

A2 -GOLF SA ACTIVITY MANUAL

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GOLF SA ACTIVITY MANUAL

1. INTRODUCTION

The Golf SA Activity Manual is designed to:

- Outline the Roles & Responsibilities of Golf SA Staff & Service Providers
- Provide Codes of Behaviour for Staff & Participants
- Provide guidelines relating to Duty of Care and Supervision

2. GOLF SA (DUTY OF CARE)

Golf SA has an extremely important role ensuring the successful conduct of all its activities in particular the welfare of the participants in its care. Most importantly Golf SA has a 'duty of care' particularly with junior participants and is expected to take all reasonable steps to avoid any event that might cause injury to any persons.

So what does duty of care mean?

There is a general expectation that everyone is responsible for taking reasonable care not to harm others. In law this is known as the 'duty of care'. This concept is based on the idea of looking after your neighbour. In law your neighbour is someone that you should have foreseen is or was closely and directly affected by your actions. So in sport and recreation if you are responsible for making decisions or taking action that ensures other people are not harmed you owe a duty of care to those individuals.

Office for Recreation & Sport 'Risk Management Resource' 2007

MANDATED REPORTING: Everyone involved in a recreation group or sporting club has a responsibility to care for and protect any children who participate in their activities. Previously teachers, medical practitioners, health professionals, social workers, childcare workers, day care providers, and people within government departments that provide services to children, by law have been required to report suspicions or incidents of abuse. In December 2005 the Children's Protection Act of 1993 was revised and an Amendment Bill passed. This extended the legal requirement to include:

Any other person who is an employee of, or volunteer in, a Government department, agency or instrumentality, or local government or non-Government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children, being a person who:

(a) is engaged in the actual delivery of those services to children; or

(b) holds a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children

What does this Extended Mandate mean?

Staff and Volunteers of recreation and sport groups such as Golf SA working with children now have a legal obligation to report any suspected child abuse and/or neglect.

A Golf SA Staff Member or Volunteer who suspects child abuse is required in the first instance to report this to the Golf SA Member Protection Information Officers (**Lyn McGough – Golf SA Business Manager tele 08 8352 6899 or Christian Puccini Golf SA Competitions Manager tele 08 8352 6899**).

3. DEFINITION – ACTIVITY

An activity is defined as any development camp (including residential camps), day activities, excursions, school holiday programs, school programs, golf events and other golf participation events conducted by Golf SA.

4. ROLES & RESPONSIBILITIES

DEVELOPMENT MANAGER: The Development Manager Golf SA is responsible to ensure that any development camp, excursion or activity is carried out in accordance with the policies and procedures laid down in this manual and generally any Golf SA policies and procedures. The Development Manager is responsible to the CEO.

ACTIVITY MANAGER: The Activity Manager (normally the Golf SA Development Officer or nominated Golf SA Service Provider) is responsible for the day-to-day conduct of any **activity** (camp, junior golf event, excursion or activity in accordance with the policies and procedures laid down in this manual and generally any Golf SA policies and procedures. The Activity Manager is responsible to the Development Manager except where any case of serious accident/injury, illness or misconduct where the Activity Manager is responsible to the CEO direct.

COACHES: Coaches and Service Providers for any activity are responsible to the Activity Manager for operational direction. Golf SA Coaches and Service Providers that work with juniors are required to:

- Provide a CV with Referees
- Undertake a National Police Check
- Undergo Department for Families and Communities Screening (as appropriate)
- Undergo training and development with respect to Child Protection & Mandatory Reporting (as appropriate)
- Undertake Play by the Rules ‘...on-line...’ training
- Comply with Golf SA Code/s of Conduct (as appropriate)

VOLUNTEERS: Volunteers assisting with any activity are responsible to the Activity Manager for operational direction. Volunteers who work with juniors are:

- Subject to a National Police Check¹
- May be required to submit a CV with Referees
- May be required to complete and sign a Statutory Declaration
- Undergo appropriate training and development with respect to Child Protection & Mandatory Reporting
- Undertake Play by the Rules ‘...on-line...’ training
- Comply with Golf SA Code/s of Conduct as appropriate

5. ORGANISATION CODE OF BEHAVIOUR

PURPOSE: The purpose of the **Code of Behaviour** is to describe the type of behavior that Golf SA is seeking to promote and encourage its members and supporters to adopt. It applies generally to anyone whether Staff, Service Provider, Volunteer or Participant who is engaged in an activity conducted by Golf SA.

In addition to the Organisation Code of Behaviour there are specific Codes of Behaviour that apply to Activity Manager, Coaches and Participants. There is a specific Code of Conduct that applies to Participants taking part in the game of golf.

Breaches of the Organisation Code of Behaviour by Golf SA Staff or Service Providers are to be referred to the CEO and will be dealt with by the Board of Golf SA.

GOVERNANCE: The Code of Behaviour governs the conduct of all persons formally associated with Golf SA. In particular, it applies to:

- Managers, Coaches & Participants
- Officials, Volunteers and Support Personnel assisting or conducting Golf SA activities
- Service Providers acting for and on behalf of Golf SA

KEY PRINCIPLES:

- Golf SA seeks to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another’s physical and emotional well being and possessions, to ensure no damage or deprivation is caused to either.
- Golf SA seeks to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment. (Refer to Australian Sports Commission Guidelines for Harassment-Free Sport).
- Golf SA seeks to operate in a non-discriminatory environment. Respect the right, dignity and worth of every human being - within the context of the activity, treat everyone equally regardless of gender, ethnic origin or religion.
- Persons to whom this Code applies acknowledge and agree to comply with the Disciplinary and Grievance procedures promulgated by Golf SA. If any disciplinary action is taken, persons directly affected will be given the opportunity to participate in those proceedings and the right to appeal against any decisions against them.

