

Pottergate Golf Club

Junior section

Mission Statement

Pottergate golf club junior section is totally committed to promoting golf at all levels. To coach, encourage and assist juniors to play at a level that they are comfortable with, and to ensure that new players are admitted to the game of golf with a sound knowledge and understanding of the games rules and etiquettes. Pottergate will create an environment where junior golf can thrive by providing opportunities for youngsters of any age, gender, disability or background and will strive to achieve excellence in this.

Junior Organiser

It is the aim of the junior organiser/s to assist Pottergate golf club in its mission for excellence, to ensure that all juniors have a good knowledge and understanding of the rules and etiquette of the game. He/She will play a fundamental role in the introduction of juniors to the club, will watch and monitor their progress from induction to full membership.

Duty of care and child protection

Child protection & equity statement

Adults interacting with children/young people in sport are in a position of trust and influence and should always ensure that children are treated with integrity and respect and that their self esteem is enhanced. All adult sections in sport should be guided by what is best for the child/young person and carried out in the context of respectful and open relationships. Verbal, physical, emotional, racial or sexual abuse of any kind or threat of such abuse is totally unacceptable within sport, as in society in general. Adults working with children/young people have a responsibility to protect them. All contact with juniors must remain proper and professional.

The club has a child protection and equity policy in place to ensure the welfare of each child at the golf club until their eighteenth birthday. The procedures include CRB checks and references being taken up for all key personnel and volunteers, and the training for all those involved with juniors.

The Pottergate Child Protection and Equity Policy are kept by:-

The Junior Organiser
The Club Welfare Officer
The Club Secretary
At Reception

Insurance

Parents should check that their insurance covers their children on the golf course, including accidents and loss of equipment.

The club is not responsible for anything left, lost or damaged at the club.

Profile and consent forms

When joining the club, parents and juniors have to complete a junior profile form and sign a consent form. Until these are returned to the club, completed and signed, the junior will NOT be allowed to take part in any activity on the course or in the club. It is the parents responsibility to keep the club informed of any changes during the year.

Code of conduct

Every junior is given a code of conduct of behaviour acceptable at the club. The junior and their parents must sign to say the junior will follow this code.

Maintaining Standards

It is important that acceptable standards of behaviour are maintained. Anyone found breaking the rules may be disciplined. Continued contravention of the rules may lead to suspension and the junior may be asked to leave the club.

Dress code

The dress code at Pottergate Golf Club is:-

Dress in a manner that is appropriate to golf

No Jeans

Tracksuit or jogger bottoms, football shirts/shorts, combat style shorts are not permitted

Collarless shirts are not permitted

Golf shoes and hats are not to be worn in the bar/lounge area or conservatory.

Juniors must be aware that when visiting other clubs they must comply with the dress code of that club. If necessary contact that club and check what is acceptable.

Structure

The junior section is run by the junior organiser.

All issues regarding the junior section are put before the committee before they can be implemented.

The club has a welfare officer whose responsibility it is to form a link between the juniors, parents, club members and the junior organiser.

Any suggestions or issues that either you or parents may have, can be discussed or submitted to the junior organiser or club welfare officer.

Contact numbers are available from the club reception or are displayed on the junior notice board. Junior Captain

The Junior Captain will start his/her term at the AGM.

The Junior Organiser will decide who in his/her opinion are eligible to be appointed to the position.

To qualify for Captain, it is preferable that the junior has a maximum handicap of 20 for a boy and 30 for a girl, that their handicap is held at Pottergate and that they are able to play in league matches, which are usually played throughout the summer. It is also important that they are in full compliance with the policies and procedures of Pottergate Golf Club.

The Junior Organiser has the right to remove any junior from his/her position within the club if he believes that their conduct or behaviour is not what is expected. This would only be done with the consent of the committee after discussion with parents and Club Welfare Officer.

Competitions

When Juniors achieve a club handicap he/she will be expected to play in at least 3 junior stablefords and 3 junior medals. It should also be noted that a junior member of Pottergate Golf Club has the right to play in club competitions, however, some restrictions do apply.

A junior may play in any junior competition and have his/her card marked by another junior.

In a club competition, the committee of Pottergate Golf Club have stated that a junior who wishes to play in any club competition including medals must have his/her card marked by an adult member.

