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| <p style="text-align: center;">Ladybank Golf Club</p> <p style="text-align: center;">Junior Golf Policy</p> |
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Author: LGC/SS

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1. Purpose

- 1.1. This Policy supports Ladybank Golf Club's approach to the accessibility, development, and promotion of Junior golf.
- 1.2 The Policy aims to provide [Ladybank Golf Club](#) members, officials, golf professionals and members of the public information regarding the structure of Junior golf within the Club.
- 1.3 The Policy supports the Ladybank Golf Club constitution, in particular section 4.6 which concerns Junior membership.

2. Introduction

- 2.1 [Ladybank Golf Club](#) has an established Junior Section which provides access to coaching and competitions.
- 2.2 The Junior Section is coordinated by the Head Professional, supported by volunteers and parent helpers.
- 2.3 The promotion of golf taster sessions, delivered to primary school children by the Assistant Professional, has identified a need to provide further opportunities outside of school hours. This has led to the creation of a Junior Golf Academy.
- 2.4 The Academy will provide coaching opportunities outwith membership of Ladybank Golf Club with the aim of encouraging attendees to join the Junior Golf Section.
- 2.5 The concept of introducing, developing and nurturing children who are interested in golf is represented in the diagram below.

Junior Pathway Development



3. Data Protection

- 3.1 The [Data Protection Act 2018](#) sets rules for anyone keeping, using or processing personal information on individuals.
- 3.2 [Ladybank Golf Club](#) robustly manages the personal data of all Junior members and any applications for membership to the Club or Junior Golf Academy.
- 3.3 All details / choices submitted on application forms will stay in place for all Juniors during their time at Ladybank Golf Club. However, these can be changed at any time by informing the Junior Golf Co-ordinator via email or in writing. An annual purge will take place to remove any details for non-renewing members.

4. Junior Golf Section

- 4.1 A child can apply to become a member of Ladybank Golf Club upon reaching 8 years of age. The Application Form (Appendix B) requires to be sponsored by 2 existing adult members of Ladybank Golf Club. However, should circumstances arise whereby an applicant (or their parent/guardian) does not know any members, contact should be made with the Head Professional for advice. Please note the reference to £100 deposit does not apply to Junior membership applications.
- 4.2 An emergency contact details form (Appendix C) should also be completed upon application to join the Junior Golf Section.
- 4.3 Section 4.6 of the Club constitution provides further details concerning Junior membership.
- 4.4 Junior memberships are renewed on an annual basis on 1 February. The renewals are intimated by post due to Club policy on the governance of Junior personal details. The membership fee is commensurate with the age of the child and information is included on the Application Form (Appendix B).
- 4.5 The offer of new membership will be processed after the renewals have been processed. A letter of offer for membership will be extended by post shortly after 1 March.
- 4.6 Upon becoming a Junior member, the child is eligible to play in competitions and is entitled to member benefits.
- 4.7 Junior members can also access coaching, provided by the Assistant Professional, supported by volunteers and parent helpers (see Section 7).
- 4.8 All Junior members wishing to participate in coaching sessions must complete an enrolment form (Appendix D). A non-refundable fee is required which provides access to all coaching sessions.
- 4.9 The coaching sessions are provided on a weekly basis (Appendix A).

5. Junior Golf Academy

- 5.1 A child can apply to become a member of the Junior Golf Academy between the ages of 5 and 12 years of age.
- 5.2 The concept of the Junior Golf Academy is to introduce children to golf and encourage their interest to such an extent that they naturally migrate to the Junior Golf Section, thereby becoming members of Ladybank Golf Club.
- 5.3 The Junior Golf Academy is structured in 2 blocks; April to June (Summer school term) and August to October (Autumn school term).
- 5.4 The Junior Academy Coaching Enrolment Form (Appendix E) should be completed and submitted for the attention of the Head/Assistant Professional.
- 5.5 Upon application, a non-refundable fee is required which provides access to a block of coaching.
- 5.6 The coaching sessions are divided into 2 blocks, with Juniors attending on a weekly basis (Appendix A).
- 5.7 Membership of the Junior Golf Academy does not provide member benefits associated with Ladybank Golf Club.

6. Child Protection

- 6.1 The [PVG Scheme](#) was established by the Protection of Vulnerable Groups (Scotland) Act 2007. This legislation requires any person who works - whether paid or unpaid – with children and protected adults in the UK to be registered, confirming that there is no known reason why an individual should not work with these groups.
- 6.2 All persons working with children at Ladybank Golf Club are PVG accredited.
- 6.3 Further information regarding child protection in golf can be viewed at the [Scottish Golf](#) website.
- 6.4 The Child Protection Officer at Ladybank Golf Club can be contacted for further details on Child Protection policy (see Section 12).

