUB

Code of Ethics relating to Junior Members

Child Protection Policies, Procedures and Guidelines

2024

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Part 1: The Club's Child Protection Procedures & Guidelines

1.1 Introduction

The Confederation of Golf in Ireland (CGI), comprising the GUI, ILGU and PGA, recommends that all golf clubs should produce a Child Protection Plan. In support of Clubs, the CGI has drawn up a model template "Code of Ethics for Golf for Young People" for use by golf clubs to assist them in drawing up their own Code of Ethics. These guidelines are available at www.cgigolf.org

The Club has adopted the CGI's 'Code of Ethics for Golf for Young People' as the basis for the preparation of the Club's Child Protection Plan. Subsequently, work has been done to implement the CGI Code by adapting its provisions to make them directly relevant to the particular circumstances of the Club, while maintaining its core and essential elements. This work has culminated in the drawing up of the current document entitled 'Carrickmines Golf Club Code of Ethics relating to Junior Members.

The Club's Code comprises:

Part 1: The Club's child protection policies, procedures and guidelines.

Part 2: Codes of Conduct to be followed by those involved in the Junior Section of the Club, including Junior Convenors'/Youth Leaders, Parents and Guardians and Junior Members. This part also includes Child Welfare and Child Protection procedures, including a Disciplinary and Complaints Procedure.

Part 3: Compliance arrangements which comprise forms to be completed by those involved in the Junior Section.

The guidelines contained in the Club's Code are complementary to, and do not substitute for, the Government Guidelines – "Children First: National Guidance for the Protection and Welfare of Children, 2011", available at www.dcyia.ie.

The Club's Code has been prepared in consultation with the Men's Committee, the Ladies' Committee and the Junior Committee and adopted by the Committee as Club policy. This Code will be operated in conjunction with the Club's policy on data protection. The Code is comprehensive in its content and is designed to give guidance and support to all members, particularly those involved in the Junior Section. While some of the responsibilities may seem onerous, it should be borne in mind that the Code has been prepared to cover situations which it is hoped will never occur.

All members of the Club and parents and guardians of children who are Junior Members of the Club, are now expected to familiarise themselves with the Code insofar as it affects them, as we all have responsibilities in our dealings with Junior Members.

The Code also applies to children who are visitors to the Club to play golf or for social purposes and will be suitably adapted as circumstances require.

If as a member you have particular views to offer on the Code, they will always be welcomed as the Code will be reviewed on a regular basis to ensure it conforms to best practice in relation to the protection and welfare of Junior Members of the Club.

1.2 Definitions

- A reference to **“The Club or Golf Club”** shall mean “The Carrickmines Golf Club”.
- A reference to **the “CGI”** shall mean the “Confederation of Golf in Ireland”.
- A reference to **“Tusla”** - means the new independent State Child and Family Agency which, in addition to providing day to day advisory services to the public, is the statutory reporting agency for claims of suspected child abuse. Contact details are at **APPENDIX 5**.
- A reference to **“the Club’s Code of Ethics”** shall mean the Code of Ethics relating to Junior Members drawn up by Carrickmines Golf Club.
- Almost all **“Junior Members”** of the Club are ‘children’, apart from those few Junior Members who may remain so until 1st November after their 18th birthday. A “child” is defined in law as a person under the age of 18. A reference to **“Junior Members”** also includes **“Temporary Junior Members”**.
- A reference to **“Volunteers”** in Carrickmines Golf Club shall mean volunteers in golf, including Junior Convenors, Golf Coaches, Volunteers who assist Junior Convenors in the running of the Junior Sections of the Club, such as, Volunteer Coaches, Volunteer Team Managers, etc.
- A reference to **“Junior Convenors”**, who are volunteer club members, shall include the Male Junior Convenor referred to in Clause 67 of the Club Rules and Bye Laws and the Female Junior Convenor referred to in Clause 67 of the Club Rules and Bye Laws.
- A reference to **“Guardian”** of a Junior Member shall also include a “Carer”.
- A reference to **“their child”** when used in relation to a “Guardian” or “Guardians” shall mean a Junior Member in the care of the said Guardian or Guardians.
- The use of the word **“incident”** in this Code includes an accident.
- The terms **“appropriately qualified”** and **“suitably experienced”** mean that the individuals to be appointed to roles have the necessary attributes and competencies commensurate with the role they are agreeable to undertake and have a suitable demeanour for working with young people.

1.3 Core Values in Sport for Young People

The advice from national bodies in sport is that the organisation of sport for children should be guided by a set of *core values* that provide the foundation for all practice.

Young people’s experience of sport should be guided by what is best for the young person. The stages of development and the ability of the young person should guide the types of activity provided within the club/organisation. Adults will need to have a basic understanding of the needs of young people, including physical, emotional and personal.

In developing their model template for a Code of Ethics for Golf for Young People, the CGI has adopted the foregoing principles and the “Core Values in Sport for Young People” set out below and the Club endorses these values. These core values derive from the Code of Ethics and Good Practice for Children’s Sport published in 2006 by the Irish Sports Council and the Sports Council for Northern Ireland.

These core values are:

Integrity in relationships

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

Quality atmosphere and ethos

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

Equality

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

Fair Play

Fair play is the guiding principle of the *Code of Ethics and Good Practice for Children's Sport*. All sport for young people should be conducted in an atmosphere of fair play. Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules". It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving. It incorporates issues concerned with the elimination of opportunities, excessive commercialisation and corruption (European Sports Charter and Code of Ethics, Council of Europe, 1993).

Competition

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

1.4 Welfare Policy Statement of Carrickmines Golf Club

Carrickmines Golf Club is fully committed to safeguarding the well-being of all its members. Every individual in the Club should, at all times, show respect and understanding for the rights, safety and welfare of all other Members. He / She should conduct himself/herself in a way that reflects the principles of the Club and the guidelines contained in the 'Code of Ethics and Good Practice for Children's Sport in Ireland' & in the 'Club's Code of Ethics relating to Junior Members. 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'

1.5 Junior Convenors / Youth Leaders

The Junior Convenors in the Club are members appointed by the Men's and Ladies' Committees. Youth Leaders, as defined in Part 1.2, include Junior Convenors and the many volunteer members who give freely of their time to support the Junior Convenors in making the Junior Section the success it is.

1.5.1 Carrickmines Golf Club's Recruitment & Supervision Policy for Junior Convenors / Youth Leaders

The Club will take all reasonable steps to ensure that adults working with Junior Members are suitably experienced and appropriately qualified and are aware of the responsibilities they are taking on under the Club's Child Protection procedures.

Careful recruitment and/or supervision procedures will apply to all persons with substantial access to Junior Members. The Club accepts that a decision to appoint a Junior Convenor/Youth Leader is the responsibility of the Club and not of any one individual within it. All recommendations for appointments as Junior Convenors / Youth Leaders must be ratified as a matter of practice by the Committee.

In implementing the above policy, the Club will apply the following procedures:

Junior Convenors working with Junior Members in the Club are required to have the appropriate qualifications and attributes and suitable experience and be aware of their responsibilities under this Code and under National Child Protection Guidelines. The responsibilities of the role are set out in detail in Section 15.2 below. The level of experience and qualifications required are:

- be a golf playing member of the Club, or another affiliated Club, for at least 3 years
- have two referees who are members of the Club and who can be contacted with a view to vouching for their good character
- be deemed to be of suitable demeanour for the role to the satisfaction of the Committee

All Junior Convenors will be expected to meet these requirements and successfully complete Garda vetting procedures. Junior Convenors will, in addition, be required to take the relevant CGI Course on Child Protection within a short period of their taking on the role as they are to the forefront in organising Junior member activities in the Club and will be the first point of call for support and advice in the area of child protection.