A Rough Guide To Competitions

Singles

The classic form of golf played off scratch-or full handicap difference. The number of strokes taken by each player is entered on the card. You score for your opponent, but keep a record of your own score. The card is totalled for 9 holes and then 18 holes. The player's full handicap is deducted from the final score. Gross (before the handicap is taken off) and Nett (after the handicap has been taken off) scores are shown on the card. And always remember to sign the card in the appropriate box (player or marker).

Stableford

Points are awarded for your score on each hole on either a nett or handicap basis. You are allocated shots at some or all of the holes according to your handicap and the shot allowance of the competition. Record your Nett score for each hole and then award your points, 1 point for bogey (bogey is one over the score), 2 for a par, 3 for a birdie, 4 for

an eagle and 5 if you bag an albatross. Anything worse than a bogey score while playing the hole, pick up your ball as you cannot score.

Foursomes

Two players form a team and hit alternate shots at each hole until they hole out. One player tees off at even holes and the other on odd holes. Handicap allowance is half the combined total of both players. Played to strict matchplay rules.

Greensomes

A game for teams of 2 players where both partners drive and then choose the best drive, they then play alternate shots until they hole out. For handicap, take the combined handicap of both teams and the lower pair give 7/8 of the difference to the other team.

Fourball-betterball

Teams of two play their own ball and count the "better- ball" score on each hole. Played in matchplay, handicaps are 3/4 of the difference from the lowest player.

There are many other formats. If you are not sure how to play a particular competition then ask the organiser, professional or any member.

Handicaps

A golf handicap allows people of different abilities to play together and compete on equal basis. A golf course is given a par score which is the number of strokes it should take to go round the course. Your handicap is the number of strokes above par it takes you, as you get better your handicap drops.

You can get a handicap by completing three cards on the course. Depending on your age this could be over 9 or 18 holes. Cards must be marked by a member of the club, or non member with a handicap, designated by the junior organiser. The cards must be marked, signed correctly and handed in.

It is recommended that ALL juniors submit at least three cards annually to maintain a competitive handicap.

This can be achieved by playing in club or junior qualifying competitions.

Rules

Golf is played by a specific set of rules. You must know these before you start playing in competitions. You may get a set of rules from the junior organiser or Golf Professional.

Lockers

There are a number of lockers available for club members. To obtain a locker please ask at reception.

Junior Notice Board

The mail junior notice board is in the gentlemen's changing room.
The female notice board is in the ladies room.
These boards are for information and must be treated as such, anyone seen defacing notices will be subject to disciplinary proceedings in line with the club constitution.

Contacts

On the notice boards is the contact numbers for the junior organiser and club welfare officer, all other numbers for club officials are available from reception.

Juniors contact numbers should not be displayed on the notice board, these numbers are available from reception.

Courtesy on the course

Players should make sure no one will be hit by a club or a ball when they swing.
The player with the honour should play first.
Don't move, talk or stand close behind the player when they are addressing the ball or making a stroke.
Do not play until the players in front are out of range.
Players should keep up with the game in front and not hold up the game behind, if you do, let the game behind play through.
If you are looking for a ball allow the players behind to play through, do not wait five minutes.
When you have completed a hole move quickly to the next tee, mark your cards at the next tee, not on the green.
Always leave your bags/trolleys at the side of the green nearest to the next tee. Be aware of your shadow on the putting green, do not stand in a place that causes your shadow to be cast across another player or that players putting line.
Never walk through a players putting line. Your footprints might alter the path of a players golf ball when putting. Step over the putting line, or walk around (behind) the players ball.

Care of the course

Replace divots and repair ball marks on the green.
Do not put your bags/trolleys on the tee boxes or on the greens.
When making practice swings avoid causing damage to the course, particularly on the tees.
Make sure you rake a bunker after you have been in it.
Always enter and leave a bunker at its lowest point.
Make sure when you have finished on a hole that you replace the flag.
Do not stand on the edge of a hole, as this can damage it.
If your ball goes into a water hazard (these are defined by yellow or red posts) "LEAVE IT", unless you have a ball scoop to retrieve it, these are available to buy from the clubhouse.