7. Coaching

7.1 Staff

- 7.1.1 The Head/Assistant Professional is responsible for the delivery of all Junior coaching at Ladybank Golf Club.

7.1.2 The Head/Assistant Professional is also responsible for the recruitment, training and development of all volunteers. The enlistment of helpers also falls within this remit.

7.2 Lesson plans / structure

7.2.1 The essential element of Junior golf development at Ladybank Golf Club is “learning through fun”.

7.2.2 The delivery of coaching is aligned with the [Scottish Golf](#) (ClubGolf) strategy for attracting and retaining more Juniors and adults in golf.

7.2.3 As a guide, the following ratios are recommended in the National Care Standards Early Education and Childcare up to the age of 16 (Scottish Executive, 2005):

- Age 3 and over, 1:8
- If all children are over 8, 1:10

7.2.4 In terms of coaching Scottish Golf recommends a ratio of 1:6.

7.2.5 Ladybank Junior golf coaching will be delivered with a minimum coaching ratio of 1:10. However, good planning and voluntary support should ensure the majority of coaching sessions conform with Scottish Golf recommendations.

7.2.6 Lesson plans are created by the Head/Assistant Professional, supported by the volunteers. Each session is structured in a manner which can be scaled to provide the correct level of challenge commensurate with the ability of the child. Learning outcomes are set to be challenging but achievable at all levels of ability.

7.2.7 Lesson plans will focus on a different skill per coaching session with the aim of making the Junior competent to play the Championship course.

7.2.8 Coaching sessions are unaffected by poor weather. Whilst coaching staff will endeavour to keep sessions outside, there are clubhouse facilities and indoor golf equipment which allow coaching to continue in the event of adverse weather.

7.2.9 Junior Golf Section coaching will mainly take place on the warm up area adjacent to the Professional Shop, however sessions may also be delivered on the practice area and Championship course.

7.3 Equipment

7.3.1 In order to achieve competency at all levels of golf, it is important to have the correct size of clubs. Junior clubs are graded according to the height of the child and the Assistant Professional or volunteers can assist in ensuring the child is provided with the correct size of clubs for coaching sessions.

- 7.3.2 Ladybank Golf Club Junior Section has a variety of sizes of clubs which can be loaned free of charge to children for the duration of the coaching sessions.
- 7.3.3 Parents/guardians who wish to purchase equipment for their child/children should discuss their requirements with the Professional Shop staff.

7.4 Dress Code

- 7.4.1 Junior Golf Academy members do not have a specific dress code as they are limited to supervised coaching sessions on the warm up area.
- 7.4.2 Junior Golf Section members are expected to conform with the dress code of 'Smart Casual' which is applicable across all other sections of the membership. This means NO denim jeans, football/rugby tops/shorts, collarless tee shirts or track suits are permitted on the Championship course or in the Clubhouse.

7.5 Code of Conduct

- 7.5.1 The Assistant Professional and all helpers / volunteers sign a Code of Conduct (Appendix F) and are accountable to the Child Protection Officer.
- 7.5.2 The good conduct of all children during coaching and competitions is a requirement primarily based on safety. It also engenders respect for other members and visitors to Ladybank Golf Club.
- 7.5.3 Conduct which is deemed dangerous or reckless by the Head/Assistant Professional or volunteers can result in the child being removed from a specific activity. Persistent misconduct can lead to exclusion from the entire session, with repeated issues leading to permanent removal from the coaching group. In such cases, no refund of coaching payments will be made.
- 7.5.4 A Risk Assessment for golf coaching activity has been prepared (Appendix G).

8. Competitions

8.1 Attaining a handicap

- 8.1.1 Ladybank Golf Club Junior Section operates 2 types of handicap system.
- 8.1.2 A Council of National Golf Unions (CONGU) handicap can be issued to any Junior member who completes 3 scorecards on the Championship course, either during competitions or supplementary rounds. These scorecards must be verified as per the [Rules of Golf](#).
- 8.1.3 Junior members transferring from another Golf Club and who have an existing CONGU handicap, can have this transferred to their Ladybank Golf Club membership. Junior members should consult with the Assistant Professional for further information.

- 8.1.4 Juniors reaching a handicap of 12 or less may play in adult stroke-play competitions providing a request is made in writing to the Secretary and written approval is given.
- 8.1.5 Juniors are permitted to enter knockout competitions except The Annsmuir and Angus Johnstone.
- 8.1.6 Juniors who are eligible to play in adult competitions must play in the company of an adult member and cannot enter the sweep.
- 8.1.7 However, the majority of Junior members will not have reached such a level of proficiency and in support of the 5-stage system described at Section 8.3 below, a Club handicap will be allocated.
- 8.1.8 A Club handicap is a local handicap, achieved when playing competitions or submitting supplementary scorecards on either the “Wee Course” (see section 8.4), or a reduced version of the Championship course.
- 8.1.9 A Club handicap can be achieved by submitting a minimum of 3 cards, verified by a parent/adult accompanying the Junior member.