KEY ELEMENTS: All persons who are bound by this code will:

- Act in a manner which is compatible with the interests of Golf SA;
- Accord people involved in Golf SA activities the appropriate courtesy, respect and regard for their rights and Obligations;
- Treat people’s property with respect and due consideration of its value;
- Show a positive commitment to Golf SA policies, rules, procedures, guidelines and agreements;
- Respect the law and customs of the places they visit;
- Respect the confidentiality of information which they receive in the course of fulfilling their duties;
- Not misuse provided funds or property belonging to another party; and
- Observe and comply with the Anti Doping Rules set out in the Golf Australia Anti-Doping Policy.

¹ Golf SA Inc has a SAPOL Volunteer Organisation Authorisation Number – VOAN – that may be used by the Association and its Member Clubs

UNACCEPTABLE BEHAVIOUR: This list provides examples of behaviour deemed to be unsuitable and not in the best interests of the game of golf.

- 'Sledging' other athletes, officials or event organisers. Sledging is defined as a statement that is deemed to denigrate and/or intimidate another person, or behaviour likely to constitute emotional abuse.
- Excessive use of alcohol, acting in a way that becomes a public nuisance, or creating a public disturbance.
- Damaging another person's property or depriving them of that property.
- Sexual relations between an appointed official and a junior participant (under the age of consent), irrespective of the wishes and desires of the participant. In all other cases such relations are strongly discouraged.
- Any physical contact with participants will be appropriate to the situation and be necessary for the further development of the athlete's skill.
- The use or encouragement of the use banned substances. (The banned substance list is as outlined under Golf Australia Anti-Doping Policy.)
- Statements which are deemed to denigrate the group that an individual is representing.
- Any type of gambling, betting or organisation of betting at any event, while competing, officiating or undertaking a management role.
- Any form of harassment.

6. ACTIVITY MANAGER – CODE OF BEHAVIOUR

The Activity Manager for Golf SA is required to comply with Golf Australia/Golf SA Member Protection Policy and meet the following requirements in regard to conduct during any activity in any role held within Golf:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, Golf's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines which govern Golf.
- Do not use your involvement with Golf, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Golf.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring Golf into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.
- Uphold the highest standards and etiquette of the game of golf.

7. COACH – CODE OF BEHAVIOUR

The Coach for Golf SA is required to comply with Golf Australia/Golf SA Member Protection Policy and meet the following requirements in regard to conduct during any activity in any role held within Golf:

- Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
- Be professional in your appearance and manner and accept responsibility for all actions taken.
- Display high standards in language, manner, punctuality, preparation and presentation.
- Display control, respect dignity and professionalism to all involved with golf (including athletes, coaches, officials, administrator parents and spectators) and encourage other Officials to demonstrate these qualities.
- Be courteous, respectful and open to discussion and interaction.
- Make a commitment to providing quality service to officiating your state and Golf SA by seeking continual improvement of your officiating knowledge and skill through study, performance appraisal and regular updating of competencies.
- Abide by and respect the regulations governing Golf and sport generally and the organizations and individuals administering those regulations.
- Refrain from any form of personal abuse towards athletes, officials, parents and coaches.
- This includes verbal and physical abuse.
- Refrain from any form of sexual harassment.
- This includes explicit, implicit, verbal and non-verbal sexual harassment.
- Place the safety and welfare of the participants above all else.
- Ensure that equipment and facilities meet rule requirements and safety standards.
- Be Impartial.
- Avoid any situation which may lead to a conflict of interest.
- Show concern and caution towards sick and injured athletes.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model for golfers under your care.
- Operate within the rules and spirit of the game of Golf.
- Uphold the highest standards and etiquette of the game of golf.

8. ATHLETE - CODE OF BEHAVIOUR

The following **Code of Behaviour** applies to 'off-course' activities and to all Golf SA members participating in any activity including training, camps, trips away, clinics and lectures. This **Code of Behaviour** applies either for the duration of the activities or, for trips away, from the time of departure from Adelaide to the time of arrival back in Adelaide and covers the behaviour of members whilst away.

9. ATHLETE - BREACH OF CODE OF BEHAVIOUR

A serious breach of the **Code of Behaviour** will result in the individual concerned being removed from the activity, parents being notified, where applicable, and the individual being sent home by the first available transport. Any additional expense incurred will be the responsibility of the individual and/or their parents. Further judiciary actions may also be imposed by Golf SA.

As an Athlete of a Golf SA activity I hereby AGREE to:

- a. Abide by the activity conditions and rules
- b. Never argue with a Golf SA Official on or a decision by a Golf SA Official
- c. Control my temper and my language (swearing is not acceptable)
- d. Work equally hard for Team mates as well as myself
- e. Be a good sport - encourage and support my Team mates
- f. Cooperate with my Coaches, Golf SA Official and Team mates. Show respect for opponents and their skills
- g. Not bully, intimidate or otherwise harass any of my Team mates
- h. Be friendly to all activity participants
- i. Respect golf Club members and anyone playing golf in the vicinity of the Camp
- j. Not smoke and/or the take non-prescribed drugs
- k. Not drink alcoholic beverages
- l. Not engage in any sexual activity
- m. Not enter or remain on licensed premises unless under the supervision of a Golf SA Official
- n. Not damage, steal or otherwise interfere with any property whether at the accommodation, golf club or anywhere else

AS A ROOM MATE I will:

- a. Respect the privacy of others that I am sharing a room with
- b. Will not invite other players/visitors into my room unless I have permission from a Golf SA Official
- c. Keep my own area tidy so that gear does not go missing
- d. Only take part in social activities organised or approved by Golf SA Officials
- e. Be responsible - remember that I am representing my family and my club
- f. Not consume alcohol, smoke or take non-prescribed drugs