Playing Golf

Golf is played mainly without a referee or umpire. The game relies on each player to be truthful, show consideration to other players and abide by the rules. All players should

conduct themselves in a disciplined manner, demonstrating courtesy and sportsmanship at all times, no matter how competitive they are. This is the spirit of the game of golf.

Which Tee

At Pottergate Golf Club it is recommended that junior boys play from the red tees until they have a COGU handicap when they can move to the yellow and white tees. Junior girls always play from the red tees.

How Do I Score

Golf scoring is quite simple. Every time you swing at that little white ball, that's a stroke. Every time you make a stroke, count it. At the end of each hole, add up your strokes for that hole and write it down. At the end of the round, add up the strokes for each hole and, there you have it, your golf score. There are some circumstances where every golfer will have to take penalty strokes here and there, at least, if you're playing strictly by the rules.

Score in relation to par is also very easy to understand. Each hole is given a number representing "par" the number of strokes it should take a golfer to finish that hole. If the par is 4 and you make a 5, then your score in relation to par is 1 over. If the par is 4 and you make 3, then your score in relation to par is 1 under. If par for a course is 68 and you finished with 88, then your score is 20 over.

How Long Does It Take To Play A Round Of Golf (18 holes)

Four hours is the estimated time most people take to play 18 holes. The actual time depends on how busy the course is, how many people you are playing with and how many strokes everyone takes. To keep things moving, all matches should be played by the principle of "ready golf".

In The Bag

- Pitch mark repairer
- Pen or pencil
- Scorecard
- Marker pen
- Balls
- Tee pegs
- Rule book
- Ball markers
- Glove
- Hat
- Drink
- Towel
- Umbrella
- Waterproofs

Code Of Conduct

Junior Members

Pottergate Golf Club promotes a child friendly environment where the safety of its Junior members is paramount.

Every effort is being made at the club to ensure that all juniors have the opportunity to play golf at whatever level they feel comfortable with.

The Pottergate Child Protection and Equity Policy has been put in place to give all people associated with children/young people guidelines on best practice regarding the behaviour and treatment that children/young people should expect, to allow them to enjoy sport in a safe and open environment. You as the individual have rights and therefore it would be advisable for you to read the club policy. A copy is available at reception for general use.

To this end you the child/young person have a duty of care to yourself and others and being a member of Pottergate Golf Club are asked to comply with the following:-

All juniors must ensure that their parents/ carers know where they are and who they are with.

Treat each other with respect. Make sure there is no bullying or harassment to each other. If you are concerned talk to the Junior Organiser. contact number is displayed on the junior notice boards.

Use correct and proper language at all times.

Be a roll medal to other juniors.

Whenever possible carry a mobile phone with you at all times. This should be switched off on the course and used only in emergencies. It is advisable for emergency numbers including the Golf Club number stored. The club number is 01522794867. If you feel in danger phone 999.

Play fair. Golf is a game of trust & honesty. Do not cheat.

Make sure the fairway or green is clear before making your shot. Shout "FORE" if you think a ball may come to rest near or hit another player on the course. (IF IN DOUBT SHOUT).

Allow faster games through.

Dress in a manner appropriate to golf.

Keep the locker room tidy; do not leave items on the floor.

Do not deface notices; they are for your information.

Do not be late for games, this includes away matches and competitions.

Be courteous to members of the club, other juniors & visitors.

Be extremely careful when retrieving golf balls from water hazards.

Do not enter any of the fields which border the golf course, they are private property and you stand liable to prosecution for trespass.

Read the junior handbook and observe its content, including the guidelines on safety.

Child Protection Policy

Introduction

Children in golf strategy group are committed to ensuring that all children, young people and vulnerable people have a fun, safe and positive experience when playing golf. It recognises its responsibility to safeguard children's and young people's welfare by protecting them from poor practice, abuse and bullying.

All clubs and organisations that provide opportunities for young golfers, should do so to the highest possible standards and the policies and procedures of the children in golf apply to everyone, whether paid or unpaid. Everyone has a responsibility. For example: staff; volunteers; members; professionals; coaches; referees; clubs and organisations.

The policy sets out a framework to fulfil golf's commitment to good practices and the protection of children and young people in its care within the game.

