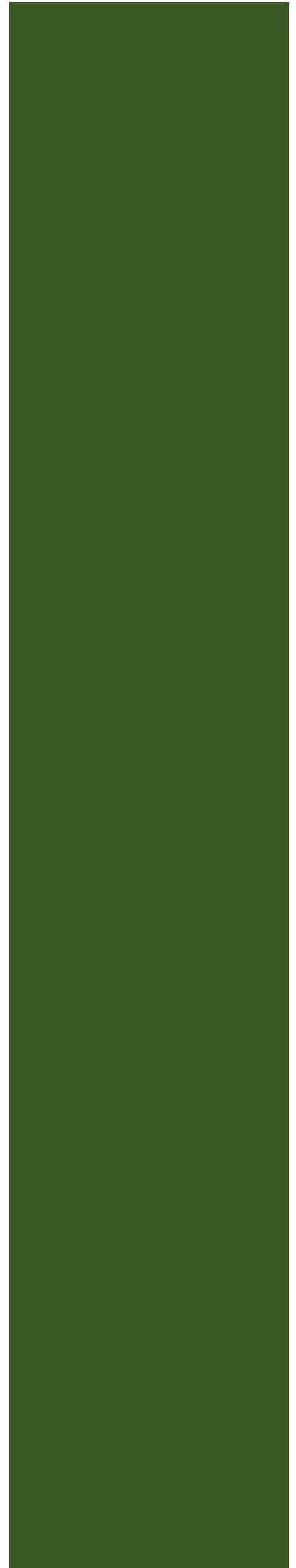




# GOLF CENTRAL HIGHLANDS INC

**CHILD AND YOUTH RISK MANAGEMENT STRATEGY**





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## PREAMBLE

Under the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulations 2011*, all regulated organisations and businesses are required to prepare and adopt a written risk management strategy. This strategy is to include:

1. a policy with a statement of commitment to the safety and wellbeing of children and then protection of children from harm
2. a Code of Conduct for interacting with children and young people
3. recruitment, training and management procedures for staff (including appropriate employment screening – i.e. blue cards and registers of staff who hold blue cards)
4. reporting guidelines and directions for handling disclosures and suspicions of harm
5. a policy for managing breaches of the risk management strategy
6. policies and procedures for compliance with blue card legislation
7. risk management plans for high risk activities and special events, and
8. strategies for communication and support such as:
  - a. information sheets for staff, volunteers and parents about policies, procedures and Codes of Conduct, and
  - b. training materials and strategies to help staff, volunteers and parents identify and manage risks of harm.

Where a child is harmed in some way, the GOLF CENTRAL HIGHLANDS INC caring for them may be required to produce this strategy as a way of assessing GOLF CENTRAL HIGHLANDS INC's preparedness in this regard.

This strategy is required to be updated and endorsed annually.



# REQUIREMENT 1

## 2 POLICY

### 2.1 PURPOSE

- To prevent foreseeable harm to children and young people in GOLF CENTRAL HIGHLANDS INC'S care.
- To ensure that all volunteers and staff who work within GOLF CENTRAL HIGHLANDS INC are assessed for their suitability to work with children under the Working with Children (Risk Management and Screening) Act 2000 with no exemptions.
- To ensure that all people involved with the operations of the association are aware of their responsibilities in relation to the above.

### 2.2 REFERENCE / RELATED DOCUMENTS

- Commission for Children and Young People and Child Guardian (CCYPCG) risk management strategies tool kit
- Working With Children Check Child and Youth Risk Management Strategy Toolkit
- Golf Queensland Child Protection Policy
- Play By The Rules website

