



Away trips / Overnight stays

- 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 to 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 enforced
- Juniors should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

Safety

All clubs / organisations must have a safety statement, including specific risk assessments linked to the activity. They should also have procedures in place for safeguarding against such risks. In addition, clubs / organisations should:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective gear is used
- Ensure First Aid kit is close at hand with access to 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

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

- 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

Late Collection

It is important to have some clear and easy guidelines if a parent is late to collect a junior, such as, contact the parent using the emergency contact number. If there is no answer, ask the junior if there is another family member to contact. Wait with the junior at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision.