Purpose

Every golf club working with, managing children and young people has, responsibility for their protection and well being.

The child protection policy is designed to provide junior members and junior visitors with a safe environment to enjoy the game, and to provide the best possible protection from poor practice, abuse and bullying for children in golf, regardless of race, religion, gender or ability. The policy will also provide guidelines for juniors, their parents/guardians, members of staff, proprietors, members of staff, professionals/coaches, volunteers and participants.

Scope

All junior members, members, visitors, parents, staff, professionals/coaches and volunteers.

Pottergate Golf Club - Child Protection Policy (As per Children in Golf (CiG) Guidelines)

Policy Statement:

The Children in Golf generic child protection policy has been adopted and will form the basis for the golf club's policy and procedures.

Signed copies are held by:

Pottergate Golf Club
Club Welfare Officer
The Hon Secretary
Junior Organiser

Child Protection Policy:

Pottergate Golf Club is committed to the following:-

The safety and welfare of children should be of paramount importance, whatever the circumstances.

Everyone with a role in working with or supervising children has a responsibility to safeguard and promote a child's welfare, protecting them from harm and to provide a safe environment in which they can participate.

All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.

All staff/ members/ volunteers/ Professionals who work with children will be recruited with regard to their suitability for that responsibility and that they will be provided with appropriate guidance and training to assist them in their role in relation to child protection.

All involved in golf and golf clubs should be aware of their role and responsibility with regard to child protection and this should be communicated throughout all affiliated clubs.

All affiliated clubs and county unions will similarly accept a duty of care for the welfare of children at their clubs in line with the above policy statement and incorporate it in their constitutions.

Principles

The following principles underpin Pottergate Golf Club's Child Protection Policy Statement:

All children and young people within Golf, regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be protected. All suspicions and allegations will be taken seriously and responded to swiftly and appropriately.

All children/young people have the right to be safe and to be treated with dignity and respect.

Adults – staff, volunteers, professionals, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people.

Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

Individuals will receive access to advice through their governing body, to understand best practice and how to manage welfare or child protection issues that may come to light.

This policy is underpinned by government guidance and current legislation including the Children Act 1989, which states that anyone who is involved in the care of children should "Do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".

Pottergate Golf Club's policy and procedures are based on UK and international legislation and government guidance and take the following into consideration:

The Children Act 1989 and 2004, The Data Protection Act 1994 & 1998, The Police Act 1997, The Human Rights Act 1998, The Protection of Children Act 1999, The Criminal and Court Services Act 2000, The UN Convention on the Rights of the Child, Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999.

What to do if you are worried a child is being abused 2005, Working Together to Safeguard Children 2006, Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

Communication of the policy

This policy will be communicated to all members of the golf club as well as PGA Professionals and volunteers working with juniors.

All volunteers and professionals will be required to sign a document to say they have read & understood the policy.

Definition of a child: United conventions define a child as being under 18 years old.

Types of abuse

Abuse can occur and does occur inside and outside of sport. Indicators of a child being abused can be difficult to recognise. As a club there is a duty of care to respond to inappropriate behaviour, poor practise as well as reporting suspicions, allegations or disclosures. There are some guidelines in the CIG (children in Golf) resource pack that could help identify if a child is being abused.

All staff, volunteers & coaches will learn more about safeguarding and protection of children in the said named workshop. This is compulsory for everyone working with juniors.

There are 4 main forms of abuse:

- Neglect
- Physical Abuse
- Sexual abuse
- Emotional abuse

Bullying : Any form of bullying will be recorded on an incident report form. Details of bullying can be found in the CIG guidelines pack.

Harassment : Harassment will be dealt with in the same way as bullying. See CIG guidelines pack for more details on harassment.

Child Protection Responsibilities:-

Pottergate Golf Club:

The golf club and management will ensure that the child protection policy is communicated to all members, will ensure that the policy is adhered to and will also review the policy every year and will make changes as and when required by law.

Club Members:

To be made aware of the policy and adhere to the procedures.

Parents/Juniors:

To be made aware of the policy and the responsibilities required to be adhered to.

Staff and Professional Coaches:

To be made aware of the policy and where regular contact is applicable will sign to say that the policy has been understood.