Behaviour that is unacceptable includes:

- Having or consuming alcohol and/or smoking tobacco
- Having or using banned or illegal drugs
- Sexual activities
- Vandalism or other criminal offences
- Swearing or abusing others
- Failing to inform Golf SA Officials of whereabouts
- Harassment or discrimination
- Failure to comply with all timetables and curfews

10. ATHLETE - CODE OF CONDUCT

The athlete's Code of Conduct relates to 'on-course' conduct. A copy of the Golf SA Code of Conduct is attached as Annex

11. BEHAVIOUR, SUPERVISION & DISCIPLINE POLICY GUIDELINES

POLICY STATEMENT: Golf SA Staff are required to provide a *duty of care* to all athletes at all endorsed activities. Athletes are expected to conduct themselves in an appropriate manner at all times when attending Golf SA camps or activities.

BACKGROUND: The vast majority of athletes are minors. Therefore Golf SA Staff are not only responsible for ensuring an appropriate duty of care, but for adhering to all relevant federal and state legislation.

GUIDELINES:

Child Protection

All Golf SA Staff are required to follow the current legislation pertaining to Child Protection. On notification of an incident, a report will be made to the CEO Golf SA immediately. If a notification is received regarding the CEO a report will be made to the Chair of the Board immediately. The appropriate procedures will be followed by the CEO and / or Chair as legislated.

Verbal notification of a suspected incident must be followed up in writing within 24 hours. The identity of the notifier will not be revealed to any person without the notifier's consent.

Duty of Care

Golf SA Staff and Service Providers are responsible for ensuring that a duty of care is provided at all times. The duty of care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks. This includes, but is not limited to, the following:

- Providing an appropriate number of staff to supervise and instruct.
- Checking the safety of all venues used by Golf SA squads.
- Controlling behaviour of Golf SA squad members.
- Ensuring athletes remain within areas controlled by Golf SA Staff.
- Checking bona fides of visitors to sessions.
- Ensuring athletes injured during Academy sessions receive immediate treatment.
- Supervising athletes until collected by parents.
- Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training.
- Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injuries to others

Travel

Parents will be required to transport athlete to and from activities. Transport during any activities will take one of the following forms:

- Private bus (coach)
- Self drive bus

Athletes and Staff are expected to travel together to and from activities in means provided by Golf SA. Staff are to ensure appropriate behaviour at all stages of the journey, including at any stops for meals, etc.

When self drive buses are used, the proposed driver of the vehicle must hold the appropriate class of license. Self drive buses should only be used up to a maximum size of 22 seater, and for single direction journeys of less than 300km. In all other instances a private bus company and professional driver should be contracted.

In exceptional circumstances an athlete may be allowed to travel with their parents. Where possible this should be arranged with the Development Manager prior to the commencement of the activity. Parents are to supply a letter requesting permission to transport their athlete(s) to / from an activity.

In the event of private vehicles being used to transport Golf SA athletes to out of region activities, vehicle registration documentation and driver's licence should be sighted by the Development Manager. The owner of the vehicle uses this vehicle at their own risk – Golf SA will not be held responsible for any damage to the vehicle, or for any traffic infringement notices issued.

Private vehicles (motor car or motor cycle) are not allowed to be used by junior athletes for the duration of their participation at a Golf SA activity.

Injured Athletes

Injured athletes may be expected to attend training sessions to benefit their development. This decision will be made by the Activity Manager/Coach. Injured athletes will be required to provide a medical certificate before the re-commencement of training.

Accidents

The Activity Manager is required to complete an Injury Report Form should any member sustain an injury that requires follow-up medical treatment. This form should be submitted to the CEO, together with statements from witnesses and a sketch of the immediate area where the accident occurred, normally within 24 hours.

Any session involving an overnight stay is to be supervised by a member of Golf SA Staff who possesses a current First Aid qualification.

12. ACTIVITY REPORT

The Activity Manager is required to provide the Development Manager with a written activity report within 7 days of the activity under the following headings as appropriate.

1. Event
2. Venue
3. Dates of Competition
4. Uniforms - Include handling of uniform orders, distribution, overall quality.
5. Travel
6. Accommodation - Include locality, overall condition, size & value for money
7. Vehicle Hire
8. Competition - Include management, results etc.
9. Meals - Brief outline of meal arrangements.
10. Medical problems
11. Team behaviour - include any unacceptable behaviour
12. Room reports from accommodation
13. Golf SA administrative support

13. RESIDENTIAL CAMPS AND EXCURSIONS POLICY & GUIDELINES

POLICY STATEMENT: Golf SA Staff planning residential camps have a special duty of care for athlete safety and welfare. Golf SA Staff retain the ultimate responsibility for supervision whilst in camp and cannot transfer that responsibility to parents, other volunteers, or employees of external organisations. Athletes are expected to conduct themselves in an appropriate manner at all times when representing Golf SA.

This document covers specific situations where a squad is in a residential camp situation. These guidelines should at all times be implemented in conjunction with the “Behaviour, Supervision, and Discipline Policy & Guidelines”.

DEFINITION: For the purposes of this policy residential camp situation refers to excursions when a Golf SA squad resides together to participate in a residential squad training camp situation.

GUIDELINES: Golf SA’s expectation is that when a squad is in camp the Golf SA Staff will participate fully in all squad activities. This includes travelling and residing with the squad.

