



# ARDEE GOLF CLUB JUVENILE, JUNIOR AND STUDENT MEMBERSHIP Policy, Safeguarding and Data Protection

(March 2019)





## Contents

Policy on Juvenile, Junior and Student Membership .....	3
Juvenile Membership Application Procedure.....	5
Juvenile Membership Regulations .....	6
Junior Membership Application Procedure .....	7
Junior Membership Regulations .....	8
Student Membership Application Procedure.....	9
Student Membership Regulations.....	10
Safeguarding Policy and Statement.....	12
Recruitment & Supervision Policy for Junior Leaders .....	13
Sample of Leaders Code of Conduct.....	14
Junior Code of Conduct .....	15
Parental Consent Form .....	16
Anti-Bullying Policy.....	17
Junior Leaders Contact Information 2018 .....	18
Club Contact Information.....	18
Terms.....	19



## Policy on Juvenile, Junior and Student Membership

Section 11 of the Constitution of Ardee Golf Club provides for the various categories of membership of the club and includes Juveniles, Junior and Student categories. The policy of Ardee Golf Club is to promote the game of golf within each of these categories of membership, to educate its young members with regard to the rules and etiquette of golf, to provide the opportunity for coaching and to foster sportsmanship, honour and competitiveness.

## Implementation Mechanisms

To implement this policy the club has established three sub-committees.

The Junior Development Committee will;

1. Develop and oversee the implementation of plans and guidelines for the Junior, Juvenile and Student membership structures
2. Continue to examine and develop the areas of Junior and Juvenile membership and bring forward recommendations

The Juvenile Committee will;

1. Implement plans and guidelines for the Juvenile and Junior categories of membership, in association with the Junior Development and Student Committees
2. Develop the juveniles and Juniors understanding and ability within the game.
3. Facilitate the selection of a Junior Captain each year
4. Facilitate the Juniors in the various club and inter club competitions.

The Student Committee will;

1. Implement the plans and guidelines for the Student category of membership in association with the Junior Development Committee.
2. To develop the Students understanding of and ability within the game.
3. To facilitate the students in the various club and inter club competitions

Each of the Committees will liaise with the Secretary and Committee of Management regarding all decisions and actions taken





## AGC Junior Club Safeguarding Policy 2019 (Rev3)

### **ACTION**

At the start of each golfing season all Junior and Juvenile applicants will be invited to the clubhouse where they will be instructed in,

- THE BASIC RULES OF GOLF
- THE CORRECT BEHAVIOUR ON AND OFF THE COURSE
- MAKING PROGRESS ON THE COURSE, SLOW PLAY ETC.
- RULES CONCERNING ACCESS TO THE CLUBHOUSE
- REPORTING TO THE PRO SHOP
- USE OF MEMBERSHIP CARDS
- THE PROCEDURE FOR REPORTING A PROBLEM
- THE IMPORTANCE OF SAFETY ON THE GOLF COURSE
- MATTERS OF ETIQUETTE AND RIGHT OF WAY ON THE COURSE
- ARRANGEMENTS FOR COACHING AND COMPETITIONS
- DISCIPLINE AND PENALTIES

During the season, each of the Committees will facilitate the development of the game, the young members understanding of rules and etiquette, sportsmanship and honour through,

- COACHING SESSIONS
- CLUB COMPETITIONS
- INTER CLUB COMPETITIONS AS APPROPRIATE
- THE SELECTION OF STUDENT CAPTAINS (MALE & FEMALE)
- THE FORMATION OF A STUDENT COMMITTEE





## Juvenile Membership Application Procedure

A **JUVENILE** MEMBER IS BETWEEN THE AGES OF **5 AND 12 YEARS** ON 1<sup>ST</sup> JANUARY IN THE MEMBERSHIP YEAR.

### APPLYING FOR MEMBERSHIP

1. Complete an application form available from the administration office
2. Attach 2 passport sized photographs and return to the office **without money**
3. The Juvenile Committee will review all applications within 4 weeks of receiving them
4. The Juvenile Committee will organise a meeting of applicants and their parents in the clubhouse.
5. The meeting will cover topics such as
  - Etiquette
  - Rules
  - Coaching
  - When Juveniles are allowed on the course
  - Arrangements for competitions
  - Disciplinary procedures for breach of rules
  - How to report problems
  - The importance of safety
  - Right of way on the course
6. Attendance at the meeting is essential for all applicants and attendance will be recorded

### ON ACCEPTANCE TO THE CLUB AND TO ACTIVATE MEMBERSHIP

1. The Applicant will then be accepted and receipted.
2. The applicant will receive a rule sheet and membership sticker
3. The applicant will receive a membership ID card
4. Acceptance into the club is for the current year only and all Juvenile Members must re-apply in subsequent years if they wish to renew their membership.