Child Welfare Officer:

Chris Milne is Pottergate Golf Club's appointed Child Welfare Officer (CWO). He will be responsible for reporting all allegations, suspicions, disclosures and concerns. He will ensure that this policy is reviewed and updated in accordance with guidance from the NGB lead officers.

CWO details will be displayed along with the policy on club notice boards.

Recruitment of Volunteers:

Any volunteers wishing to work with juniors from the date of this policy will be required to complete a personal details form. The information on this form will include:

Name & address

Telephone numbers

Skills/Experience of working with juniors

Coaching qualifications where necessary

Permission to allow an Enhanced CRB check to take place.

All volunteers regularly working with juniors will be required to undergo an enhanced CRB check.

The junior organiser will ensure this procedure is followed and copies of forms will be kept by the Secretary. A blank copy can be found in the appendix.

Training of volunteers

Anyone regularly working with juniors will be required to attend a Safeguarding & Protecting Children workshop. This training will need to be reviewed every 3 years under the guidance of CIG strategy group.

Codes of Conduct

All juniors, parents, staff, volunteers and coaches working with juniors will be required to sign a code of conduct.

The CIG codes of conduct will be adopted. Copies of these will be kept with the Secretary.

Reporting Procedures

All complaints, suspicions, allegations, disclosures will be reported to the Child Welfare Officer (CWO) and will be recorded on an incident report form (copy in appendix). The child welfare officer will then follow the procedures as detailed in the flow chart (in appendix) as to whom should then be passed the information. All emergency contact details can be found on the incident report form.

Emergency procedures

Where there are juniors using facilities, they shall be inducted what to do in the event of an emergency.

Should there be an emergency whilst out on the course, juniors will be encouraged to have the following numbers programmed into their mobiles: Clubhouse/Pro's shop.

Permission will be granted for mobiles to be used whilst on the golf course for emergencies only Photography/Video Imaging

Where there are organised junior sessions (competitions/coaching) parental permission will be granted to use these 2 methods of imagery. Where there is a competition, anyone wishing to take pictures will be required to register with the organiser. It is encouraged that if there is anyone, at an organised event, that appears to be taking video/pictures without permission should be reported to the event organiser.

Transportation

Pottergate Golf Club officials will not be responsible for organising transportation to away events. All parents will be required to organise this amongst themselves. Where a club official is also a parent, they assume the role of a parent and not as a club official.

When it may be necessary to organise transport, parental permission will be sought.

Changing Rooms

Parents will be made aware that their children will be sharing the facilities where adults may wash & change. Parental consent will be sought.

Where a parent does not consent to their child accessing the changing facilities, it is their responsibility to ensure that the child does not use the facilities.

Junior Profile Forms

When all new juniors members join the golf club they will be asked to complete a personal details form as well as their application form. The profile form will detail the following:-

Personal details

Emergency contact details

Medical information (Medical conditions, medication and GP information)

Parental permission for:- Medical consent, changing rooms, photography, video imagery & confidentiality

There will also be a signature required to say that they have read and understood the child protection policy as well as codes of conduct.

Supervision Ratio's

Juniors will be supervised during all competitions and coaching sessions by at least 1 professional coach or volunteer. Coaching ratio's will be determined by the professional as appropriate for the session.

Late Collection guidelines

Emergency contact details will be used in the event of a child not being collected 30 minutes after the agreed time. A child will not be asked to provide an alternative number should the emergency numbers not be contactable.

If after an hour a child has still not been collected and the emergency details still incontestable the local police shall be called. Whenever possible a child will not be left unattended, but may be located in the clubhouse.

This policy will be reviewed every year or earlier should legislation/guidance change.

Conclusion

The Pottergate Golf Club Child Protection and Equity Policy has been adapted from the Children In Golf (CIG) Child Protection and Equity Policy. The clubs policies and guidelines for use by the club, staff, volunteers, members, professionals, referees, parents, children and young people in golf.

This policy is for information only and was compiled in good faith, it is not a legally binding document and has been passed by the committee and proprietors of Pottergate Golf Club to be implemented in October 2015. This decision was recorded in the minutes, in the clubhouse on

Signed:

Teresa Galjaard.....Secretary

Gail Boynett.....Proprietor/owner Pottergate GC