### 2.3 DEFINITIONS

- **Children and young people:** Individuals who are under the age of 18 years.
- **Harm:** The Child Protection Act 1999 (section 9) states: 1) 'Harm' to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing; 2) It is immaterial how the harm is caused; 3) Harm can be caused by – a. physical, psychological or emotional abuse or neglect; or b. sexual abuse or exploitation.
- **Risk:** Anything that can cause harm, either physically, psychologically or emotionally.
- **Risk management:** The act of identifying and assessing all potential sources of harm and taking steps to decrease the likelihood that harm will occur.
- **Blue Card:** Blue cards are issued by the Queensland Government's Blue Card Services once it has carried out the Working with Children Check to see if a person is eligible to work in the areas of child-related work covered by the Act. If a person is eligible, they are issued a positive notice letter and a blue card.
- **Working with Children Check:** The Working with Children Check is a detailed national criminal history check including:
  - any charge or conviction for an offence, whether or not a conviction is recorded
  - whether a person is a respondent to or subject to an application for a child protection prohibition order or disqualification order, or
  - whether a person is subject to reporting obligations under the *Child Protection (Offender Reporting) Act 2004*.
- **Volunteer:** A person who is employed by another person not for financial reward but who may receive reimbursement for out of pocket expenses.
- **Official Volunteer:** A volunteer that is appointed directly by the GOLF CENTRAL HIGHLANDS INC.



## 2.4 SCOPE

This strategy applies to the operations of and the events conducted by the GOLF CENTRAL HIGHLANDS INC.

## 2.5 WHO MUST COMPLY WITH THIS POLICY

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub-committees
- Volunteers
- Coaches
- Players
- Officials
- Members, including life members
- District golf clubs
- Parents, guardians, spectators and sponsors to the full extent that is possible.



## 2.6 STATEMENT OF COMMITMENT

GOLF CENTRAL HIGHLANDS INC is committed to the safety and wellbeing of all members within the organisation. Every person bound by this policy must always place the safety and welfare of children above all other considerations.

GOLF CENTRAL HIGHLANDS INC does not tolerate any acts of harm towards children or adults and will actively seek to prevent its occurrence.

GOLF CENTRAL HIGHLANDS INC requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency and the association's nominated Child Protection Reporting Officer/s.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the Department of Communities, Child Safety Services.

## 2.7 POLICY STATEMENT

GOLF CENTRAL HIGHLANDS INC will comply with the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulations 2011*.

All volunteers, 18 years and over, within GOLF CENTRAL HIGHLANDS INC who directly and individually deal with children under the age of 18 on a regular basis will undergo the Working with Children Check and will hold a positive notice Blue Card prior to working with children and young people.

Those volunteers who do not undergo a Working with Children Check or hold a Blue Card will not be permitted to regularly deal with children or young people.

In some circumstances, there may not be a requirement for a Blue Card. For more information on when a Blue Card is required, please refer to the Blue Card Services website:  
[www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

To further ensure the safety of children and young people whilst in the care of GOLF CENTRAL HIGHLANDS INC, the Association will require parents acting in an official volunteer capacity to provide a positive Blue Card notice. This additional requirement will minimise any issues associated with the child ceasing participation, or the parent being required to participate in other activities than just those activities in which their child participates.

## 2.8 IMPLEMENTING THE POLICY

This policy is adopted by the GOLF CENTRAL HIGHLANDS INC and is effective from 26 February, 2016. The policy will be available on the GOLF CENTRAL HIGHLANDS INC'S website and all volunteers are expected to familiarise themselves with the document.

Official volunteers will be required to sign an agreement that they have read the policy.



## 2.9 MONITORING THE POLICY

Compliance with this policy will be monitored by the GOLF CENTRAL HIGHLANDS INC'S Executive Committee via regular liaison with the GOLF CENTRAL HIGHLANDS INC'S volunteers and members and by the use of supportive processes as per the GOLF CENTRAL HIGHLANDS INC'S Child and Youth Risk Management Strategy.

## 2.10 BREACHES

It is a breach of this policy for any person of GOLF CENTRAL HIGHLANDS INC to which this policy applies, to have been found to have:  done anything contrary to this policy;  breached the Code of Conduct and role-specific Codes of Behaviour;

- failed to follow the GOLF CENTRAL HIGHLANDS INC'S policies and procedures for the protection, safety and welfare of children;
- appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;  discriminated against or harassed any child;
- victimised another person for reporting a complaint;
- caused harm (as defined) to a child who the person supervises, or has influence, authority or power over;
- made a complaint they knew to be untrue, vexatious, malicious or improper;
- failed to comply with a penalty imposed after a finding that the individual has breached this policy;
- failed to comply with a direction given to the individual during the discipline process.