## Juvenile Membership Regulations

1. Special Competitions will be organised during the summer months for Juvenile members.
2. Juvenile members are required to play in the organised summer competitions in order to maintain their membership. Otherwise membership will be revoked.
3. Juvenile Members must report to the Professional Shop, and sign in on the Junior Book before going out to play golf at any time to ensure that it is permitted to proceed to the course.
4. **Juvenile members under 10 years must be accompanied by an adult at all times when on the course and in the precincts of the clubhouse.** Parents / Guardians of un-accompanied Juvenile members will be contacted and asked to pick up their child without delay
5. Juvenile Members can play golf on any day provided there are no adult competitions on the course. Wednesday is Ladies Day and play is permitted within the allocated Members Time and after the Timesheet has concluded for the day, subject to permission from the Pro Shop.
6. Juvenile Members with a Handicap of (16/Boys) and (36/Girls) or less may enter Adult Competitions, ( subject to Club Rules for Prizes and Eligibility )
7. Juvenile members must have their membership ID card with them when they come to the club to show that they are members, especially during organised competitions. Ideally ID cards should be displayed on golf bags when on the course.
8. When on the course, Juvenile members must give way to adult members at all times.
9. With regard to the clubhouse, Juvenile may use the dining room, but they are not allowed in the bar unless accompanied by an adult and not at all after 9pm.
10. Juniors are not allowed in the locker room unless accompanied by an adult.
11. Acceptance into the club is for the current year only and all Juvenile members must re-apply in subsequent years if they wish to renew their membership.
12. The Clubs code of dress must be followed when on the course and in the clubhouse. (Strictly no Football Gear )
13. Junior Codes of Conduct and Parental Consent Forms **MUST** be returned prior to Membership being activated ( see back of booklet )



Welcome to the  
**Golfing Union of Ireland**



## Junior Membership Application Procedure

A **JUNIOR** MEMBER IS BETWEEN THE AGES OF **12 AND 17 YEARS** ON 1<sup>ST</sup>JANUARY IN THE MEMBERSHIP YEAR

### **APPLYING FOR MEMBERSHIP**

1. Complete an application form available from the administration office
2. Attach 2 passport sized photographs and return to the office without money
3. The Junior Committee will review all applications within 4 weeks of receiving them
4. The Junior Committee will organise a meeting of applicants and their parents in the clubhouse
5. The meeting will cover topics such as
  - Etiquette
  - Rules
  - Coaching
  - When Juniors are allowed on the course
  - Arrangements for Competitions
  - Disciplinary procedures for breach of rules
  - How to report problems
  - The importance of safety
  - Right of way on the course
6. Attendance at the meeting is essential for all applicants and attendance will be recorded

### **ON ACCEPTANCE TO THE CLUB AND TO ACHIEVE MEMBERSHIP**

1. The subscription will then be accepted and receipted
2. The applicant will receive a rule sheet and membership sticker
3. The applicant will receive a membership ID card
4. Acceptance into the club is for the current year only and all Junior members must re-apply in subsequent years if they wish to renew their membership



## Junior Membership Regulations

1. Special competitions will be organised during the summer months for Junior members.
2. Junior members are required to play in the organised summer competitions in order to maintain their membership. Otherwise membership will be revoked
3. Junior members must report to the Professional Shop, and sign in on the Junior Book before going out to play golf at any time to ensure that it is permitted to proceed to the course.
4. Junior members can play golf on any day provided there are no adult competitions on the course. Wednesday is Ladies Day and play is permitted within the allocated Members Time and after the Timesheet has concluded for the day, subject to permission from the Pro Shop.
5. Junior members must have their ID cards with them when they arrive at the club and be prepared to show it on demand. Ideally ID cards should be displayed on golf bags when on the course.
6. Juniors with a Handicap of ( 16/Boys ) and ( 36/Girls ) or less may enter Adult Competitions, ( subject to Club Rules for Prizes and Eligibility )
7. When on the course, Junior members must give way to adult members at all times.
8. With regard to the clubhouse, Juniors may use the dining room, but they are not allowed in the bar unless accompanied by an adult and not at all after 9pm.
9. Juniors are not allowed in the locker room unless accompanied by an adult.
10. Acceptance into the club is for the current year only and all Junior members must re-apply in subsequent years if they wish to renew their membership.
11. The Clubs code of dress must be followed when on the course and in the clubhouse.
12. Junior Codes of Conduct and Parental Consent Forms **MUST** be returned prior to Membership being activated ( see back of booklet )