8.2 Competition Structure / Fixture List

- 8.2.1 All Junior competitions are held under the [Rules of Golf](#) with a focus on enjoyment, positive experience and encouragement.
- 8.2.1 Ladybank Junior Golf Section members have the opportunity to compete in weekly competitions between April and October.
- 8.2.2 A Fixture List is created by the Head/Assistant Golf Professional and circulated with membership renewals or with the initial membership invitation. The Fixture List is also posted on the Ladybank Golf Club website and notice boards.
- 8.2.3 Junior Competitions are normally played on a Sunday. However optional days of play exist: Competitions can be played on a Friday/Saturday afternoon/evening. Cards must be marked by a member of the club/volunteer. The exception being Club Championship MUST be played at scheduled times.
- 8.2.3 Competition formats include;
- Strokeplay
 - Stableford
 - Matchplay
 - Adult/Junior
 - Inter-section (Junior/Seniors/Ladies)
 - Inter-Club (other Junior sections)
 - Footgolf

8.3 The 5 Stages of Becoming a Competent Golfer

- 8.3.1 Ladybank Junior Golf Section provides a 5-stage approach to becoming a competent golfer. This provides each Junior competitor with a challenge commensurate with their ability.
- 8.3.2 The slide below illustrates the pathway along which a Junior golfer can progress from introduction to the game, advancing through intermediate development and eventually being competent to play the full Championship course.



8.4 Stage 1

- 8.4.1 The main practice area is located behind the 8th tee and has been laid out and measured as an official Junior 9-hole competition course.
- 8.4.2 The course is designed to provide Juniors with their first experiences of playing competition golf without any perceived intimidation of the Championship course. The distances of each hole are slightly shorter than the Championship course, with local rules assisting the progress of play.
- 8.4.3 The Junior course, often referred to as the "Wee Course", allows Juniors to develop their game and achieve their first handicap. Once a level of confidence and proficiency are achieved, the Junior will discuss their

progression to the Championship course with the Assistant Professional and/or the volunteers.

- 8.4.4 It is anticipated that 9-hole competitions on the “Wee Course” should take about 1.5 hours.

8.5 Stage 2

- 8.5.1 Stage 2 Juniors have the option of remaining on the “Wee Course” or progressing to the Championship course and using the red discs which are embedded in the fairway.
- 8.5.2 A Stage 2 Junior is encouraged to attain a Club handicap of 27 for 9 holes of play.

8.6 Stage 3

- 8.6.1 Stage 3 Juniors progress to playing from the blue discs which are embedded in the fairway of the Championship course.
- 8.6.2 A Stage 3 Junior is encouraged to attain a Club handicap of 15 or less for 9 holes of play.

8.7 Stage 4

- 8.7.1 Stage 4 Juniors progress to playing from the white discs which are embedded in the fairway of the Championship course.
- 8.7.2 A Stage 4 Junior is encouraged to attain a Club handicap of 7 or less for 9 holes of play

8.8 Stage 5

- 8.8.1 Stage 5 Juniors progress to playing from the Blue (boys) or Red (girls) tee markers on the Championship course.
- 8.8.2 Stage 5 Juniors are encouraged to attain their first CONGU handicap.
- 8.8.3 Stage 5 Juniors can extend competitions to 12 or 18 holes following discussion and decision by either the Assistant Professional or volunteers.

8.9 Competition Entry

- 8.9.1 All Junior competitors are encouraged to sign-up for each competition. This can be achieved by contacting the Professional Shop on 01337 830725.
- 8.9.2 Late entries can be accommodated on the day of the competition however the Junior players may be added to the end of any draw for order of play.
- 8.9.3 Equally, cancellations should also be notified as per contact details at Section 8.9.1 above.

- 8.9.4 Junior competitors should aim to arrive about 30 minutes prior to the published start time. This will allow players time to prepare and be allocated specific tee times.
- 8.9.5 Each Junior competitor should ensure their name is recorded on the sign-up sheet prior to playing. The sheet should clearly indicate their handicap and colour of tee being used. The Assistant Professional, member of Pro Shop staff or volunteers can assist with these details.