Nominees for positions as Junior Convenors will be made aware in advance of the requirements of the Code and their obligations in that regard. Existing Junior Convenors/Youth Leaders will be required to sign a Reaffirmation Form (**APPENDIX 1**) committing them to familiarising themselves with and abiding by the Code and must answer the self-declaration questions attached to the form. New Junior Convenors will be required to complete a Recruitment Form (**APPENDIX 2**) committing them to familiarising themselves with and abiding by the Code, and must answer the self-declaration questions on the form.

Every effort will be made by the Club to manage and support persons appointed as Junior Convenors. Where appropriate there will be an induction process for Volunteers. In addition, existing Volunteers within the Club will provide on-the-job training to new Junior Convenors and other new Volunteers with a view to familiarising them with the relevant procedures to be followed. Following this, in accordance with the CGI Code, new Volunteers are required to complete a probationary period which, in the case of the Club, may be up to one year. They will be advised in writing when their probationary period is completed.

Adequate supervision will be combined with good recruitment procedures, avoiding a Junior Convenor/Youth Leader having to work alone with Junior Members.

Positive disclosures or information received about an individual through vetting will not necessarily affect the Junior Convenor's / Youth Leader's recruitment. Each disclosure will be managed on a case-by-case basis with the Junior Convenor / Youth Leader concerned and through the Club management structures. The Club will record all decisions in a fair manner and natural justice will apply. A risk assessment will be carried out where necessary.

1.5.2 Carrickmines Golf Club Guidelines for Junior Convenors / Volunteers

The Club recognises the key role that Junior Convenors/Volunteers, as defined in Section 1.2, play in the lives of young people in golf. Junior Convenors/Volunteers in the Club should strive to create a positive environment for Junior Members in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided. All Junior Convenors/Volunteers in the Club should have as their first priority the safety and protection of our Junior Members and their enjoyment of golf and should adhere to the procedures and guidelines set out in the Club's Code of Ethics for Junior Members.

Junior Convenors/Volunteers should respect the rights, dignity and worth of every Junior Member and must treat them all equally, regardless of ability, disability, gender, age, social class, race, religion, etc.

Once appointed, the Junior Convenor/Volunteer should act as a role model and promote the positive aspects of golf and maintain the highest standards of personal conduct. Junior Convenors/Volunteers should develop an appropriate working relationship with Junior Members in their care based on mutual trust and respect. They should remember that their behaviour to fellow players, other officials and opponents will have an effect on Junior Members in their care. They should report any concerns they have to a Junior Convenor in the first instance or, if needs be, directly to the Honorary Secretary. In this regard, where professional advice or support is needed, the services of Tusla are available to the Honorary Secretary.

Junior Convenors / Volunteers as a Role Model are required to:

- Display high standards of language, manner, punctuality, preparation and presentation.
- Ensure that Junior Members in their care enjoy the game of golf and respect the Rules of Golf and the Rules and Bye-Laws of the Club. They should insist on fair play and ensure that Junior Members are aware that cheating or bullying behaviour will not be tolerated.
- Encourage the development in Junior Members of respect for opponents, officials, selectors and other leaders and avoid criticism of the Club Professional/Coaches and their Assistants. They should not criticise other Volunteers.
- Operate a 'zero tolerance' approach in relation to the use of illegal drugs by Junior Members and actively discourage the use of alcohol and tobacco by them as they are incompatible with a healthy approach to golfing activity. Junior Convenors/Volunteers themselves should never partake of alcohol and/or, of course, illegal substances before engaging in coaching sessions, during Junior competitions/events, while supervising Junior Members in the Club or on away trips or while otherwise providing a duty of care in relation to Junior Members.

Protection for Junior Convenors/ Volunteers:

- Junior Convenors/Youth Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with Junior Members. They should not involve Junior Members in their personal life i.e. visits to the Junior Convenors' / Volunteers' homes or overnight stays are not permitted. It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.
- Junior Convenors/Volunteers should avoid working alone with Junior Members and ensure there is adequate supervision for all activities.
- Where possible Junior Convenors/Youth Leaders should work in an open environment and ensure that, if there is physical contact, that it is appropriate and has the permission or understanding of the Junior Member in question; it is also advisable that where such appropriate physical contact is expected to take place that Junior Members are advised of this possibility in advance.
- Care must be taken not to expose a Junior Member intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the Junior Member in question or his/her family.

- Physical punishment or physical force must never be used by Junior Convenors'/Youth Leaders; a mistake should never be punished by physical means or by exclusion from participating in activities.

With a view to nurturing a positive environment, Junior Convenors/Volunteers should

- Be generous with praise and never ridicule or shout at Junior Members for making mistakes or for losing a match. All young players are entitled to respect.
- Be careful to avoid the "star system". Each Junior Member deserves equal time and attention.
- Remember that Junior Members play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.
- Set realistic goals for Junior Members and should not push them too much. Create a safe and enjoyable environment.
- When approached to take on a new Junior Member, ensure that any previous coach-participant relationship has been ended in a professional manner.
- Be sure to get agreement from a parent/guardian when Junior Members are invited into adult groups/squads. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.
- If they become aware of a conflict between their obligation to their Junior players and their obligation to the Club, they must make explicit to all parties concerned the nature of the conflict and the loyalties and responsibilities involved.
- Communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their Junior Members' medical or related problems. Avoid giving advice of a personal or medical nature if they 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 Member concerned requires the passing on of this information.
- Be aware that the nature of the working relationship between a Junior Convenor/Volunteer and a Junior Member can often mean that the Junior Convenor/Volunteer will learn confidential information about the Junior Member or his/her family. Any such information obtained 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 Junior Member concerned or his/her family.
- Develop an appropriate working relationship with Junior Members in their care based on mutual trust and respect. In this regard, they should encourage Junior Members to bring to the attention of a Junior Convenor or some other members in the Club whom they trust, on a confidential basis, any concerns they have about incidences of bullying, intimidation, harassment or abuse of any other kind, whether verbal, physical, emotional or sexual etc., arising within the Club or under the care of the Club at away venues.

1.6 General Guidelines for Junior Convenors and Youth Leaders working with Junior Members

Travelling

There is extra responsibility taken on by Junior Convenors/Youth Leaders in the Club when they travel with Junior Members to events. When travelling with Junior Members Youth Leaders should:

- Ensure that there is adequate motor insurance cover.
 - Not carry more than the permitted number of passengers.
 - Ensure use of safety belts.
- Avoid being alone with one Junior Member or a visiting Junior Member from another Club. They should put Junior passengers in the back seat, drop them off at central locations and clearly state times of pick-up and drop-off. If exceptional situations arise where an individual Junior Member requires to be transported on a regular basis parental/guardian permission must be obtained in advance.

Supervision

The Club undertakes to make sure there is an adequate adult child ratio. This will depend on the nature of the activity, the age of the Junior Members, any special needs of the group and away trips. As a guide a ratio of 1:10 for participants over 12 years of age is deemed appropriate

- Where activities involve mixed groups of Junior Members on a regular basis, ensure that Junior Convenor/Youth Leaders of both genders are present.
- Avoid being alone with one Junior Member; if a Junior Convenor/Volunteer needs to talk separately to a particular Junior Member, this should be done in an open environment, in view of others.
- Ensure that where supervision of changing rooms is necessary, (e.g. Where Junior Members are very young or need special assistance), this should be done in pairs of appropriate gender.
- Clearly state the time for start and end of training sessions or competitions; Junior Convenors/Volunteers should remain, preferably in pairs, until all participants have been collected.
- Keep attendance records and complete an Incident Report Form in accordance with Course Bye -Laws e.g. where a player is hit or injured by a golf ball.
- Facilitate parents / guardians who wish to stay and supervise sessions (for safety and supervision, not necessarily for their 'technical' expertise).