ROLES & RESPONSIBILITIES: To ensure that the camp runs smoothly, one member of the Golf SA Staff (normally the Development Officer) will be designated as the Activity Coordinator of the camp. To ensure a consistent approach across Golf SA the responsibility for the co-ordination of the camp will follow a hierarchal order:

- Development Manager
- Activity Coordinator
- Appointed Coach/Coaches
- Volunteers

DEVELOPMENT MANAGER: The Development Manager is responsible for the following aspects of the organisation of the camp:

- General Planning, Booking & Coordination
- Ensure that the camp runs within the budget allocation
- Payment of all accounts relating to the conduct of the camp
- Reporting to the CEO

ACTIVITY MANAGER:

Forward travel

- Meet and assemble athletes at designated meeting point.
- Maintain the attendance roll.
- Supervise athlete conduct whilst travelling, and at any designated stops.
- Advise Development Manager of any alteration to camp program immediately.
- Collect excess money and valuables from squad members.
- On arrival at the venue:
 1. Liaise with accommodation provider
 2. Arrange room allocation of athletes
 3. Check all activity details with convenor.

During the camp

- Supervise conduct of squad members at all times and ensure uniform is satisfactory.
- Compile necessary information for report.
- Supervise the distribution, use, and return of equipment.
- In the event of inclement weather the Activity Manager is responsible for organising alternate activities and for the welfare of the squad members.
- Assist with the supervision and management of injured athletes, particularly those who have suffered serious injury, and nominate which member of staff will accompany any athlete requiring further treatment.

Return travel

- Assemble athletes at designated meeting point.
- Notify Development Manager and parents of any alterations to return home details.
- Return unspent money and valuables to squad members.
- Maintain duty of care of athletes until parents arrive to transport the athlete home.

On return

- Submit a written report to Golf SA within 7 days, together with any outstanding accounts

COACHES: These responsibilities relate specifically to the role of Coach and are to be undertaken whether the person is the Activity Manager or not.

- Responsible for developing the program for the camp. Those aspects of the camp that are not sport specific related (eg meals, travel, etc) should be organised in liaison with the Activity Coordinator.

- Responsible for the delegation of coaching responsibilities to other members of the coaching staff. This includes both training sessions and competition opportunities.
- Assist and co-operate with the Camp Coordinator in the overall conduct of the camp.
- All coaches are expected to participate fully in all Athlete Education sessions conducted during the camp.

14. SUPERVISION

In the planning of residential activities appropriate supervision must be provided considering the gender and age status of the group. Additional adults may be involved to provide supervision during a camp. The Development Manager should assure his / her self of the bona fides of these other adults against the Golf SA policies

In camp situations, supervisory and accommodation arrangements are to be such that no Golf SA Staff member is placed in a position where there is the potential for allegations of improper conduct to be made. In particular, sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory arrangements are to ensure that no squad member is placed in a situation where there is the likelihood of sexual contact.

Members of the Golf SA Staff who are under 18 years of age are not to be counted as supervisors when camps are being planned

MEALS: Golf SA will endeavour to provide nutritious meals in a range of dishes during residential camps. Additional meals will be organised where required to meet special dietary needs of individuals. In the event that Golf SA is unable to provide all meals during a residential camp due to budgetary constraints, the Academy will ensure that it provides a minimum of a cooked evening meal. To encourage bonding all squad members will be expected to eat meals with the rest of the squad.

ENTERTAINMENT: Athletes will be expected to pay for all entertainment activities (eg attending movies, entertainment arcades, etc) during the course of a residential camp. Coaches will be encouraged to limit any such opportunities to ensure that athletes are not required to spend large amounts of money.

ATHLETES WITH DISABILITIES: When athletes with disabilities are involved in a camp Golf SA will give each athlete the opportunity of being accompanied by a carer. To further assist with integration into the mainstream group Golf SA will attempt to ensure that a CAD (Coaching Athletes with Disabilities) qualified coach is part of the coaching staff where appropriate

ORGANISATIONAL BEHAVIOUR: In the event of a serious breach of the Code of Behaviour the matter is to be reported immediately to the CEO by the Activity Manager who will deal with the incident.

If, for any reason, a squad member is to be returned home for disciplinary reasons the CEO must be contacted prior to any final decision being made in regard to the matter. If the decision is made to send an athlete home from a camp the athlete's parents are to be notified first and the cost of returning the athlete home is to be met by the parents.

Should there be a time delay between notification and departure that athlete will take no further part in any squad activities.

Instances deemed serious enough to justify immediate removal from the squad should be referred to the Board, via the Chairperson.

CLOTHING & UNIFORMS: During some activities it may be necessary for athletes to wear clothing other than playing uniform. In this instance, athletes will be advised prior to the activity of the style of garment that may be worn, and of the times during the activity that these items are to be worn.

NOTIFICATION TO SCHOOLS & EMPLOYERS: Every effort will be made to organise camps at times that will not clash with the school or work commitments of athletes. Where a clash is unavoidable athletes will be given the maximum amount of notice possible regarding dates and times so that they can advise their Principal / employer.

Athletes who require a clearance from their school / employer to attend such a camp will be provided with a letter seeking clearance from the CEO.

EXTREME WEATHER & HEAT: The Golf SA Extreme Weather & Heat Policy requires an activity to be Modified, Rescheduled or Cancelled in cases of Extreme Weather or Heat. In part the policy states:

All Junior Events/Competitions/Activities:

If the forecast temperature is **34C** and above ALL Golf SA Junior Events/Competitions and Outdoor Activities will be **Modified, Rescheduled or Cancelled**. This includes Go-Go Golf Activities, School Holiday Camps, Development Camps where outdoor participation is required and Competitions.

Up to Age 15 Years:

If the participants are predominantly in the age group up to 15 Years the event/competition will be cancelled, modified and/or rescheduled as follows:

- **Forecast >34C:** Play first 18 holes only. Amend tee times to earliest possible time. No play should commence after 12.30pm.