8.10 Scorecards

- 8.10.1 Scorecards are available for all 5 Stages listed above. Junior competitors should ensure they select the correct scorecard for their level prior to playing.
- 8.10.2 Local rules are printed on the rear of the Junior Scorecards.
- 8.10.3 Stage 1 to 4 Juniors should have their scorecard marked by a parent/adult.
- 8.10.4 Stage 5 Juniors should be encouraged to swap scorecards within their group, playing in accordance with the Rules of Golf.
- 8.10.5 Completed scorecards must be signed and returned to the Junior scorecard box which is located next to the Competition Entry Computer in the foyer of the Clubhouse.
- 8.10.6 Junior scorecards are also available for use during social golf and can be supplied by any of the Professional Shop staff.

8.11 Competition results and prizes

- 8.11.1 All Junior competitions are electronically recorded using Club V1. This is the same system used by other sections of the Club and generates all competition results and also refreshes handicaps.
- 8.11.2 All Junior results are processed as soon as possible, with the results being published on the Head Professional's newsletter, Club/Pro Shop Facebook, Whats App group and the Junior notice boards.
- 8.11.3 Prizes are not awarded until the official Prize Giving at the end of the season. They are a combination of trophies and vouchers awarded by the golf club for the Pro Shop.
- 8.11.4 Where sponsors provide items for the Junior Golf Section, the Head/Assistant Professional will decide the manner in which these are awarded. For example, consistent attendance at coaching or competitions, recording a Junior course record or other example of commitment may merit a sponsor's award.

8.12 Supplementary Scores

- 8.12.1 Supplementary scores can be submitted when a Junior member cannot attend competitions due to other commitments.
- 8.12.2 Stage 1 to 4 Juniors should have their scorecard marked by a parent/adult.
- 8.12.3 Stage 5 Juniors should be encouraged to swap scorecards within their group, playing in accordance with the Rules of Golf.
- 8.12.4 Further advice in respect of supplementary scores can be obtained from the Professional Shop.

8.13 Away Scores

- 8.13.1 A signed copy of the scorecard from the golf course played must be returned to the Junior scorecard box, in addition to making an entry in the away scores folder next to the Competition Entry Computer.
- 8.13.2 Further advice in respect of away scores can be obtained from the Professional Shop.

9. Media / Photography (See Appendices D or E)

- 9.1 Throughout the season Junior members may be photographed at coaching, competitions and various events. These photographs may be used for display purposes in the newsletter, on the club website or social media sites. On occasion, Junior members may also have their photograph printed in the local papers e.g. The Fife Herald, The Courier etc.
- 9.2 From time to time visitors attend coaching sessions to work with the children. They may request permission to take photographs of the children to help publicise their work. These photographs are used within their own publications and may appear on their website.
- 9.3 Please note these persons are not permitted access to the Junior Section unless they have a PVG certificate. They will also be supervised by the Assistant Professional or volunteers.
- 9.4 Ladybank Golf Club respects the wishes of parents/guardians at all times with regard to inclusion/exclusion of their child/children from such photographs. A permission form (Appendix D or E) should be handed in with your enrolment form to the Head/Assistant Golf Professional.

10. Communications

10.1 Website

10.1.1 The Assistant Professional is responsible for communicating all relevant information regarding the management and operation of the Junior Golf Section and Junior Golf Academy.

10.1.2 The Ladybank Golf Club website provides a wealth of information regarding the Club. It includes an area dedicated to the Junior Section, including details about the Junior Golf Academy.

10.1.3 In order to protect Junior members, their details are not readily available to those accessing the website. Permission to add a Junior member's details to the "Members Area Login" section of the [Ladybank Golf Club](#) website can be authorised by the Managing Secretary upon written request.

10.2 Social Media

10.2.1 The Ladybank Pro Shop Facebook page provides information about Junior Section activity and assistance offered by the Professional Shop.

10.2.2 A WhatsApp mobile phone messaging system has also been introduced. It provides a quick way of communicating messages such as coaching and competition reminders. It also allows subscribers to arrange social golf outwith the formal coaching and competition structure.

10.2.3 The Assistant Professional is the moderator of the Group and is responsible for the management of all contacts. The moderator provides access to the Group and can remove those who make inappropriate use of this platform.

11. First Aid

11.1 Several members of [Ladybank Golf Club](#) staff are trained in First Aid. In addition, volunteers may provide additional First Aid support through qualifications or training attained in their workplace.