Safety

Carrickmines Golf Club undertakes to put a "safety" statement in place in relation to Junior Members, which shall cover, inter alia, specific and potential risks attached to golf. Carrickmines Golf Club also undertakes to put procedures in place for safeguarding against such risks. In addition, the Club Secretary will work with Junior Convenors and Volunteers to:

- Ensure activities are suitable for the age and stage of development of Junior Members.
- Keep a record of any specific medical conditions of Junior Members.
- Keep a record of emergency contact numbers for parents/guardians.
- Ensure any necessary protective gear is used (e.g. Gum shields) when this has been requested by parents/guardians.
- Ensure a First Aid kit is close at hand with access to a qualified first-aider. Club staff are trained and enquiries should be made at Reception, Bar or House re staff member on duty who is qualified.
- Ensure the First Aid kit is appropriately stocked.
- Keep a list of the contact numbers of emergency services.
- Ensure easy access to medical personnel and have an emergency plan.
- If an incident occurs, make a record of the incident, including any injury sustained and any action taken, using the Junior Member Incident Report Form at **APPENDIX 4**. Make a record of the problem/action/outcome. Contact the parent/guardian of any Junior Member involved and keep them informed of all details. Make sure that Officials (Junior Convenors /Volunteers, Junior Team Managers, etc.) take steps to ensure the conduct of the game is sporting and appropriate.
- Ensure that Junior Members are familiar with and observe the etiquette guidelines of golf, keeping in mind that many rules are there for safety.
- Ensure there is adequate insurance cover for all activities.
- Ensure parents/guardians are present at finishing time of sessions or events.

Physical Contact

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a Junior Member when learning how to grip the club for the first time or when helping to change his/her grip but the following should be taken into consideration in such situations:

- Unnecessary physical contact should be avoided.
- Any necessary contact should be in response to the needs of the Junior Member and not the adult.

- It should be in an open environment with the permission and understanding of the Junior Member in question.
- It should be determined by the age and developmental stage of the Junior Member – things should not be done that the Junior Member can do for himself/herself.
- Inappropriate touching should never be engaged in.

Late Collection

The Club expects parents/guardians to be punctual in collecting their children. If a parent/guardian is going to be late, they should contact their child or the Junior Convenor/Volunteer in advance of the time of collection and let them know of their estimated time of arrival. If a parent or guardian is delayed and the Junior Member or Junior Convenor/Volunteer has not been forewarned, the Junior Member should be asked if there is another family member to contact. The Junior Convenor/Volunteer should wait with the Junior Member at the Club or venue concerned, preferably with other staff or volunteers. If needs be, the Junior Member concerned should be seated in the back of the car, with seat belt securely fastened, and driven back to the Club for collection there by the parent /guardian.

Parents/Guardians are reminded of the Club's policy in relation to good practice and supervision.

Photographic and Filming Equipment

The Club will take all necessary steps to protect the use of images of young golfers on its website and in other publications as part of its commitment to providing a safe environment for Junior Members under its care. The Club will take all necessary steps to ensure that Junior Members are protected from the inappropriate use of any images of them by the Club in resource and media publications, on the internet and elsewhere.

This is not to avoid parents / guardians taking photographs of their sons/daughters or young people under their care who are Junior Members but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

When the Club has occasion to use photographs of Junior Members it will:

- Inform Junior Members and parents/guardians that a photographer may be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Ask for parental/guardian permission to use the Junior Member's image and consult with him/her about its usage.
- Ensure that the content of the photograph focuses on the golf and not on a particular Junior Member.
- Not approve/allow photo sessions outside the events or at a Junior Member's home or at the home of a Junior Convenor / Volunteer.

Videoining as a coaching aid: Video equipment can be used as a legitimate coaching aid. Parents/Guardians will be required to give their agreement in writing to their child receiving video golf lessons in the Club either on an individual or group basis.

Anyone who has any concerns about the appropriateness of photography taking place at events or training sessions should contact the Honorary Secretary and ask him/her to deal with the matter.

Mobile Phones

Junior Members value their mobile phones and other mobile technologies as it gives them a sense of independence and they can often be given to them for security purposes to enable parents/guardians to keep in touch.

However, modern technology has opened up channels of direct personal contact between adults and young people and in some cases adults have used this to cross personal boundaries and cause harm. The following guidelines should be followed in relation to contacts via mobile phones and other mobile technologies:

Junior Convenors/Volunteers should:

- Use group texts for communication with Junior Members and teams in preference to individual texts and parents / guardians should be informed of this at the start of the season, tournament or event.
- Not have constant contact with an individual Junior Member as this would be inappropriate and unacceptable.
- Not use their mobile phone, smart phone, tablet, etc. in the Clubhouse or on the course in inappropriate locations, such as changing rooms, especially if it has a camera.

Junior Members should:

- Not reply to any offensive message, email or photo received by them, but should save it, make a note of times and dates and tell a parent/guardian, Junior Convenor/Volunteer or responsible adult that they can trust.
- Be careful about whom they give their number or email address to and should not respond to unfamiliar numbers or email addresses.
- Not use their mobile phone, smart phone, tablet, etc., in the Clubhouse or on the course, in inappropriate locations, such as changing rooms, especially if it has a camera.
- Guard their phone against theft as they would any other valuable item.

Bullying

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

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

Carrickmines Golf Club operates a 'zero tolerance' policy in relation to bullying and will endeavour to:

- Ensure that all members respect the rights and dignity of each member by following the Club's Policy in relation to safeguarding the well-being of all its members. In this regard, Clause 81 of the Constitution (section 14 above) requires that every individual in the Club should at all times show respect and understanding for the rights, safety and welfare of all other members; in addition, it requires that he/she should conduct himself/herself in a way that reflects the principles of the Club and the guidelines contained in the ***Code of Ethics and Good Practice for Children's Sport in Ireland & the Club's Code of Ethics*** relating to Junior Members.
- Deal with any incidents of bullying as they arise.
- Use a whole group policy or 'no-blame approach', i.e. not 'bullying the bully' but working with bullies and Junior Members as a group, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group.
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right' in relation to bullying.
- Encourage Junior Members to negotiate, co-operate and help others, particularly new Junior Members or Juniors with specific needs.
- Offer the victim of bullying immediate support and put the 'no blame approach' into operation.
- Never tell a Junior Member to ignore bullying; they can't ignore it, it hurts too much.
- Never encourage a Junior Member to take the law into their own hands and beat the bully at his/her own game.
- Reassure the victim that there is nothing wrong with them and that it is not their fault.
- Provide relevant training for Junior Convenors/Youth leaders.
- For further information on bullying and the 'no-blame' approach see website, www.irishsportcouncil.ie

Away trips / Overnight stays

While most Junior Members attend coaching, competitions and other golf events within the Club, there may be occasion to travel to other venues from time to time. Where such away trips to other venues are only half-day or one-day trips, they will be covered by the consent forms signed by Junior Members, Parents/Guardians and Volunteers at **APPENDICES 1, 2, 3 & 4**. However, if the away trip involves an overnight stay, then the following guidelines will apply:

- In the event of a trip involving an overnight stay being organised by the Club or under its auspices, a separate permission form will be drawn up for signing by parents/guardians and Junior Members, containing emergency contact number(s).
- Junior Members will be required to sign a behaviour agreement before travelling on such a trip.
- A Group Leader will be appointed who will make a report on returning home.
- An advance meeting with parents/guardians and Junior Members concerned will be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details.
- Rooming arrangements – adults will not share rooms with Junior Members. Junior Members should share rooms with those of the same age and gender and adults, preferably not on their own, should knock before entering rooms.
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa).
- It should be made clear that the consumption of alcoholic drink, smoking or the use of any illegal substances by Junior Members will not be tolerated.
- For such overnight stays there should be at least one adult of each gender with a mixed party ; there should also be a good adult – child ratio, 1:5/6 , and proper access to medical personnel.
- Lights out times should be enforced.
- Junior Members should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission.