Up to 18 Years:

If the participants are predominantly in the age group from 15 – 18 years the event/competition will be cancelled, modified and/or rescheduled as follows:

- **Forecast >34C:** Play first 18 holes only. Amend tee times to earliest possible time. No play should commence after 12.30pm.

The Activity Manager is required to pay particular attention to the requirements of this policy in respect to heat and act accordingly.

15. MEDICAL

MEDICAL INFORMATION: In order for Golf SA and its Staff to care properly for its athletes while on camp it is important that Medical information is collected. This information is highly confidential and must remain secure during the event or activity. The original documents are held by Golf SA and a copy of the documents will be given to the Activity Manager once they have all been received at the Office. These copies must be returned to the Golf SA Office at the completion of the event/activity so they and the originals can be properly disposed of in accordance with the Privacy Policy of the sport.

FIRST AID: if a player is injured or reports illness the Activity Manager is to ensure that the appropriate first aid is provided by a qualified person. All head injuries are to be reported to the parent/guardian (juniors) by telephone with the treatment administered. Non-prescribed oral medication is not to be administered to any junior player without the approval of a parent/guardian.

SERIOUS INJURY OR ILLNESS: If the player's condition is assessed as serious or deteriorates and emergency medical treatment is necessary the Team Manager is to call a doctor or an ambulance as appropriate. All attempts should be made to contact the player's parents/guardian (junior) or nominated Next-of-Kin (adult) in these circumstances. Any serious injury or illness is to be reported to the CEO Golf SA immediately.

16. POLICIES

Golf SA has a duty of care towards all of its members and as such has compiled an extensive set of policies. While these policies have not been included in this manual they are available upon request from the Golf SA Office or are available to download from our web-site www.golfsa.com.au

These policies include the following:

- A. Member Protection Policy
- B. Anti-Doping Policy
- C. Anti-Harassment Policy
- D. Alcohol Policy (tba)
- E. Smoking Policy (tba)
- F. Privacy Policy
- G. Extreme Weather & Heat Policy

It is recommended that all travelling officials make themselves aware of these policies and understand their duty of care towards the players under their control.



ANNEX A

INJURY/ACCIDENT REPORT

A SEPARATE FORM SHOULD BE USED FOR EACH INJURY/ACCIDENT

Person Making the Report	Name: Contact Details: Tele/Mob:
Date of Report of Injury/Accident	
Person involved in Injury/Accident	
Sport/Event	
Location of Injury/Accident	
Date and Time of Injury/Accident	
Coach/Official in Charge of Event	
Nature of the Injury	
Action Taken (disciplinary or first aid etc)	
Who was the Injury/Accident reported to?	
Any witness/es to the Injury/Accident? If Yes, provide name/s and contact details.	
When were Family/Carer contacted?	
Any other relevant comments.	

A copy of this report should be forwarded to:

**Business Manager
Golf SA Inc
PO Box 356
TORRENSVILLE PLAZA SA 5031**

Golf SA Inc: Tele 08 8352 6899

Fax: 08 8352 3900 249 Henley Beach Rd, TORRENSVILLE 5031

ANNEX B



GOLF SA – CODE OF BEHAVIOUR

CODE OF BEHAVIOUR

The following **Code of Behaviour** shall apply to all Golf SA members participating in Golf SA activities including State representation (team & individual) training camps, excursions, clinics and lectures. This **Code of Behaviour** applies either for the duration of the activity, from the time of departure from Adelaide to the time of arrival back in Adelaide and covers the *behaviour* of team members whilst away.

BREACH OF CODE OF BEHAVIOUR

A serious breach of the **Code of Behaviour** will result in the individual concerned being removed from the Camp, parents being notified, where applicable, and the player being sent home by the first available transport.

Any additional expense incurred will be the responsibility of the player and/or their parents. Further judiciary actions may also be imposed by Golf SA.

As a Member of a Golf SA Training Camp I hereby AGREE to:

- Abide by the Training Camp conditions and rules
- Never argue with a Golf SA Camp Official on or a decision by a Golf SA Camp Official
- Control my temper and my language (swearing is not acceptable)
- Work equally hard for Team mates as well as myself
- Be a good sport - encourage and support my Team mates
- Cooperate with my Coaches, Golf SA Camp Officials and Team mates. Show respect for opponents and their skills
- Not bully, intimidate or otherwise harass any of my Team mates
- Be friendly to all camp participants
- Respect golf Club members and anyone playing golf in the vicinity of the Camp
- Not smoke and/or the take non-prescribed drugs
- Not drink alcoholic beverages
- Not enter or remain on licensed premises unless under the supervision of a Golf SA Camp Official
- Not damage, steal or otherwise interfere with any property whether at the accommodation, golf club or anywhere else
- Not drive a motor vehicle/ride a motor cycle during the period of the camp

As a Room Mate I will:

- Respect the privacy of others that I am sharing a room with
- Will not invite other players/visitors into my room unless I have permission form a Golf SA Official
- Keep my own area tidy so that gear does not go missing
- Only tale part in social activities organised or approved by Golf SA Camp Officials
- Be responsible - remember that I am representing my family and my club
- Not consume alcohol l, smoke or take non-prescribed drugs

Behaviour that is unacceptable includes:

- **Having or consuming alcohol and/or smoking tobacco**
- **Having or using banned or illegal drugs**
- **Sexual activities**
- **Vandalism or other criminal offences**
- **Swearing or abusing others**

- **Failing to inform Golf SA Camp Officials of whereabouts**
- **Harassment or discrimination**
- **Failure to comply with all timetables and curfews**

Name of Athlete
 (Print).....Signature.....

Name of Parent/Guardian
Signature.....

 (If Athlete is Under 18)

Date.....