11.2 All coaching sessions will have at least one qualified First Aider present.

12. Useful Contacts

12.1 Assistant Professionals

Andrew Cooper/Adam Stott
Tel. No. 01337 830725 (Professional Shop)
Email: - juniorcoach@ladybankgolf.co.uk

12.2 Managing Secretary

Gordon Simpson

Tel. No. 01337 830714 (option1)
Email: - gordon@ladybankgolf.co.uk

12.3 Child Protection Officer

Roy McGregor
Tel. No. 07818 507855
Email: - roymacgregor@live.co.uk



Junior Golf Coaching Academy

- From 5 – 12 years of age – all abilities welcome
- £60 for 20 sessions: £3 per week / in 2 staggered payments
 - Clubs supplied, if required

- Details

- **Time:** 6.30 – 7.30pm (Arrive for 6.20pm)

** Meet at the Pro Shop – **Monday Evenings** **

Dates:

Block 1 = £40 **Start** 01/04/2019

End 24/06/2019

Summer Holiday Break

Block 2 = £20 **Return** 12/08/2019

End 23/09/2019

- For an application form; please visit www.ladybankgolf.co.uk

Please see 'welcome' tab > Junior golf

- If you have any questions; please email:
juniorcoach@ladybankgolf.co.uk



Junior Golf Section Membership

- From 8 to 14 years of age - £65 - £1.25 per week
- 15 to 18 years of age - £150 – £2.88 per week
 - Weekly FUN Competitions
- Access to both Junior and Championship courses
 - Family friendly environment

Join our Coaching Programme...

- £60 for 20 sessions: £3 per week / in 2 staggered payments
 - Clubs supplied, if required

Details

Time: 6.30 – 7.30pm (Arrive for 6.20pm)

** Meet at the Pro Shop – **Monday Evenings**

**

Dates:

Block 1 = £40 **Start** 01/04/2019

End 24/06/2019

Summer Holiday Break

Block 2 = £20 **Return** 12/08/2019

End 23/09/2019

- For an application form; please visit www.ladybankgolf.co.uk

Please see 'welcome' tab > Junior golf

- If you have any questions; please email:
juniorcoach@ladybankgolf.co.uk





APPLICATION FOR MEMBERSHIP

| | |
|---|--|
| Membership Category <i>(see over)</i> | |
| Full Name (Please Print) | |
| Address | |
| Signature | |
| Home Telephone | |
| Mobile Telephone | |
| Email | |
| Date of Birth | |
| Current Clubs | |
| CDH Number | |
| Handicap | |
| Proposer's Name | |
| Proposer's Signature | |
| Address | |
| Secunder's Name | |
| Secunder's Signature | |
| Address | |

If applying for **Ordinary** Membership, a cheque for £100 made payable to “Ladybank Golf Club” must accompany the application. The cheque will be cashed and credited against the Entry Fee payable on election to Ordinary Membership of the Club should the applicant be placed on the waiting list, but otherwise will be *non-refundable*. The applicant will be notified in due course of his/her standing regarding the waiting list.
(Not required for Junior Members)

The applicant *must be personally known* to the Proposer and Seconder, both of whom must be Ordinary, Life or Honorary Members of the Club. The Proposer should have been a member for a minimum of TWO years. By signing this form, the Proposer and Seconder declare that the Applicant is a suitable person to be admitted as a Member of the Club and acknowledge they will be responsible for the conduct of the applicant should he/she be offered membership.

| SUBSCRIPTION FEES FOR CURRENT YEAR | | | |
|---|----------------------------|-----------------|----------------------------|
| Category | Annual Subscription | Category | Annual Subscription |
| Ordinary | £555 | Junior Under 15 | £65 |
| Ordinary 26-30 | £415 | Country | £277.50 |
| Ordinary 18-25 | £277.50 | Overseas | £150 |
| Junior 15-18 | £150 | | |
| JOINING FEE | | | |
| Ordinary over 35 | | £825 | |
| Ordinary 31 – 35 | | £618.75 | |
| Ordinary 26 – 30 | | £415 | |
| Ordinary 18 – 25 | | £277.50 | |

(fees correct, January 2019 and are subject to change on a yearly basis)

Juniors who have more than 2 years membership do not require to pay any joining fee when moving to Ordinary memberships from Juniors

FAIRWAY CREDIT

If required, you can pay your Annual Subscription fee monthly. Premium Credit Ltd, an independent finance company, can offer you a loan facility so that you spread the cost of your fees over monthly Direct Debit payments. Application forms can be requested from the office when you receive your annual subscription.

(Not available to Junior Members)

FOR OFFICE USE

| | |
|--|-------|
| Date Received | |
| Approved by Committee | Y / N |
| Approval Acknowledged | |
| Waiting List Number / MembershipNumber | |



JUNIOR MEMBERSHIP

PARENT / GUARDIAN – EMERGENCY CONTACT DETAILS

| | |
|---|--|
| Junior Name (Please Print) | |
| Parent / Guardian Full Name (Please Print) | |
| Relationship to child: | |
| Address: | |
| Home Telephone: | |
| Mobile Telephone: | |
| Email: | |

Alternative Contact

| | |
|---|--|
| Parent / Guardian Full Name (Please Print) | |
| Relationship to child: | |
| Address: | |
| Home Telephone: | |
| Mobile Telephone: | |
| Email: | |