1.7 Information Requirements & Parental/Guardian Undertakings to be furnished in relation to Junior Membership

To comply with the recommendation in the CGI'S model template, a revised Application Form for Junior Membership has been introduced **(at APPENDIX 3)**

In the case of existing Junior Members, additional information is required as well as revised parental / guardian undertakings In this regard, parents / guardians of existing Junior Members are required to complete an "Additional Information Form" **(at APPENDIX 3)**

Part 2 - Codes of Conduct & Protection and Disciplinary/Complaints Procedure

2.1 Carrickmines Golf Club's Code of Conduct for Junior Convenors / Volunteers

Existing Junior Convenors / Volunteers in the Club are required to sign up to this Code of Conduct when they complete the Reaffirmation Form at **APPENDIX 1** and new Junior Convenors/Volunteers will be required to sign up to it when they complete the Recruitment Form at **APPENDIX 2**.

Junior Convenors/Volunteers in the Club should:

- Have suitable experience and attributes and be appropriately qualified for working with young people and be committed to the values and guidelines in the Club's Code of Ethics relating to Junior Members and, in particular, in this Code of Conduct as well as being aware of their responsibilities under National Child Protection Guidelines.
- Be positive during sessions and competitions, praising and encouraging effort as well as results.
- Put the welfare of Junior Members first, striking a balance between this and winning/results.
- Encourage fair play and treat all Junior participants equally irrespective of ability, disability, gender, age, social class, race, religion, etc.
- Recognise developmental needs, ensuring activities are appropriate for the individual Junior Member.
- Plan and prepare appropriately.
- Ensure that if they are involved in driving duties in relation to Junior Members, that they are adequately insured to do so and that the vehicle concerned is taxed.
- Involve parents/guardians in Junior activities where possible and inform them when problems arise.
- Keep a record of attendance at training and competitions.
- Keep a record of any Junior Member being hit or injured in the course of practice or play and the relevant action taken. A Junior Member Incident Report Form is available at the Club Reception for this purpose. Such forms will be reviewed weekly by the Junior Convenors.
- If behavioural problems arise, keep a record of problem/action/outcomes and report the matter to Junior Convenors in the first instance, or to the Club Secretary, as appropriate.
- Encourage Junior Members to bring to the attention of a Junior Convenor or Youth Leader or some other members in the Club whom they trust, on a confidential basis, any concerns they have about incidences of bullying, intimidation, harassment or abuse of any other kind, whether verbal, physical, emotional or sexual, etc., arising within the Club or under the care of the Club at away venues.
- Report any concerns to Junior Convenors in the first instance or to the Club Secretary, as appropriate, in accordance with the reporting procedures set out in this Code.

Junior Convenors/Volunteers should avoid:

- Spending excessive amounts of time with Junior Members away from others.
- Constant or inappropriate communication with Junior Members by phone or email.
- Taking Junior Members to their home.
- Taking a Junior Member alone in a car no matter how short the journey may be. If exceptionally it becomes necessary to transport a Junior Member alone by car, he/she should be put in the back seat, with seat belt securely fastened.

Junior Convenors/Volunteers should not:

- If at all possible, take coaching sessions on their own with Junior Members without the presence of another adult.
- Use any form of physical punishment or physical force when dealing with Junior Members.
- Exert undue influence over a Junior Member 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 Junior Member. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements of Junior Members or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (e.g. hypnosis, etc.) in the training of Junior Members.
- Partake of alcohol and/or, of course, illegal substances, before engaging in Junior coaching sessions, during Junior competitions/events, while supervising Junior Members in the Club or on away trips or while otherwise providing a duty of care in relation to Junior Members.

2.2 Carrickmines Golf Club's Code of Conduct for Parents / Guardians

Carrickmines Golf Club believes that parents / guardians should:

- Be a role model for their child and maintain the highest standards of conduct when interacting with Junior Members, other parents, guardians, officials and organisers.
- Always be contactable by their child or Junior Convenor/Youth Leader and be punctual in dropping off and collecting their child. For this purpose, they should also carry the contact details of the Junior Convenor/ Youth Leader concerned in case they are delayed.
- Always behave responsibly, promote the enjoyment of golf, and should not seek to unfairly affect a player or the outcome of a game of golf.
- Never intentionally expose any Junior Member to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials, leaders and volunteers who provide sporting and recreational opportunities for their child. They should not publicly question the judgement or honesty of referees, coaches or organisers. They should respect their child's Youth Leaders (e.g. the Club Professional and his Assistants, Junior Coaches, Junior Convenors/Volunteers, Referees, Organisers, Club Officials, etc.) and should accept their authority and support their efforts during sessions and events within or under the auspices of the Club. Parents/Guardians are welcome to attend events and coaching sessions but should not interfere with the Professional or Coach while working with the Junior Member.
- Respect their child's teammates as well as players, parents, guardians, coaches and officials from opposing teams.
- Encourage their child to play by the rules. They should teach their child that honest endeavour is as important as winning and they should do all that they can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. They should give encouragement and applaud only positive accomplishments whether from their own child, his/her teammates, their opponents or the officials of both sides.
- Encourage their child to treat other Junior Members, teammates, opponents, the Club Professional and his Assistants, Junior Coaches, Junior Convenors/Volunteers, Referees, Organisers, Team Selectors, Team Managers and Club Officials with respect.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. In this regard they should familiarise themselves with the Club's anti-bullying policy as set out at Section 1.6 of this document.
- Never demonstrate threatening or abusive behaviour or use foul language in dealing with Junior Members of the Club or their Junior Convenors/Volunteers or opposing teams and their officials.
- Ensure that their child is aware of and familiar with this Code and its policies, procedures and guidelines to protect children against bullying, intimidation, harassment or abuse of any kind while within the Club or while under the care of the Club at away venues.

- In addition to parents / guardians of existing and new Junior Members being required to sign a Parental / Guardian Consent to their child participating in various golf activities in the Club and at away venues under conditions laid down by the Club (see **APPENDIX 3**), they will also be required to sign a form (viz. Code of Conduct Form for Parents / Guardians – see Section 2.2) confirming that they have read and agree to accept and respect the above Code of Conduct and the Club’s Code of Ethics relating to Junior Members.

2.3 Carrickmines Golf Club’s Code of Conduct for Junior Members

Carrickmines Golf Club wishes to provide the best possible environment for all young people involved in the sport. Our Junior Members deserve to be given enjoyable and safe sporting opportunities, free of abuse of any kind. They have rights which must be respected and responsibilities that they must accept. Junior Members should be encouraged to realise that they have responsibilities to treat other participants and Junior Convenors/Volunteers in golf with fairness and respect.

Junior Members are entitled to:

- Be safe, feel safe and say ‘**No**’ when appropriate.
- Be listened to.
- Be believed.
- Have fun and enjoy golf.
- Have a voice in relation to their activities within golf.
- Be treated with dignity, sensitivity and respect.
- Participate on an equitable and fair basis, irrespective of ability, disability, gender, age, social class, race, religion, etc.
- Experience competition at a level at which they feel comfortable.
- Make complaints and have them dealt with.
- Get help against bullies.
- Protect their own bodies.
- Confidentiality.