Penalties for breach of the Code of Behaviour include:

- Being dropped from a Squad or Team
- Being sent home at your parent's expense
- Being barred from selection for activities for a period of time
- Facing formal criminal charges by the police

Penalties will be decided by Golf SA Camp Officials & Golf SA committee based on the seriousness of the breach of the behaviour code.

Disciplinary Process

If a breach of the **Code of Behaviour** occurs, the following process will be followed;

- **For minor infringements**
 In the case of a minor infringement a warning will be issued;
- **For continued minor or more serious infringements**

Where continued minor infringements or a major breach occurs, the Golf SA Activity Manager will report the matter to the CEO immediately who will contact your parent/guardian.

- **For criminal matters**

Where a criminal matter occurs, the Activity Manager, coach, official or committee member will refer the matter to the police.



GOLF SA - PLAYER CODE OF CONDUCT

1. INTRODUCTION

Golf SA Inc requires that players competing in events under its auspices adhere to a strict Code of Conduct. The Code of Conduct should apply in addition to any other requirements of players specified by tournament conditions, local rules and by-laws of clubs hosting Golf Association events.

On entering a Golf SA event, each player voluntarily submits to exceptional standards of behaviour and ethical conduct. The highest degree of sportsmanship is expected from every player.

Players are under an obligation to avoid acts that are unsportsmanlike or detrimental to the game of Golf.

Violation of any provision of the Code of Conduct is regarded as unacceptable and inappropriate conduct and may render a player subject to action as determined by the Committee.

In this Code:

- ‘Event’** means any Event conducted by the Golf Association including championships, major events, Vardon trophy events and shall include approved practice sessions.
- ‘The Committee’** means the Golf SA Disciplinary Committee as appointed by the Board
- ‘The Course’** means any Course or clubhouse at which an Event is played.

2. CODE OF CONDUCT

Players shall not:

- a) during any event engage in conduct which is detrimental to the game of Golf, Golf SA or any other associated body;
- b) physically or verbally abuse any official, opponent, spectator or other person;
- c) use profane or abusive language, throw or break clubs, wilfully damage the Course, criticise the Course, the competition, the sponsors or officials connected with the competition or behave on the Course in a manner which will bring discredit to the game of Golf or Golf SA;
- d) observe a breach of the code by any other player during an Event and fail to co-operate in any inquiry;
- e) deliberately break the Rules of Golf;
- f) fail to comply with the Rules of Golf as amended by any local rules in force at any Event or fail to comply with any other rules, by-laws, directions or instructions given by Golf SA;
- g) undertake measures in order to manipulate their handicap;
- h) commit any criminal offence against the club or officials where the Event is played;
- i) repeatedly commit infringements of Golf etiquette;
- j) refuse to comply with the dress regulations and host club dress regulations;
- k) continually fail to play without undue delay;
- l) Mobile Phones – The use of a mobile or portable phone by a competitor or his/her caddy whilst on the course during a stipulated round is prohibited;
- m) Alcohol – The consumption of alcohol by players and caddies on the course during a stipulated round is strictly prohibited;
- n) Commit any of the following breaches during an Event:
 - i) **Failure to complete a round**
Any player deliberately disqualifying himself save and except for a breach of the Rules requiring such disqualification or picking up his/her ball without playing out the hole shall be deemed not to have exercised his/her maximum golf skill nor to have played in an appropriate manner.

- ii) **Withdrawal during a tournament**
During a round a player may withdraw either because of illness or other physical disability which requires medical attention or due to a serious personal emergency. The player shall immediately notify the Championship Committee representative of the reason for withdrawal. Failure to respond or submit satisfactory and acceptable evidence shall render the player liable to disciplinary action.
- iii) **Failure to complete scorecard**
Any player failing to hand in his/her card at the completion of a round in accordance with the Rules of Golf will be liable to a disciplinary action.
- iv) **Failure to compete after entering**
Any player who has entered a tournament must complete all rounds for which the player is eligible including pre-qualifying rounds. Should a player find himself/herself unable to compete for any reason, the player must give notice of inability to play prior to the day of the competition. A player will be subject to disciplinary action should no notification be received as to the withdrawal from an Event.
- v) **Failure to attend presentation**
The first two trophy winners in any stroke play Event and all finalists and semi-finalists in any match play competition must attend the presentation unless an adequate reason for non-attendance is given to a representative of the Championship Committee at the specific Event. Failure to comply may render the player liable to disciplinary action.

2 DISCIPLINARY ACTION

Any breach shall be reported as soon as possible to an Association representative or an official of the Club hosting the Event.

Any breaches of the Code of Conduct reported following the conclusion of an Event shall be immediately referred to the Committee for consideration.

The infringing player will be notified of the meeting of the Committee and may attend and be heard in relation to the breach and proposed penalty.

3 BREACHES OF CODE OF CONDUCT - PENALTIES

Each breach of the Code of Conduct will be considered on the basis of all available facts relevant to the alleged incident.

Following consideration, the Committee has the discretion to impose an applicable penalty relevant to the particular misdemeanor committed by a player.

In general, penalties will range as follows:

- a) Recommendation to player's home club that the player's membership be suspended for a set period of time;
- b) Suspension of entry to Golf SA Events for a specified period of time;
- c) Withdrawal of a player's Australian Handicap;
- d) Suspension of a player's Australian Handicap; and
- e) Other applicable penalties as determined by the Committee.

Upon a determination that a player has breached the Code of Conduct and having imposed an applicable penalty, the Committee will formally inform the player, the player's home club and Country District Golf Association (if applicable.)

In addition, breaches that the Committee classifies as a major infringement will be tabled at the Association's Board Meetings and recorded in the Minutes.

.....
...