LADYBANK
Golf Club

Junior Coaching Enrolment

- £60 for 20 sessions: £3 per week / 2 staggered payments

- Clubs supplied, if required

Details

Time: 6.30 – 7.30pm (Arrive for 6.20pm)

** Meet at the Pro Shop **

Dates:

Block 1 = £40

Start 01/04/2019

End 24/06/2019

Summer Holiday Break

Block 2 = £20

Return 12/08/2019

End 23/09/2019

| | |
|---|--|
| <i>Child's Name:</i> | |
| <i>Age:</i> | |
| <i>Address:</i> | |
| <i>Mobile (if applicable)</i> | |
| <i>Email (if applicable)</i> | |
| <i>Home Club: (if applicable)</i> | |
| <i>Handicap: (if applicable)</i> | |
| <i>CDH number: (if applicable)</i> | |
| | |
| <i>Parent / Guardian Contact Details:</i> | |
| <i>Name:</i> | |
| <i>Relationship to child:</i> | |
| <i>Address:</i> | |

| | |
|---|---|
| | |
| <i>Mobile:</i> | |
| <i>Email:</i> | |
| <i>Availability to help at coaching (Monday evening)</i> | YES / NO / SOMETIMES |
| <i>Availability to help at competitions (Sunday late afternoon/evening)</i> | YES / NO / SOMETIMES |
| <i>Emergency Contact Details:</i> | |
| <i>Name:</i> | |
| <i>Relationship to child:</i> | |
| <i>Address:</i> | |
| <i>Mobile:</i> | |
| | |
| <i>Child Allergies / Special health considerations:</i> | <i>Please state (including medication. Please note that coaching staff are unable to administer medication)</i> |
| <i>WhatsApp Group:</i> | <i>Do you wish to be included in our WhatsApp 'Golf' group? Y/N</i> |
| <i>Ladybank Golf Club Website Access:</i> | <i>Do you / your son /daughter wish access to the club website? Y/N</i> |
| <i>Coaching fee paid: (Cash only to Pro Shop)</i> | <i>Amount: Date:</i> |
| | |
| | |



Photograph/Video Permission Form

Throughout the season our Junior members may be photographed at coaching, competitions and various events. These photographs may be used for display purposes in the Junior newsletter, on the club website or social media sites. On occasion, Junior members may also have their photograph printed in the local papers e.g. The Fife Herald, The Courier etc.

From time to time we have visitors to the coaching sessions who work with the children and request permission to take photographs of the children to help publicise their work. These photographs are used within their own publications and may appear on their website. Please note these persons are not permitted access to the Junior Section unless they have a PVG certificate. They will also be supervised by the Assistant Golf Professional or volunteer golf coaches at all times.

We are required to seek your permission for all these eventualities.

Please state YES or NO if you are happy with the above: YES / NO

I understand that the choices above will stay in place for my child during their time at Ladybank Golf Club. However, I can change these at any time by informing the Junior Golf Co-ordinator via email.

Parent's Name: Date:

Child's Name

| | |
|--|---|
| <i>Relationship to child:</i> | |
| <i>Address:</i> | |
| <i>Mobile:</i> | |
| <i>Email:</i> | |
| <i>Availability to help at Academy coaching (Monday evening)</i> | YES / NO / SOMETIMES |
| <i>Emergency Contact Details:</i> | |
| <i>Name:</i> | |
| <i>Relationship to child:</i> | |
| <i>Address:</i> | |
| <i>Mobile:</i> | |
| <i>Child Allergies / Special health considerations:</i> | <i>Please state (including medication. Please note that coaching staff are unable to administer medication)</i> |
| <i>WhatsApp Group:</i> | <i>Do you wish to be included in our WhatsApp 'Academy' group? Y/N</i> |
| <i>Junior Academy Newsletter</i> | <i>Do you wish the above emails to be signed up to our newsletter? Y/N</i> |
| <i>Coaching fee paid: (Cash only to Pro Shop)</i> | <i>Amount: Date:</i> |
| | |



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Throughout the season our Junior members may be photographed at coaching, competitions and various events. These photographs may be used for display purposes in the Junior newsletter, on the club website or social media sites. On occasion, Junior members may also have their photograph printed in the local papers e.g. The Fife Herald, The Courier etc.