Junior Members should always:

- Treat Junior Convenors (including Golf Coaches, Volunteers who assist Junior Convenors in the running of the Junior Sections of the Club such as Volunteer Coaches etc.) with respect.
- Conform to Club Bye-Laws.
- Look out for themselves and the welfare of others.
- Play fairly at all times and to the best of their ability.
- Be organised and on time; tell someone in charge (e.g. a Junior Convenor/Volunteer) if they are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents and be gracious in defeat.
- Abide by the rules set down by Team Managers when travelling to away events, representing their Club, Province or Country, etc.
- Respect Club property.
- Use mobile phones and other mobile technologies in a manner consistent with Club Bye-Laws and never complain or criticise publicly, by electronic or by other means.
- Behave in a manner that avoids bringing golf into disrepute (for example, throwing of clubs, banging clubs off the ground, using bad/offensive language).
- Talk to a Junior Convenor/Youth Leader or another member whom they trust if they have any problems in relation to any concerns they have about incidences of bullying, intimidation, harassment or abuse of any other kind, whether verbal, physical, emotional or sexual etc., arising within the Club or under the care of the Club at away venues.

Junior Members should never:

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

2.4 Carrickmines Golf Club's Child Welfare & Protection Procedures

The Club accepts that golf clubs which include children among their members are vulnerable to the occurrence of child abuse. Below are procedures for dealing with any welfare or protection issues that may arise. Child welfare and the protection of our Junior Members is the concern of all adult members of the Club at all times, irrespective of their role within the Club.

If there are grounds for concern about the safety or welfare of a Junior Member, the Club will react quickly to any such concerns brought to its attention. Persons unsure about whether or not certain behaviours are abusive and, therefore, reportable should in the first instance contact a Junior Convenor who will contact the Honorary Secretary; if needs be, the latter will consult with the duty social worker in the local Tusla Child & Family Agency, Dublin South City Office who will offer advice as to how to proceed (see **APPENDIX 5** for address and telephone no.). Grounds for concern include a specific indication from a Junior Member, a statement from a person who witnessed abuse or an illness, injury or behaviour consistent with abuse.

A report of concern about the safety or welfare of a Junior Member may be made by any member of the Club to the Junior Convenor in the first instance or, if needs be, directly to the Honorary Secretary (or in his/her absence to the Club's Men's or Ladies Club Captain), who may in turn have to pass it to the duty social worker in the relevant local Tusla Child & Family Agency Office for attention. It is not the responsibility of anyone working within the Club, in a paid or voluntary capacity, to take responsibility or decide whether or not child abuse is taking place; that is the job of the Statutory Authorities. However, there is a responsibility to protect children by assisting the appropriate agencies so that they can then make enquiries and take any necessary action to protect the young person concerned.

All members should follow both procedures outlined below, firstly the procedure for responding to a Junior Member in distress and secondly the procedure for reporting the concern; where reference is made in the following procedures to actions to be carried out by the Honorary Secretary and he/she is unavailable for one reason or another, the Men's or Ladies Club Captain may be substituted in his/her place.

Response to a Junior Member Disclosing Suspected Abuse

The Committee will maintain a list of designated professionals/people who are competent to investigate allegations of suspected abuse.

When a case of suspected abuse is disclosed by a Junior Member or another person to a Junior Convenor or directly to the Honorary Secretary, the Junior Convenor will immediately advise the Honorary Secretary. In such cases, as well as the cases disclosed directly to him/her, the Honorary Secretary will designate a person to investigate the matter on behalf of the Club who should:

- a) Deal with any allegation of abuse in a sensitive and competent way through listening to and facilitating the Junior Member to tell about the problem, rather than interviewing him/her about the details of what happened.
- b) Stay calm and not show any extreme reaction to what the Junior Member is saying. He/she should listen compassionately and take what the Junior Member is saying seriously.
- c) Understand that the Junior Member 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 Member will not mind talking to those involved in the investigation.
- d) Be honest with the Junior Member and tell him/her that it is not possible to keep information of this nature a secret.
- e) Make no judgmental statements about the person against whom the allegation is made.
- f) Not question the Junior Member unless the nature of what he/she is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as “Can you explain to me what you mean by that”.
- g) Check out the concerns raised with the parents/guardians before making a report unless doing so would endanger the Junior Member.
- h) Give the Junior Member some indication of what is expected to happen next, such as informing parents/guardians, the duty social worker in the local Tusla Child & Family Agency Office or the Gardaí (Contact details are at **APPENDIX 5**). It should be kept in mind that the Junior Member may have been threatened and may feel vulnerable at this stage.
- i) Carefully record the details, following as closely as possible the words of the Junior Member.
- j) Pass on all information gathered to the Honorary Secretary.
- k) Reassure the Junior Member that he/she has done the right thing in reporting the issue.

Reporting Suspected or Disclosed Child Abuse

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

- a) Dates, times, locations and contexts in which the incident occurred or suspicion was aroused will be observed and noted, together with any other relevant information.
- b) The matter will be reported as soon as possible to the Honorary Secretary (either directly or via a Junior Convenor) who is the lead person within the Club with responsibility for reporting such abuse.
- c) If the Honorary Secretary has reasonable grounds for believing that the Junior Member has been abused or is at risk of abuse, he/she will make a report to the local Tusla Child and Family Agency Office who have statutory responsibility to investigate and assess suspected or actual child abuse.
- d) In cases of emergency, where a Junior Member appears to be at immediate and serious risk and the Honorary Secretary is unable to contact a duty social worker in the local Tusla Child & Family Agency Office, the Gardaí will be contacted. Under no circumstances should a Junior Member be left in a dangerous situation pending intervention by the Statutory Authorities.
- e) If the Honorary Secretary is unsure whether reasonable grounds for concern exist, he/she will consult with the duty social worker in the relevant local Tusla Child & Family Agency Office. He/she will be advised whether or not the matter requires a formal report.

Before the Honorary Secretary reports suspected or actual child abuse of a Junior Member to the Statutory Authorities he/she will first inform the Junior Member’s family of the Club’s intention to make such a report, unless doing so would endanger the Junior Member or undermine an investigation.

The Protection for Persons Reporting Child Abuse Act, 1998, provides immunity from civil liability to persons who report child abuse ‘reasonably and in good faith’ to the Tusla Child & Family Agency or the Gardaí. The Act also covers the offence of ‘false reporting’. The main provisions of the Act are:

1. The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of the Tusla Child & Family Agency or any member of An Garda Síochána.
2. The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.

3. The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

Allegations against Junior Convenors/Volunteers

When there is a complaint of alleged child abuse against a Junior Convenor / Volunteer in the Club, two procedures should be followed:

1. The reporting procedure in respect of suspected child abuse of a Junior Member, set down in the previous paragraph- “Reporting Suspected or Disclosed Child Abuse “, and
2. A separate procedure to be carried out by the Vice-President (as he/she is a person not already involved with the actual child protection concern in question) for dealing with a Junior Convenor against whom an allegation has been made. If for any reason the Vice-President is unavailable, his/her functions in this regard will be carried out by a Committee Member.

The second procedure to be carried out by the Club Vice-President will be to privately inform the Junior Convenor / Volunteer

- a) an allegation has been made against him / her and
- b) the nature of the allegation

He / she will be afforded an opportunity to respond. His / her response will be noted and passed on to the relevant local Tusla Child and Family Agency Office.

The Junior Convenor / Volunteer concerned will be asked to step aside pending the outcome of the investigation. When a Youth Leader is asked to step aside, it will be made clear to him/her that it is only a precautionary measure and will not prejudice any later disciplinary proceedings.