The GOLF CENTRAL HIGHLANDS INC will review any allegations of breaches of this policy and will take steps to minimise the risk of any further breaches.

Non-compliance with the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulations 2011) will result in penalties imposed under the Act. Refer to the Act for information regarding failure to comply.

Further to penalties imposed under the Act, the GOLF CENTRAL HIGHLANDS INC may impose further penalties as per the GOLF CENTRAL HIGHLANDS INC's constitution, bylaws and policies.

Penalties may include:

- Suspension from membership
- Expulsion

## 2.11 EVALUATION AND REVIEW

This policy will be reviewed annually, in line with GOLF CENTRAL HIGHLANDS INC'S review of its entire Child and Youth Risk Management Strategy. The policy will be reviewed with regard given to any aspects of the document that require changes.

This review shall be carried out by the GOLF CENTRAL HIGHLANDS INC'S Executive Committee.



## REQUIREMENT 2

### 3 CODE OF CONDUCT

Who should comply with this Code:

Individuals sitting on committees and sub-committees

- Volunteers
- Coaches
- Players
- Officials
- Members, including life members
- District golf clubs
- Parents, guardians, spectators and sponsors to the full extent that is possible.

This Code of Conduct compliments the GOLF CENTRAL HIGHLANDS INC'S Codes of Conduct as listed and available on the GOLF CENTRAL HIGHLANDS INC'S Facebook page:

- Junior player
- Senior player
- Parent/Guardian
- Coach
- Official

#### 3.1 INTERACTING WITH CHILDREN AND YOUNG PEOPLE

Use appropriate language when dealing with children and young people

Do not make inappropriate physical contact with any children or young people

If coaching or officiating, maintain professional relationships with children and young people within the association and treat them with the same respect you would offer an adult

Do not tolerate bullying within the association, either amongst children and young people, or from adults towards children and young people

Place the safety and welfare of children and young people above all else

Report any disclosures or occurrences or harm (refer definition)

Set a good example for children and young people within the Association by the way you dress, speak and act





## REQUIREMENT 3

### 4 RECRUITMENT, TRAINING & MANAGEMENT PROCEDURES

#### 4.1 FOR VOLUNTEERS WHO WORK WITH CHILDREN OR YOUNG PEOPLE

To assist with effective child protection, GOLF CENTRAL HIGHLANDS INC will implement appropriate recruitment, selection, screening, induction, monitoring and management of volunteers who work with children and young people within the association.

Any person nominated by the Executive Committee to recruit volunteers who work with children and young people within this association will implement this Child and Youth Risk Management Strategy in all recruiting activities. In particular, applicants for positions regularly dealing with children will be required to demonstrate an ability to comply with child safety requirements and will be required to be in possession of a positive Blue Card notice and maintain their Blue Card whilst working for the association.

Official volunteers will be screened to ensure that they fit with the organisation and with the positions to be filled. GOLF CENTRAL HIGHLANDS INC recognises the importance of assessing the skills, experience and availability of potential volunteers, and/or their willingness to learn the required skills through training.

Strategies for screening may include:

- requesting personal referees
- requiring the completion of application forms
- conducting an interview process
- requiring proof of formal accreditation

Strategies for training may include:

- continual mentoring
- conducting performance reviews
- providing access to opportunities to update accreditation
- providing education in and access to relevant policies and procedures

Training will also be provided that alerts volunteers to the nature of harm which can occur to children and young people and how to respond to disclosures or suspicions of harm.

Once new volunteers and/or employees have been successfully recruited and screened, the association will ensure their effective induction. Induction will include making them aware of the following:

- the GOLF CENTRAL HIGHLANDS INC'S commitment to an environment which is safe and friendly to children and young people; and
- the GOLF CENTRAL HIGHLANDS INC'S Child and Youth Risk Management Strategy, its processes and procedures.