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Parent's Name: Date:

Child's Name

LADYBANK GOLF CLUB

CODE OF CONDUCT FOR VOLUNTEER COACHES

Good Practice

In the context of your role at Ladybank Golf Club, the following good practice guidelines should be followed:

- Remember you are a role model – be welcoming, positive, encouraging and respectful
- Make golf fun, enjoyable and promote fair play
- Treat all children equally, with respect, dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust
- Include children in the decision-making process whenever possible
- Work with children in a public place, wherever possible
- Put the wellbeing of each child first before winning or achieving performance goals
- Give enthusiastic and constructive feedback
- Recognise the developmental needs and capacity of children
- Challenge instances of poor practise, abuse or bullying

Unacceptable Practice

- Putting excessive pressure on children, pushing children against their will
- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation
- Spending a lot of time alone with children away from others
- Assisting with bathing or dressing tasks that children can do for themselves

- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language
- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on
- Failing to pass on a disclosure from a child about potential abuse
- Rough physical contact or games between adults and children
- Forming intimate emotional, physical or sexual relationships with children
- Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun
- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child

I have read and agree to abide by this Code of Conduct.

Name of staff member/volunteer: _____

Date signed: _____

Witnessed by: _____

(Club Child Wellbeing and Protection Officer/delegated staff member)

Date signed: _____

Risk Assessment

Ladybank Golf Club – Junior Coaching

Severity Rating

1. Minor Injury – no time lost (insignificant)
2. Minor Injury – lost time (minor)
3. Serious Injury – (moderate)
4. Major Injury/ill health (RIDDOR)
5. Fatality/Multiple Fatality

Likelihood Rating

1. Improbable (Highly unlikely)
2. Remote
3. Possible
4. Probable
5. Likely

S.R. - Severity Rating

L.R. – Likelihood Rating

R.R. – Risk Rating

| 1. Hazard | 2. Person/s Affected | 3. Hazard Effect | 4. S.R. | 5. L.R. | 6. R.R. | 7. Control Measures | 8. Treated Risk |
|----------------------|----------------------|------------------|---------|---------|---------|--|-----------------|
| Activity | | | | | | | |
| Duration of activity | Participants | Minor Injury | 2 | 3 | 6 | <ul style="list-style-type: none"> ▪ Regular rest periods ▪ Duration appropriate to age and experience of participants ▪ Access to fluids | 1 x 2 = 2 |

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|--|------------------------------------|--------------------------|---|---|---|--|--------------|
| Injury whilst playing | Participants/ coaching staff | Minor/serious Injury | 3 | 2 | 6 | <ul style="list-style-type: none"> ▪ Provision of trained coaches ▪ Proportionate ratio of students to coaches ▪ Demonstration of task, including risk awareness briefing ▪ Appropriate practices/games for age and size of students | 2 x 2 = 4 |
| Environment (outdoor) | | | | | | | |
| Ground conditions (such as uneven surface or wet grass) | Participants/ coaching staff | Minor /serious Injury | 2 | 3 | 6 | <ul style="list-style-type: none"> ▪ Conduct activity on suitable surface ▪ Carry out pre-activity site inspection and remove any hazards prior to commencement of coaching ▪ Provide safety briefing to students | 2 x 2 = 4 |
| Trip hazard - coaching equipment | Participants/ coaching staff | Minor /serious Injury | 3 | 3 | 9 | <ul style="list-style-type: none"> ▪ Ensure coaching equipment is kept in a clearly marked area during coaching sessions. ▪ Conduct coaching in areas which do not conflict with coaching equipment. | 2 x 2 = 4 |

| | | | | | | | |
|-------------------------------------|------------------------------------|--------------------------|---|---|---|--|--------------|
| Pollen exposure | Participants/ coaching staff | Minor injury | 2 | 3 | 6 | <ul style="list-style-type: none"> Ensure students with pollen allergies are aware of risk and can self-medicate if required | 1 x 3 = 3 |
| Insect stings / bites | Participants/ coaching staff | Minor /serious Injury | 2 | 3 | 6 | <ul style="list-style-type: none"> Provision of First Aid | 1 x 3 = 3 |
| Other golf course patrons | Other golf course patrons | Minor /serious Injury | 3 | 2 | 6 | <ul style="list-style-type: none"> Conduct coaching in designated area, separate from other golf activity Coaching staff control of student activity | 2 x 2 = 4 |
| Weather (temperature/precipitation) | Participants/ coaching staff | Minor Injury | 2 | 3 | 6 | <ul style="list-style-type: none"> Ensure appropriate clothing worn Provision of indoor coaching alternative venue | 1 x 3 = 3 |

| | | | | | | | |
|---|------------------------------------|-----------------------------|---|---|----|---|--------------|
| Fire | Participants/ coaching staff | Serious Injury/ Fatality | 5 | 2 | 10 | <ul style="list-style-type: none"> ▪ Registration of students prior to coaching session ▪ Provide fire safety briefing to all coaching staff and students ▪ Identification of Fire Assembly Point ▪ Appropriate training for all coaching staff <p>have clear exact instruction</p> | 2 x 1 = 2 |
| Overcrowding - collisions - over enthusiasm | Participants | Minor /serious Injury | 3 | 3 | 9 | <ul style="list-style-type: none"> ▪ Safety zones outlined & reinforced to students ▪ Demonstration and reinforcement ▪ Limit group size to space available. | 2 x 2 = 4 |
| Environment (indoor) | | | | | | | |
| Room size | Participants/ coaching staff | Minor /serious Injury | 2 | 3 | 6 | <ul style="list-style-type: none"> ▪ Scale activity according to available space. ▪ Limit group size to space available. | 2 x 2 = 4 |