As an outcome of an internal investigation, disciplinary action against the Junior Convenor in question may be considered but this should not interfere with the investigation by the Statutory Authorities. The outcome of the investigation by the latter and any implications it might have will be considered by the Club. The fact that the alleged abuser has not been prosecuted or been found guilty will not automatically mean that he / she is an appropriate person to continue to work with Junior Members in the future and he/she may be asked to stand aside from their role while the matter is being investigated.

Irrespective of the findings of the Statutory Authorities, a Disciplinary Sub-Committee appointed by the Committee will assess individual cases before it decides whether a member of staff or volunteer should continue in their position within the Club or be reinstated and if so how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the Statutory Authorities. In such a case the Disciplinary Sub-Committee will reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true, and the implications of this for the safety of Junior Members in the care of the Club. The welfare of the Junior Member will remain of paramount importance throughout. In the event of such a situation arising, the Club may need to disclose information to ensure the protection of Junior Members in its care.

The safety of the Junior Member making the allegation will be considered to be paramount as well as the safety of any other Junior Members who may be at risk. The Club will take any necessary steps that may be needed to protect Junior Members in its care.

The issue of confidentiality is important. Information is on a ‘need to know’ basis and the Junior Convenor/Volunteer against whom the allegation has been made will be treated with respect and fairness. While the Honorary Secretary will make the report to the local Statutory Authorities, the Club Vice-President will handle all dealings with the Junior Convenor/Volunteer in question.

Confidentiality

As a general principle, subject to what is stated below, confidentiality should be maintained in respect of all issues and persons arising in relation to child welfare matters, including cases of abuse or bad practice. In the case of complaints, it is important that the rights of both the Junior Member and the person about whom the complaint has been made are protected.

When concerns arise about child abuse of Junior Members in the Club, the following considerations will apply:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the Junior Member will supersede all other considerations.
- All information will be treated in a careful and sensitive manner and will be discussed only with those who need to know.
- Information will be conveyed to the parents/guardians of the Junior Member in a sensitive way.
- Breach of confidentiality will be regarded as a serious matter.

Anonymous Complaints / Rumours

Anonymous complaints about suspected child abuse within the Club can be difficult to deal with but will not be ignored. Rumours will not be allowed to hang in the air. All concerns relating to inappropriate behaviour will be brought to the attention of the Club Secretary and any such complaints brought to his/her attention will be dealt with. The information will be checked out and handled in a confidential manner. In all cases, the safety and welfare of the Junior Member or Members is paramount.

2.5 Disciplinary / Complaints Procedure

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

- Complaints referred to above may be lodged by any member of the Club.
- They should be made in writing to the Honorary Secretary. If the complaint is about the Honorary Secretary or a Junior Convenor/Youth Leader, it should be made to the Club Vice-President.
- The complaint should outline all relevant details about the parties involved.
- The Honorary Secretary will arrange for the Committee to appoint a Disciplinary Sub-Committee (which should include the relevant Male or Female Junior Convenor, as appropriate) under the Club's Disciplinary/Complaints Procedures. However, if the complaint involves the possibility of criminal offence, the Honorary Secretary will follow the Code's reporting procedure by informing the Statutory Authorities of the situation.
- The Disciplinary Sub-Committee should :
 - hear the case of all parties involved and decide if the Code has been infringed
 - inform those involved , in writing, of the sanctions, if any, to be imposed
 - notify the parents/guardians in writing if the complaint is against a Junior Member
 - keep all records on file (decide for how long and with whom e.g. by the Honorary Secretary until the young person concerned becomes a Full Member within the Club)
- If any party does not agree with the decision of the Disciplinary Sub-Committee they can appeal it in writing within a period of 28 days of the notification of the decision to the Committee.
- In the case of an appeal, the Committee may uphold the decision of the Disciplinary Sub-Committee or appoint an Appeals Sub-Committee in accordance with the procedure outlined in clause 23 of the Club's Disciplinary/Complaints Procedures. This Appeals Sub-Committee shall not contain any person that sat on the original Disciplinary Sub-Committee.

- The Appeals Sub-Committee has the power to uphold, rescind, increase or reduce any sanction imposed by the Disciplinary Sub-Committee.

For complaints in relation to persons who are members of the PGA (Professional Golfers' Association), the Honorary Secretary should be contacted in order to ensure the PGA process is followed.

Part 3: Compliance Arrangements – Appendices

APPENDIX 1 - Reaffirmation Form for Existing Junior Convenors / Volunteers

Code of Conduct

As a Junior Convenor / Volunteer, I agree that I should:

- Have suitable experience and attributes and be appropriately qualified for working with young people and be committed to the values and guidelines in the Club's Code of Ethics relating to Junior Members and, in particular, in this Code of Conduct as well as being aware of my responsibilities under National Child Protection Guidelines.
- Be positive during sessions and competitions, praising and encouraging effort as well as results.
- Put the welfare of the Junior Member first, striking a balance between this and winning/results.
- Encourage fair play and treat all Junior participants equally irrespective of ability, disability, gender, age, social class, race, religion, etc.
- Recognise developmental needs, ensuring activities are appropriate for the individual Junior Member.
- Plan and prepare appropriately.
- Ensure that, if I am involved in driving duties in relation to Junior Members, I am adequately insured to do so and that the vehicle concerned is taxed.
- Involve parents/guardians in Junior activities where possible and inform them when problems arise.
- Keep a record of attendance at training and competitions.
- Keep a record of any injuries sustained by Junior Members and the relevant action taken. A Junior Member Incident Report Form will be maintained at the Club Reception desk for this purpose.
- If behavioural problems arise, keep a record of problem/action/outcomes and report the matter to a Junior Convenor in the first instance or Honorary Secretary, as appropriate.
- Encourage Junior Members to bring to the attention of a Junior Convenor or Volunteer or some other member in the Club whom they trust, on a confidential basis, any concerns they have about incidences of bullying, intimidation, harassment or abuse of any other kind, whether verbal, physical, emotional or sexual etc. arising within the Club or under the care of the Club at away venues.
- Report any concerns to a Junior Convenor in the first instance, or to the Honorary Secretary, as appropriate, in accordance with the reporting procedures set out in the Club's Code of Ethics relating to Junior Members.

As a Junior Convenor, I agree that I will avoid:

- Spending excessive amounts of time with Junior Members away from others.
- Constant or inappropriate communication with individual Junior Members by mobile phone or email.
- Taking Junior Members to my home.
- Taking a Junior Member alone in a car no matter how short the journey may be. If exceptionally, it becomes necessary to transport a Junior Member alone by car, he/she should be put in the back seat, with seat belt securely fastened.

As a Junior Convenor, I agree that I will not:

- If at all possible, take coaching sessions on my own with Junior Members without the presence of another adult.
- Use any form of physical punishment or physical force when dealing with Junior Members.
- Exert undue influence over a Junior Member 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 Junior Member. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements of Junior Members or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (e.g. hypnosis etc.) in the training of Junior Members.
- Partake of alcohol and/or, of course, illegal substances, before engaging in Junior coaching sessions, during Junior competitions/events, while supervising Junior Members in the Club or on away trips or while otherwise providing a duty of care in relation to Junior Members.