## Student Membership Application Procedure

A STUDENT MEMBER IS BETWEEN THE AGES OF 18 AND 25 YEARS ON THE DATE OF ENTRY TO THE CATEGORY OR ANNUAL RENEWAL OF THEIR MEMBERSHIP AND IN FULL TIME EDUCATION OR SUITABLE APPRENTICESHIP, AS DETERMINED BY THE JOINT COMMITTEE OF THE CLUB.

### APPLYING FOR MEMBERSHIP

1. Complete an application form available from the administration office (Use normal adult application form)
2. Attach 2 passport sized photographs and return to the office without money
3. All applications for Student membership must go before the Committee of Management for approval.
4. The applicant will be notified of the Committee's decision as soon as possible following an appropriate meeting

### ON ACCEPTANCE TO THE CLUB AND TO ACTIVATE MEMBERSHIP

1. The subscription will then be accepted and receipted
2. The applicant will receive a diary & membership sticker
3. Student members will be required to verify that they are in full time education or in an apprenticeship on renewal of their membership each year.





## Student Membership Regulations

1. All Students members must report to the golf Professionals shop before going out to play at any time, to ensure that it is alright to proceed out on the course
2. To retain this category of membership a student member must return a minimum of **4 singles score cards** in official club competitions during the year, unless there are exceptional circumstances preventing this. Such circumstances must be reported to the Committee and meet with the approval and satisfaction of said Committee. (Ref; Article 11.4.3 of the Constitution of the Club)
3. A student member wishing to upgrade to full membership must have returned a minimum of **4 singles score cards** in official club competitions in each of the preceding 3 years and must offer themselves for full membership in the calendar year after leaving full time education. (Ref; Article 11.5.2 of the Constitution)
4. Student members will be required to verify to the satisfaction of the committee that they are in full time education or in an apprenticeship on renewal of their membership each year.
5. The clubs code of dress must be followed when on the course and in the clubhouse



## Competition & Coaching Times

# ARDEE GOLF CLUB

## Rules for Juveniles & Juniors 2019 (Ref Junior Policy)

### FOR PARENTS

1. Children are to **10 minutes before their FREE COACHING SESSION.**
2. For Health and Safety reasons and since no extra adult supervision is provided, children are **to be collected as soon as they have completed their Competition / Coaching Session**
3. Junior Membership must be **renewed annually.**
4. There are **16 competitions** scheduled for Juniors this summer. **To maintain membership and eligibility, Juvenile & Junior members are required to play at least 3 of these.**

### DATES FOR COMPETITIONS FOR SUMMER 2019

<b>APRIL</b>	Mon 15th	Junior Competition 9:30am ( no coaching )
<b>JUNE</b>	Monday 10 <sup>th</sup>	
	Monday 17 <sup>th</sup>	
	Monday 24 <sup>th</sup>	
	Saturday 29 <sup>th</sup>	Junior Scramble 6pm
<b>JULY</b>	Monday 1 <sup>st</sup>	
	Monday 8 <sup>th</sup>	
	Monday 15 <sup>th</sup>	
	Saturday 20 <sup>th</sup>	Junior Scramble 6pm
	Monday 22 <sup>nd</sup>	
	Monday 29 <sup>th</sup>	
<b>August</b>	Tuesday 6 <sup>th</sup>	
	Monday 12 <sup>th</sup>	
	Monday 19 <sup>th</sup>	Fr Cullen Cup 2019
	Saturday 24 <sup>th</sup>	Theresa Morgan Adult & Junior

### 2019 Competition Start Times For Juniors

Section	Tee Times	No of Holes	Tees	COACHING TIMES
Boys	9:30 – 10:15	18	White	8:30 – 9:20
Boys	9:30 – 10:15	18	Yellow	8:30 – 9:20
Girls	9:30 – 10:15	18	Red	8:30 – 9:20
Girls	9:30 – 10:15	18	Yellow	8:30 – 9:20
Boys	10:30 – 11:00	9	Yellow	9:30 – 10:30
Girls	11:00 – 12:00	9	Yellow	9:30 – 10:30
Beginners	11:30 ( 5 Holes )	5	RANGE	10:30 – 11:30