PLAYER ACKNOWLEDGEMENT

I(insert full name)

As a Golf SA Player or Member of a representative Team/Squad hereby agree to abide by the Golf SA Code of Conduct.

Signature (Player).....Date.....

Signature (Parent/Guardian).....Date.....

(To Be Signed by the Parent/Guardian in addition to the Player if the Player is Under 18 Years)

The Parent/Guardian signing this form agrees to bind the Player and also agrees to bind himself/herself as if the Parent /Guardian were in the place of the Player.

A signed & dated copy of this Document is required to be lodged with the Golf SA Office

PO Box 356 TORRENSVILLE PLAZA 5031

or

249 Henley Beach Road TORRENSVILLE 5031

www.golfsa.com.au



MEMBER PROTECTION – JUNIOR GOLFERS

References:

- A The Children’s Protection Act 1993
- B Golf SA Member Protection Policy www.golfsa.com.au
- C Office for Recreation & Sport www.recsport.sa.gov.au
- D Department of Families & Communities www.familiesandcommunities.sa.gov.au
- E National Police Certificates www.sapol.sa.gov.au/public/download.jsp?id=20130
- F Kids Help Line www.kidshelp.com.au
- G Play-by-the-Rules www.playbytherules.net.au

INTRODUCTION

Golf SA has adopted the Golf Australia Member Protection Policies and Procedures per reference B. This policy sets out in clear terms the Policy Position Statements, Individual Responsibilities, Organisational Responsibilities, Codes of Conduct, and Complaints Procedures to be adopted.

Recent amendments to the Children’s Protection Act, 1993 (Reference A), in South Australia as per the Children’s Protection (Miscellaneous) Amendment Act 2005, promote a whole of community responsibility to the care and protection of children and young people.

The new provisions will require government, non-government and volunteer organizations that are entrusted with the care of children or regularly come in contact with children to have strategies in place to prevent and minimize opportunities for abuse and respond appropriately when abuse occurs or is suspected. Organisations will also be required to implement guidelines and processes that clearly outline effective and timely responses to child protection issues and steps of action.

Mandatory reporting is currently a requirement by law in South Australia. Mandatory reporting means that those people covered by the law must report reasonable suspicions of child abuse or neglect. Those currently mandated under law include teachers, medical practitioners, health professionals, child care workers, day care providers, social workers and workers, volunteers and managers within government departments or non-government agencies that provide services to children.

Under the new legislation a person employed by, or who volunteers in, organizations that provide sporting or recreational services for children are mandated. This includes Golf SA, its Member Clubs and their Staff and Volunteers.

PROCEDURES

The following procedures are laid down for Golf SA and its Member Clubs. The procedures take into account the Golf SA Member Protection Policy (as adopted from Golf Australia), the Children’s Protection Act 1993 and subsequent amendments and enactments, policies and procedures recommended by the Department of Families and Communities and the Office for Recreation & Sport.

The procedures have been developed to manage the risk taking into account a number of factors across the sport. Clubs are required to adopt these procedures as a ‘...minimum standard...’ Clubs may enhance these procedures at their own discretion

Golf SA will continue to develop and update procedures that can be adopted by Clubs & Districts in relation to creating a child safe environment. These Procedures will be available on the Golf SA website www.golfsa.com.au

Golf SA Inc Procedures

Appointments: Golf SA will appoint appropriately trained and qualified persons as follows:

1. Golf SA Member Protection Officer
2. Golf SA Child Safe Officer (Female) and Child Safe Officer (Male)

Staff & Contractors: Golf SA Staff and Contractors (Coaches etc) that work with children will be required to:

1. Provide a CV with Referees
2. Undertake a National Police Check
3. Undergo Department for Families and Communities Screening
4. Undergo appropriate training and development with respect to Child Protection & Mandatory Reporting
5. Undertake Play by the Rules ‘...on-line...’ training
6. Comply with Golf SA Code/s of Conduct as appropriate

Volunteers: Golf SA Volunteers who work with children:

1. Are subject to a National Police Check²
2. May be required to submit a CV with Referees
3. May be required to complete and sign a Statutory Declaration
4. Undergo appropriate training and development with respect to Child Protection & Mandatory Reporting
5. Undertake Play by the Rules ‘...on-line...’ training
6. Comply with Golf SA Code/s of Conduct as appropriate

Data-Base/Records: Golf SA will maintain records/data-bases of:

1. National Police Checks (VOAN)
2. Club Child Safe Officers/Member Protection Information Officers

Golf SA Club & District Procedures

1. **Adopt and Comply with Golf SA Member Protection Policies & Procedures**
 - Minute this at a Management Committee/Board Meeting
 - Obtain an electronic or hard copy of the Golf SA Member Protection Policy and Procedures
 - Ensure appropriate persons know their responsibilities
2. **Appoint appropriately trained and suitably qualified persons as a Club or District Member Protection Information Officers or Club Child Safe Officers**
 - Significant Clubs & Country Districts should appoint a Member Protection Information Officer annually
 - All Clubs should appoint a Club Child Safe Officer/s annually
3. **Ensure persons who work with children (Junior Development Coordinators, Managers of Junior Teams, Volunteer Coaches etc):**
 - a. **Undertake a National Police Check (Golf SA VOAN system): or Complete and sign a Statutory Declaration (if appropriate)**
 - Clubs that have a structured junior program should have its volunteers undergo a National Police Check
 - Clubs that conduct a ‘one-off junior event’ may use a Statutory Declaration
 - b. **Are provided with information on the Club’s Child Protection Policies & Procedures including Mandated Reporting requirements**
 - Adopt the Golf SA folder system for Volunteers
 - Provide ‘briefings’ by the Club Child Safe Officer or Member Protection Information Officer before an event or activity
 - Ensure that the Volunteer acknowledges (by signature) his/her responsibilities

Useful Resources: Clubs will find the following documents on the Office for Recreation & Sport website <http://www.recsport.sa.gov.au/training-development/checklists.html> useful resources.