Self-Declaration [please tick the appropriate box below]

Do you confirm that you have read and agree to abide by the Club’s Code of Conduct for Junior Convenors/ Volunteers as outlined above as well as the procedures and guidelines set out in the

Club’s Code of Ethics relating to Junior Members? Yes No

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

Is there any reason why you should not be working with young people? Yes No

Have you ever been convicted of a criminal offence or been the subject of a Caution, a Bound-Over Order; or are you at present the subject of criminal investigations? *(If you have answered yes, we will contact you in confidence)* Yes No

I agree to update these Self-Declaration questions annually

Signed: _____

Dated: _____



APPENDIX 2 - Recruitment Form for a New Junior Convenor / Volunteer

Vetting services must also be availed of

Full Name: _____

Any different surname used previously? _____

Current Address: _____

List all other previous addresses: _____

Date of Birth: _____ Place of Birth: _____

Home Tel: _____ Mobile: _____

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

Sporting / National Governing Body of Sports (NGB) Qualifications:

Code of Conduct

As a Junior Convenor/ Volunteer I agree that I should:

- Have suitable experience and attributes and be appropriately qualified for working with young people and be committed to the values and guidelines in the Club's Code of Ethics relating to Junior Members and, in particular, in this Code of Conduct as well as being aware of my responsibilities under National Child Protection Guidelines.
- Be positive during sessions and competitions, praising and encouraging effort as well as results.
- Put the welfare of the Junior Member first, striking a balance between this and winning/results.
- Encourage fair play and treat all Junior participants equally irrespective of ability, disability, gender, age, social class, race, religion, etc.
- Recognise developmental needs, ensuring activities are appropriate for the individual Junior Member.

- Plan and prepare appropriately.
- Ensure that, if I am involved in driving duties in relation to Junior Members, I am adequately insured to do so and that the vehicle concerned is taxed.
- Involve parents/guardians in Junior activities where possible and inform them when problems arise.
- Keep a record of attendance at training and competitions.
- Keep a record of any injuries sustained by Junior Members and the relevant action taken. An Incident Report Form is maintained at the Club Reception desk for this purpose.
- If behavioural problems arise, keep a record of problem/action/outcomes and report the matter to a Junior Convenor in the first instance or to the Club Secretary, as appropriate.
- Encourage Junior Members to bring to the attention of a Junior Convenor/Volunteer or some other member in the Club whom they trust, on a confidential basis, any concerns they have about incidences of bullying, intimidation, harassment or abuse of any other kind, whether verbal, physical, emotional or sexual etc., arising within the Club or under the care of the Club at away venues.
- Report any concerns to a Junior Convenor in the first instance, or to the Club Secretary, as appropriate, in accordance with the reporting procedures set out in the Club's Code of Ethics relating to Junior Members.

As a Junior Convenor/Volunteer, I agree that I will avoid:

- Spending excessive amounts of time with Junior Members away from others.
- Constant or inappropriate communication with individual Junior Members by mobile phone or email.
- Taking Junior Members to my home.
- Taking a Junior Member alone in a car no matter how short the journey may be. If exceptionally it becomes necessary to transport a Junior Member alone by car, he/she should be put in the back seat, with seat belt securely fastened.

As a Junior Convenor/Youth Leader, I agree that I will not:

- If at all possible, take coaching sessions on my own with Junior Members, without the presence of another adult.
- Use any form of physical punishment or physical force when dealing with Junior Members.
- Exert undue influence over a Junior Member 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 Junior Member. This includes innuendo, flirting or inappropriate gestures and terms.
- Take measurements of Junior Members or engage in certain types of fitness testing without the presence of another adult.
- Undertake any form of therapy (e.g. hypnosis, etc.) in the training of Junior Members.
- Partake of alcohol and/or, of course, illegal substances, before engaging in Junior coaching sessions, during Junior competitions/events, while supervising Junior.

Members in the Club or on away trips or while otherwise providing a duty of care in relation to Junior Members.

Self-Declaration [please tick the appropriate box below]

Do you confirm that you have read and agree to abide by the Club's Code of Conduct for Junior Convenors/Youth Leaders as outlined above as well as the policies, procedures and guidelines set out in the Club's Code of Ethics relating to Junior Members? Yes No

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

Is there any reason why you should not be working with young people? Yes No

Have you ever been convicted of a criminal offence or been the subject of a caution, a Bound-Over Order; or are you at present the subject of criminal investigations? (If you have answered yes, we will contact you in confidence) Yes No

I agree to update these Self-Declaration questions annually Yes No

References:

Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator/leader in your last club/place of involvement

Referee 1 Name: _____

Referee 1 Address: _____

Referee 2 Name: _____

Referee 2 Address: _____

Signed: _____

Date: _____

JUNIOR MEMBERSHIP APPLICATION FORM 2024

Please complete in **BLOCK CAPITALS** and refer to Parental/Guardian Declaration & Code of Conduct for Parents/Guardians

NAME:

ADDRESS:

EMAIL:

MALE: [] FEMALE: []

TELEPHONE NO: *Mob:* *Home:*

PHONE NUMBER TO BE CONTACTED IN CASE OF EMERGENCY:

DATE OF BIRTH: AGE AS AT 1st JANUARY **NEXT**:

SCHOOL/COLLEGE:

OTHER SPORTS PLAYED:

RELATIONSHIP TO PROPOSER: PROPOSER NAME:

MEDICAL / BEHAVIOURAL INFORMATION:

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

ANY CHANGE IN THE ABOVE CONTACT DETAILS MUST BE CONVEYED TO OFFICE WITHOUT DELAY

I wish to apply for Junior Membership of Carrickmines Golf Club, and, if accepted, I agree to be bound by and observe the Rules and Bye-laws and Codes of Conduct of the Club.

SIGNED: DATE:

PROPOSER NAME PROPOSER SIGNATURE

I confirm that the candidate is known to me being my (state relationship) and I hereby propose

him/her as a Junior Member of Carrickmines Golf Club DATE:

SECONDER NAME SECONDER SIGNATURE

I confirm that the candidate is known to me and I hereby second him/her as a Junior Member of Carrickmines Golf

Club. DATE:

Please return form to CGC and mark it for the attention of the Hon Membership Secretary. Ensure you complete both PARENTAL/GUARDIAN DECLARATION overleaf and CODE OF CONDUCT FOR PARENTS/GUARDIANS

PARENTAL / GUARDIAN DECLARATION & CONSENT 2024

Please complete in **BLOCK CAPITALS** and include with Junior Membership Application Form

I am the Parent / Guardian of

- I hereby consent to the above child participating in golf activities of the Club / Leinster Branch / Golfing Union of Ireland / Irish Ladies' Golfing Union in line with the procedures and guidelines laid down in Carrickmines Golf Club's Code of Ethics relating to Junior Members.
- I will inform the relevant Junior Convenor of any changes to the information detailed above.
- I confirm that all details are correct and I am able to give parental/guardian consent for the above child to participate in and travel to all activities organised under the auspices of the Club.
- I understand that photographs may be taken during or at golf-related events and may be used in the promotion of golf. If selected for representative teams, I confirm that I am happy with the travel arrangements the Club may arrange for the above child.
- I accept that video can be used as a legitimate coaching aid and I am happy to agree to the above child receiving video golf lessons in Carrickmines Golf Club, either on an individual basis or as a member of a group.
- I acknowledge that the Club is not responsible for providing adult supervision for Junior Members, except for formal Junior coaching, matches and competitions.
- I declare that, if this application is successful, I will sign up to the Code of Conduct laid down by the Club for Parents/Guardians of Junior Members and Probationary Junior Members.

SIGNATURE: DATE:

PRINTED NAME:

State whether Parent or Guardian:

PHONE: Home: Mobile:

EMAIL:

Phone No. to be contacted in case of emergency:

MEDICAL/BEHAVIOURAL INFORMATION

.....
.....
.....