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|--|------------------------------------|-----------------------------|---|---|----|---|--------------|
| Trip hazard - coaching equipment | Participants/ coaching staff | Minor /serious Injury | 3 | 3 | 9 | <ul style="list-style-type: none"> ▪ Ensure coaching equipment is kept in a clearly marked area during coaching sessions. ▪ Conduct coaching in areas which do not conflict with coaching equipment. | 2 x 2 = 4 |
| Fire | Participants/ coaching staff | Serious Injury/ Fatality | 5 | 2 | 10 | <ul style="list-style-type: none"> ▪ Registration of students prior to coaching session ▪ Provide fire safety briefing to all coaching staff and students ▪ Identification of Fire Doors and Assembly Point ▪ Appropriate training for all coaching staff | 2 x 1 = 2 |
| Overcrowding - collisions - over enthusiasm | Participants | Serious Injury | 3 | 3 | 9 | <ul style="list-style-type: none"> ▪ Correct technique teaching ▪ Demonstration and reinforcement ▪ Limit group size to space available | 2 x 2 = 4 |
| Equipment | | | | | | | |

| | | | | | | | |
|---|------------------------|----------------|---|---|---|---|--------------|
| Non-appropriate equipment or misuse of equipment such, as: Golf Clubs Golf Balls Teaching aids | Participants | Serious Injury | 3 | 3 | 9 | <ul style="list-style-type: none"> ▪ Only use of equipment appropriate to age and development stage of participants ▪ Pre-activity check of equipment ▪ Explain how to use equipment safely to participants ▪ Limit use of clubs to one per team ▪ Close supervision | 2 x 3 = 6 |
| Inappropriate clothing/footwear | Participants | Minor injury | 2 | 2 | 4 | <ul style="list-style-type: none"> ▪ Ensure clothing/footwear is acceptable prior to activity | 1 x 2 = 2 |
| Jewellery | Participants | Minor Injury | 2 | 2 | 4 | <ul style="list-style-type: none"> ▪ Students to remove inappropriate Jewellery | 1 x 2 = 2 |
| Transportation of equipment | Coaches/ volunteers | Minor Injury | 2 | 2 | 4 | <ul style="list-style-type: none"> ▪ Proper handling techniques ▪ Close supervision ▪ Adequate instruction | 1 x 2 = 2 |
| People | | | | | | | |
| Spectators in playing area | Participants | Minor injury | 2 | 2 | 4 | <ul style="list-style-type: none"> ▪ Set out safety zone and enforce | 1 x 2 = 2 |

| | | | | | | | |
|--|-----------------------|----------------|---|---|----|--|--------------|
| Pre-existing medical conditions/ injuries | Participants | Major injury | 4 | 3 | 12 | <ul style="list-style-type: none"> ▪ Ensure coach is aware of all existing medical conditions ▪ Close supervision of situation ▪ Emergency procedure for First Aid in place | 2 x 3 = 6 |
| Eating while participating | Participants | Fatality | 5 | 3 | 15 | <ul style="list-style-type: none"> ▪ Prohibit eating or chewing while playing | 2 x 3 = 6 |
| Misbehaviour | Participants Coach | Minor Injury | 2 | 3 | 6 | <ul style="list-style-type: none"> ▪ Ensure participants are aware of rules/code of conduct ▪ Close supervision | 2 x 3 = 6 |
| Over aggressive play | Participants | Serious Injury | 4 | 3 | 12 | <ul style="list-style-type: none"> ▪ Close supervision ▪ Exclude participants from practice if posing a danger to themselves and other participants | 2 x 3 = 6 |

Completed by: _____

Position within Ladybank Golf Club: _____

Date: _____

Approved by: _____

Position within Ladybank Golf Club: _____

Date: _____

This Risk Assessment is subject to Annual Review or, as directed by the Managing Secretary, Assistant Professional or Child Protection Officer.

List of Associated Legislation

- [Rules of Golf](#)
- [PVG Scheme](#)
- [Data Protection Act 1998](#)

List of Associated Reference Documents / Websites

- [Ladybank Golf Club](#)
- [Scottish Golf](#)