Official volunteers will be required to sign an agreement stating they understand and abide by the Child and Youth Risk Management Strategy.

GOLF CENTRAL HIGHLANDS INC will maintain a Blue Card Register to provide a record of current cardholders, corresponding Blue Card numbers and expiry dates, and to monitor status.

The association may use information sheets, training materials and strategies to help volunteers and parents identify and manage risks of harm.



## REQUIREMENT 4

### 5 REPORTING GUIDELINES AND DIRECTIONS

#### 5.1 RECEIVING A DISCLOSURE

When association volunteers and/or employees are confronted with disclosures of harm or suspect harm to children and young people, they will respond professionally and in the best interests of the child or young person subjected to the alleged harm.

If there is a disclosure of serious harm or abuse this should be immediately reported to the appropriate authorities by the person to whom the disclosure was made.

Complaints will be dealt with promptly, seriously, sensitively and confidentially.

In the event that a volunteer or employee is confronted with disclosures of harm, that person will:

- not react in a shocked or critical way;
- listen to, be supportive and not dispute what the child says; ensure the child is safe;
- reassure the child or young person they have done the right thing in telling;
- be honest with the child and explain that other people may need to be told in order to stop what is happening;
- ultimately believe the child or young person and assume that they are telling the truth;
- not ask leading questions such as “Did ‘X’ touch you?”, but ask non-leading questions such as “Tell me what happened next”;
- only ask the child or young person enough questions to determine the need to report the matter to the Queensland Police Service or Child Safety Services, Department of Communities; and
- report the incident to the GOLF CENTRAL HIGHLANDS INC’S Child Protection Reporting Officer/s.

#### 5.2 DEALING WITH A DISCLOSURE

Under no circumstances will GOLF CENTRAL HIGHLANDS INC conduct its own investigations into any reportable serious allegations or allegations of a criminal nature.

Following a disclosure of harm from a child or young person, the person to whom the disclosure was made will, depending on the nature of the disclosure, determine if the disclosure should be reported to either, the Queensland Police Service or Child Safety Services, Department of Communities.

Any disclosures that are not reportable to these authorities will be reported to GOLF CENTRAL HIGHLANDS INC to be actioned.

Upon receipt of a report, the GOLF CENTRAL HIGHLANDS INC will:

- validate that it is not a reportable disclosure;
- investigate the disclosure in line with the GOLF CENTRAL HIGHLANDS INC’S procedures and determine penalties where required;
- take action to prevent or minimise further reoccurrences.



If the incident(s) are serious or criminal in nature, the association's response will be immediate. All other allegations should be actioned as soon as possible, preferably within 24 hours.

For allegations of a serious or criminal nature, GOLF CENTRAL HIGHLANDS INC will follow these guidelines:

- If the allegation involves a child at risk of harm, the incident should immediately be reported to the Queensland Police and/or Child Safety Services, Department of Communities
- The GOLF CENTRAL HIGHLANDS INC will contact Child Safety Services, Department of Communities for advice if there is any doubt whether the complaint should be reported.
- If the child's parent(s) or guardian is suspected of committing the abuse, the GOLF CENTRAL HIGHLANDS INC will report the allegation to the Queensland Police and/or Child Safety Services, Department of Communities immediately.

Strict confidentiality, impartiality, fairness and due process must be maintained at all times.



## REQUIREMENT 5

### 6 MANAGING BREACHES OF THE RISK MANAGEMENT STRATEGY

GOLF CENTRAL HIGHLANDS INC will review any allegations of breaches of the Child and Youth Risk Management Strategy and will take steps to minimise the risk of any further breaches.

Non-compliance with the Working with Children (Risk Management and Screening) Act 2000 and the Working with Children (Risk Management and Screening) Regulations 2011 will result in penalties imposed under the Act. Refer to the Act for information regarding failure to comply.

Further to penalties imposed under the Act, the GOLF CENTRAL HIGHLANDS INC may impose further penalties as per the GOLF CENTRAL HIGHLANDS INC'S constitution, bylaws and policies.