1. Appendix 3: Child Protection Strategies for the provision of a safe and supportive recreation and sport environment
2. Appendix 4: Maintaining professional boundaries for coaches (and others working with children)
3. Appendix 5: National Police Checks for recreation and sport
4. Appendix 6: Definitions for recreation and sport
5. Sample Statutory Declaration
6. Child Safe Environment Checklist:
 - a. Is the Environment Safe

² Golf SA Inc has a SAPOL Volunteer Organisation Authorisation Number – VOAN – that may be used by the Association and its Member Clubs

b. Day Trip or Overnight Stay

Golf SA is providing its Staff and Key Volunteers with a folder (clear display sleeves) with the required information as well as a list of Golf SA appointments and various relevant contact details. The information will also be on the Golf SA website. Clubs are required to adopt a similar approach.

FAQ

Q: Why do we need to comply?

A: Golf SA and its Member Clubs have a legal obligation. Under Section 8c of the Child Protection Act it states that:
‘...An organization to which this section applies must, as soon as...possible...establish appropriate policies and procedures for ensuring
1. *that appropriate reports of abuse or neglect are made...; and*
2. *that child safe environments are established and maintained within the organization...’*

Q: Does that mean our Club?

A: It applies to organisations that provide sporting and recreational services wholly or partly for children. This means Golf Clubs.

Q: What do we need to do?

A: The Act requires organisations to develop and implement policies and procedures that reflect the requirements of the Chief Executive, Department for Families and Communities (DFC). In simple terms Golf Australia and now Golf SA have done much of the policy and procedure development. It is now up to individual Clubs to ensure that these are followed.

Q: Who is required to report suspected abuse and neglect?

A: The Act applies to all employees and volunteers that provide sporting or recreational services to report abuse under the penalty of a \$10,000 fine.

In reality this involves the Staff of Golf SA and key persons within each Club (Junior Coordinator/Coach, Junior Team Manager etc). But, Club Boards/Management Committees, Managers should understand their responsibilities under the Act.

Q: Where can we get more information?

A: There are a number of very useful sources of additional information including the Department for Families and Communities (Families SA) and the Office for Recreation & Sport. Check their websites.

Q: Why do people need a National Police Check?

A: The use of National Police Checks (NCP) can act as a deterrent to the small number of convicted offenders who may seek to use ‘volunteer’ positions.

A NCP can be obtained by Clubs through Golf SA’s VOAN and is an ideal ‘start point’ in risk management when appointing individuals that come in regular and direct contact with children.

ADDITIONAL INFORMATION ON CHILD PROTECTION

WHAT IS MEANT BY CHILD PROTECTION?

Child Protection is about keeping children safe from abuse and protecting them from people who may cause them harm. Understanding how child abuse can occur will help increase your confidence to act in the best interest of any child or young person. The responsibility to protect children requires everyone involved in your group to feel able to report a suspicion of child abuse and/or neglect if they have reasonable grounds.

Child Abuse could be:

- **Physical abuse** - when a person purposefully injures or threatens to injure a child
- **Emotional abuse** - an attack on a child's self esteem, e.g. through bullying, name calling, threatening, ridiculing, intimidating or isolating the child
- **Sexual abuse** - any sexual act or sexual threat imposed on a child
- **Neglect** - where a child is harmed by the failure to provide the basic physical and emotional necessities

Child abuse results from someone doing something harmful or by a person failing to act to protect a child from being harmed or being at risk of abuse.

For recreation and sport, this means creating a positive and encouraging environment where children can take part in an activity feeling safe and free from any form of bullying, harassment or abuse.

A positive environment will contribute to children having fun, developing skills and feeling safe. We recognise that recreation and sport groups generally work hard to provide safe, healthy environments for all their participants, especially children and young people.

YOUR ROLE AS A PARENT OR VOLUNTEER

Parents and volunteers need to recognise that protecting children requires a whole-of-community approach to be successful.

As a parent or volunteer you can help to create and support a safer environment for children. Some things that you can do are:

- Ask your club for a copy of its policy on child protection, e.g. a Member Protection Policy
- Follow the policies and practices relating to child protection • Be aware of guidelines or codes of conduct for staff, parents and volunteers
- Be a role model. Do not bully or abuse any child.
- Talk to the child if you have concerns about any form of bullying, harassment or abuse
- Report any incident or suspicion of child abuse to your group's nominated person
- Golf SA has nominated Lyn McGough (Business Manager) as its trained and accredited Member Protection Information Officer tele 8352 6899.
- Obtain further information from the website www.playbytherules.net.au
- Talk to the children in your group so that they understand how to stay safe while participating in a recreation or sport activity

MORE INFORMATION

For more information on child protection and child-safe recreation and sport, look at these websites or call the listed phone numbers:

- **Play by the Rules** www.playbytherules.net.au
- **Australian Sports Commission** (02) 6214 1111 www.ussport.gov.au
- **Office for Recreation and Sport** (08) 8416 6677 www.recsport.sa.gov.au
- **Kids Help Line** 1800 551 800 www.kidshelp.com.au
- **Youth Healthline** 1300 131 719 or (08) 8303 1691
- **Parents Help Line** 1300 364 100 www.parenting.sa.gov.au
- **SA Department for Families and Communities (Families SA)** www.familiesandcommunities.sa.gov.au
- **Children, Youth & Women's Health Services** www.cyh.com
- **Child Abuse Report Line** 13 14 78
- **SA Police Sexual Assault Unit** (08) 8207 5000