### CLUBHOUSE RULES

1. Juniors must **report to the Pro-Shop** before playing at all times.
2. Juniors must **carry their ID Cards** at all times.
3. **Under 10s** on the course must be **accompanied by an adult** at all times.
4. Juniors are to adhere to the **Dress Code Notices** in the clubhouse e.g. no football jerseys.
5. **No loitering** in or around the Locker Rooms.
6. **No Golf shoes** permitted in the clubhouse.
7. **Food and Drink** consumed in the **Dining Room ONLY.**



## Safeguarding Policy and Statement

### Policy Statement

#### Ardee Golf Club

#### ***From here on will be represented by the term golf***

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

In working with young people in golf our first priority is the welfare of the young people and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.

*( Above Statement To be adopted into AGC Constitution in 2018 )*

### Child Safeguarding Statement

Ardee Golf Club is committed to safeguarding children and by working under the guidance of our Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop.

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, (the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice).

There are further procedures that support our intention to safeguard children while they are availing of our activities and the full detail of these procedures are available from the Junior Leaders and/or through our office, details of which are included in the Contacts Section of this booklet.

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

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

We recognise that implementation is an ongoing process. Our Golf Club is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our activities.

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Junior Convenor

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Dedicated Liaison Person

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Club Children's Officer



## Recruitment & Supervision Policy for Junior Leaders

Ardee Golf Club will take all reasonable steps to ensure that adults representing them and working with juniors are suitable to do so and are appropriately qualified, experienced and motivated.

Recruitment and/or supervision procedures will apply to all persons with substantial access to juniors, whether paid or unpaid.

A decision to appoint a Leader is the responsibility of the Joint Committee of Management in conjunction with the Junior Committee.

All leaders in the Junior Club are subject to:

- a) New Leaders complete an information form, giving names of two referees that can be contacted and answering the self-declaration questions.
- b) Regulated positions (i.e. working directly with children) are required to undergo Garda vetting
- c) Safeguarding 1 course must be completed, firstly on a face to face basis and then an online refresher course every 3 years until the 9th year which will require the face to face course being completed again.
- d) All Leaders are required to sign the Leaders Code of Conduct on an annual basis



## Sample of Leaders Code of Conduct

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

**As a leader in golf I agree that I should:**

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put the welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Have experience relevant to working with juniors or hold up-to-date qualifications and be committed to the guidelines in the Safeguarding Policy
- Involve parents where possible and inform parents of progress as well as when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures

**Where possible I will avoid:**

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to my home
- Taking children on journeys alone in my car

**Sports Leaders should not:**

- Use any form of physical punishment or physical force on a child
- Use any form of abusive language
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children

**Communication with Parents**

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

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

**Emergency Action/First Aid**

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

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services

**Self-Declaration**

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

Yes [ ] No [ ]

Have you ever been asked to leave a sporting organisation?

Yes [ ] No [ ]

*(If you have answered yes, we will contact you in confidence)*

Is there any reason you should not be working with young people?

Yes [ ] No [ ]

\_\_\_\_\_  
Printed name of official/coach/volunteer

\_\_\_\_\_  
Signature of official/coach/volunteer

\_\_\_\_\_  
Date



( Detach, Sign and Return with Application Form )

## Junior Code of Conduct

Golf wishes to provide the best possible environment for all juniors involved in the sport. Juniors deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Juniors should be encouraged to realise that they have responsibilities to treat other participants and Golf Leaders with fairness and respect.

Juniors are entitled to:

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

Juniors should always:

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

Juniors should never:

- Cheat
  - Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
  - Shout or argue with officials, team mates or opponents
  - Harm team members, opponents or their property
  - Bully or use bullying tactics to isolate another player or gain advantage
  - Take banned substances, drink alcohol, smoke or engage inappropriate sexual behaviour
  - Keep secrets, that may leave them or others at risk
  - Tell lies about adults / juniors or spread rumours
- Discriminate against other players on the basis of gender, appearance, age, ability, religion or belief, disability, social and ethnic background or political persuasion

\_\_\_\_\_  
Printed name of Junior

\_\_\_\_\_  
Signature of Junior

\_\_\_\_\_  
Printed name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

Date \_\_\_\_\_



( Detach, Sign and Return with Application Form )