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

CODE OF CONDUCT FORM FOR PARENTS/GUARDIANS 2024

Carrickmines Golf Club believes that parents / guardians should:

- Be a role model for their child and maintain the highest standards of conduct when interacting with Junior Members, other parents, guardians, officials and organisers.
- Always be contactable by their child or Junior Convenor / Youth Leader and be punctual in dropping off and collecting their child. For this purpose, they should also carry the contact details of the Junior Convenor / Youth Leader concerned in case they are delayed.
- Always behave responsibly and should not seek to unfairly affect a player or the outcome of a game of golf.
- Never intentionally expose any Junior Member to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Always recognise the value and importance of the officials, leaders and volunteers who provide sporting and recreational opportunities for their child. They should not publicly question the judgement or honesty of referees, coaches or organisers. They should respect their child's Youth Leaders (e.g. the Club Professional and his Assistants, Junior Coaches, Junior Convenors / Volunteers, Referees, Organisers, Club Officials, etc.) and should accept their authority and support their efforts during sessions and events within or under the auspices of the Club. Parents/Guardians are welcome to attend events and coaching sessions but should not interfere with the Professional or Coach while working with the Junior Member.
- Respect their child's teammates as well as players, parents, guardians, coaches and officials from opposing teams.
- Encourage their child to play by the rules. They should teach their child that honest endeavour is as important as winning and they should do all that they can to encourage good sportsmanship.
- Set a good example by applauding good play on all sides. They should give encouragement and applaud only positive accomplishments whether from their own child, his/her teammates, their opponents or the officials of both sides.
- Encourage their child to treat other Junior Members, teammates, opponents, the Club Professional and his Assistants, Junior Coaches, Junior Convenors/Volunteers, Referees, Organisers, Team Selectors, Team Managers and Club Officials with respect.
- Support all efforts to remove abusive behaviour and bullying behaviour in all its forms. In this regard they should familiarise themselves with the Club's anti-bullying policy as set out at Section 1.6 of the Code.
- Never demonstrate threatening or abusive behaviour or use foul language in dealing with Junior Members of the Club or their Junior Convenors/Youth Leaders or opposing teams and their officials.
- Ensure that their child is aware of and familiar with this Code and its policies, procedures and guidelines to protect children against bullying, intimidation, harassment or abuse of any kind while within the Club or while under the care of the Club at away venues. I confirm that I have read the above Code of Conduct for Parents/Guardians as laid down by Carrickmines Golf Club as well as the procedures and guidelines set out in the Club's Code of Ethics relating to Junior Members, and I agree to accept and respect the provisions laid down therein.

Parent's/Guardian's Name (Block Letters): _____

Parent's/Guardian's Signature: _____

Date of Signature: _____ State whether Parent or Guardian: _____



APPENDIX 4 - Junior Member Incident Report Form

Youth Leaders in Attendance: _____

Name of Injured Junior Member: _____

Age: _____

Home Address: _____

Parent/Guardian Contacted: Yes No

If so, at what number? _____ **Date:** _____ **Time:** _____

Time of Reporting of Incident: _____

Reported By: _____

Exact Location of Incident: _____

Nature of Incident and Injury, if any: _____

How Incident Happened: _____

Name & Contact Details of any Witnesses: _____

First Aid Given? _____

Other Action Taken & Outcome: _____

Signed: _____

Date: _____

APPENDIX 5 – Contact Details

DISCUSS/REPORT A CONCERN

Contact details if you need to report a concern about a child or need to discuss a concern

Tusla – Child and Family Agency

Unit 9, Nutgrove Retail Park

Churchtown

Dublin 14

Telephone: 01 9213400

An Garda Síochána

Cabinteely Station

Telephone: 01 6665400

National Designated Liaison Person

Fiona Power

Safeguarding Manager

Golf Ireland | Carton Demesne, Maynooth, Co. Kildare W23 R8C6

Telephone: +353 (1) 505 4000

Mobile: +353 (87) 637 3767

E Mail : fionapower@golfireland.ie

Internal Club Contacts

Club Childrens Officer : Eve Morrissey 087 757 64 58

Designated Liaison Person : John Dowdell 087 826 11 04

Appendix 6 – Safeguarding Roles & Responsibilities

Club Children’s Officer

The appointment of Club Children’s Officers in golf clubs is an essential element in the creation of a quality atmosphere. They act as a resource with regard to children’s issues.

In summary Children’s Officers should review current policies in relation to young people, check that all activities are safe and fun, and inform adults of how to deal with any concerns that may arise in relation to the protection of children and young people.

Club Children’s Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the golf club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Golf Leaders.

The Children’s Officer should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum.

The role of the Club Children’s Officer should be:

To promote awareness of safeguarding guidelines within the golf club, among young members and their parents/guardians. This could be achieved by:- the distribution of information leaflets, the establishment of a junior specific notice board, regular information meetings for the young people and their parents/guardians

- To influence policy and practice within the golf club in order to prioritise children’s needs
- Establish contact with the National Children’s Officer in Golf Ireland.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Golf Leaders on best practice in junior golf
- To report regularly to the Club Management Committee.
- To monitor changes in membership and follow up any unusual dropout, absenteeism or club transfers by children or Golf Leaders
- To ensure that the children have a voice in the running of their golf club and ensure that there are steps young people can take to express concerns about their golf activities/ experiences.
- Establish communication with other branches of the club, e.g. facilitate parent’s information sessions at the start of the season
- Keep records on each member on file, including junior members, their contact numbers and any special needs of the child that should be known to leaders
- Ensure each member signs an annual membership form that includes signing up to the code of conduct for golf leaders and children and young people.
- The CCO should undertake the necessary training i.e. **Safeguarding 1 & 2 (ROI) or SCYPS & DSCO (NI)**
- Ensure that the club rules and regulations include:
 - complaints, disciplinary and appeals procedures.
 - an anti-bullying policy.
 - safety statement.
 - rules in relation to traveling with children.
 - supervision and recruitment of leaders.

The Carrickmines Golf Club - Children’s Officer: Eve Morrissey - General Manager

Designated Liaison Person

Each Golf Club must appoint a Designated Liaison Person (DLP). This person may or may not also fulfil the role of Children's Officer, however, best practice advises that they are kept as separate roles. It is recommended that this person is a senior club person. The DLP is responsible for reporting allegations or suspicions of child abuse to Tusla/Gateway or An Garda Síochána/ PSNI.

- The DLP is a resource for volunteers/coaches and should ensure that the golf clubs reporting procedures are followed. The DLP reports any suspected cases of child neglect or abuse to the Duty Social Worker in Child and Family Agency/Túsła or An Garda Síochána/ Gateway team or PSNI.
- The DLP should also inform the National Children's Officer in Golf Ireland that a report has been submitted without identifying details
- The DLP should be knowledgeable about child protection and undertake any training considered necessary i.e. **Safeguarding 1 & 3 (ROI) or SCYPS & DSCO (NI)**
- The DLP should familiarise themselves with the statutory and support services within their locality
- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/National Vetting Bureau Act 2012-2016 (ROI) and Cooperating to Safeguard Children and Young People in Northern Ireland 2017.
-

Children's Officers/Designated Persons do not have the responsibility of investigating or validating child protection concerns within the golf club and have no counselling or therapeutic role. These roles are filled by the Statutory Authorities. It is, however, possible that child protection concerns will be brought to the attention of the Children's Officer/Designated Liaison Person. In this event, it is essential that the correct procedure is followed.

The Carrickmines Golf Club - DLP: John Dowdell

Relevant Person

- For Clubs/organisations that operate in Republic of Ireland they must appoint a Relevant Person. Defined in the Children First Act 2015 (ROI) as a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's Child Safeguarding Statement.

The Carrickmines Golf Club - Relevant Person: Eve Morrissey General Manager