### Parental Consent Form

Please complete this form with a parent/guardian

**Parental/guardian consent from**

Full Name of Player: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Players Mobile No (in case of emergency): \_\_\_\_\_

*! These details are optional and contact will be made via the parents*

Parent(s) Mobile(s): \_\_\_\_\_

Players E-Mail: \_\_\_\_\_

Parents E-mail(s): \_\_\_\_\_

**MEDICAL/BEHAVIOURAL INFORMATION**

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

Date of last Tetanus Injection: \_\_\_\_\_

Doctors Name, address and contact phone number: \_\_\_\_\_

**PARENT/GUARDIAN Section**

Full Name of Parent/Guardian: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Home Telephone (if different from above): \_\_\_\_\_

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

**Declaration**

I am the Parent/guardian of: \_\_\_\_\_

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

**Data Protection Consent** : I consent to Ardee Golf Club holding my Childs Information ( please tick )

**PARENT/GUARDIAN STATEMENT**

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

SIGNATURE OF PARENT/ GUARDIAN: \_\_\_\_\_

PRINT NAME OF PARENT/GUARDIAN: \_\_\_\_\_

DATE: \_\_\_\_\_





## Anti-Bullying Policy

### What is Bullying Behaviour

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

### Types of Bullying Behaviour

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

#### Physical

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

#### Verbal

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

#### Threats

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

#### Cyber

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

#### Homophobic

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

#### Racist

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

### The Impact of Bullying behaviour

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

### Recognising Bullying Behaviour

There are a number of signs that may indicate a person is being bullied:

- Reluctance to come to a venue or take part in activities
- Physical signs (unexplained bruises, scratches, or damage to belongings)
- Stress-caused illness – headaches, and stomach aches which seem unexplained
- Fearful behaviour (fear of walking to a meeting, going different routes, asking to be driven)
- Frequent loss of, or shortage of, money with vague explanations
- Having few friends or drop out of newer members
- Changes in behaviour (withdrawn, stammering, moody, irritable, upset, distressed, not eating, reduced concentration, drop in performance)
- Anxiety (shown by nail-biting, fearfulness, tics)

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

**If you or your child has concerns in relation to bullying please contact one of Your Junior Leaders as advised under our Junior Leader Contacts**



## Junior Leaders Contact Information 2018

Club Children's Officer : Claire Gillespie

Dedicated Liaison Person : Aoife Caffrey

Junior Convenor : Ronan Phipps

## Club Contact Information

### **Ardee Golf Club**

Townparks,

Ardee, Co. Louth

Telephone: **041-6853227**

**Office:** ext. 20 / **Rest** ext. 22 / **Bar** ext.21

**Email:** [office@ardeegolfclub.com](mailto:office@ardeegolfclub.com)

**Pro Shop:** Brian Kerley: ext. 26 + direct line **041-6857472**



## Terms

### **Junior Convenor**

The individual(s) in the club/organisation who heads the Junior Golf Committee or oversees the development of junior programmes.

### **Designated Liaison Person (DLP)**

The Designated Liaison Person is responsible for ensuring that reporting procedures within an organisation are followed so that child welfare and protection concerns are referred promptly to the Statutory Authorities. The Designated Liaison Person should record all concerns or allegations of child abuse brought to his/her attention, and the actions taken following receipt of a concern or allegation of child abuse.

### **Club Children's Officer (CO)**

Club Children's Officers should be junior centred in focus and have as the primary aim, the establishment of a junior centred environment within the club. S/he is the link between 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.

### **Leader**

A volunteer, PGA Professional or qualified coach who works with and/or facilitates juniors to learn and compete in golf. A volunteer includes, but is not limited to, Junior Convenors, Teachers, Coaches, Golf Professionals and members of the Junior Golf Committees and those appointed to positions of trust with juniors.

### **Parent**

Parent shall mean parent, guardian or carer

### **Juniors/Junior members**

The terms "junior member, juniors, young people and children" will be used interchangeably in the text to refer to those under 18 years of age.

### **Golf's Policy**

Golf's Safeguarding Policy– this document, which is based on guidelines of the SI and SNI and those listed at the front of this document.

### **Statutory Authorities**

Refers to those who have statutory responsibility for the welfare and protection of juniors in Ireland, namely An Garda Síochána / PSNI and Tusla Child and Family Agency / Health and Social Care Trust.