Penalties may include:

- Suspension from official duties
- Expulsion

## REQUIREMENT 6

### 7 POLICIES AND PROCEDURES

#### 7.1 COMPLIANCE WITH BLUE CARD LEGISLATION

GOLF CENTRAL HIGHLANDS INC will comply with Blue Card legislation by ensuring that all relevant volunteers within the GOLF CENTRAL HIGHLANDS INC undergo the Working with Children Check and obtain a positive Blue Card prior to commencing working with children in the GOLF CENTRAL HIGHLANDS INC.

In addition, the GOLF CENTRAL HIGHLANDS INC will:

- provide access to the relevant forms to any employee or volunteer seeking a Blue Card;
- ensure the Volunteer Coordinator/s or designated official checks and signs off on any Blue Card application;
- keep an up-to-date Blue Card register
- ensure Blue Card status and number is a mandatory field on all volunteer registration forms and employment forms.

The Association will respect the confidentiality of information relating to applications by volunteers for Blue Cards and will maintain appropriate systems to protect the privacy of applicants.



## REQUIREMENT 7

### 8 RISK MANAGEMENT PLANS

#### 8.1 HIGH RISK ACTIVITIES AND REPRESENTATIVE EVENTS

GOLF CENTRAL HIGHLANDS INC'S volunteers have less control over events and activities which are conducted away from the GOLF CENTRAL HIGHLANDS INC'S home grounds.

Volunteers must therefore, ensure that participating in 'away' events or activities will not compromise GOLF CENTRAL HIGHLANDS INC'S commitment to providing a safe environment for children and young people by:

- ensuring that enough information has been provided to parents or carers so they can make an informed decision about whether they want their children to attend;
- evaluating any risks involved with attending the event and developing procedures to minimise those risks; and
- ensuring that event organisers are committed to an environment which is safe and friendly for children and young people and that they have developed policies and procedures supporting such an environment.

When the GOLF CENTRAL HIGHLANDS INC hosts special events at its home grounds, it should:

- adopt and implement risk management procedures specific to the staging and nature of the event;
- promote and publicise risk management procedures before and during the event to ensure participant and visitor awareness.

## REQUIREMENT 8

### 9 STRATEGIES FOR COMMUNICATION & SUPPORT

- A. Information sheets for volunteers and parents about policies, procedures and Codes of Conduct** (see Attachments).
- B. Training materials and strategies to help volunteers and parents identify and manage risks of harm** (see Attachments).

Copies of this Child and Youth Risk Management Strategy will be made available to all volunteers who regularly deal with children and young people within GOLF CENTRAL HIGHLANDS INC, as part of the induction process.

This will ensure that all of the GOLF CENTRAL HIGHLANDS INC'S volunteers understand what is expected of them with regard to providing a safe and friendly environment for children and young people.



Parents and guardians often turn to sport as a safe place for children to build character, develop skills, learn valuable lessons and to have fun. While involvement in sport remains a positive experience for most participants, parents are now aware that children can face the risk of being harassed and abused in sport.

In addition to the GOLF CENTRAL HIGHLANDS INC'S volunteers, parents can play a key role in creating a safe environment for children in sport.

The following actions will help parents contribute to providing a safe environment:

- Get involved and get to know your child's coach. Maintain open and frank communication. If things occur that disturb you, talk to the coach about them.
- Speak out when you hear language or attitudes that contribute to a negative or unsafe environment. You may wish to pursue your issues with the Executive Committee.
- Be careful not to put coaches on pedestals. Tell your children it's okay to say 'no' if the coach is doing something that makes them feel uncomfortable.
- Make an effort to attend training and games whenever you can.
- Be wary of private, closed training sessions. If they occur on a regular basis ask the coach for an explanation.
- Be wary of any increases in the amount of time the coach spends with your children beyond the training session.
- If you volunteer in sport and are asked to take part in screening, accept this as a positive step to keep children safe.
- Make sure you are not part of the problem. Don't engage in verbal abuse of officials, coaches or others.
- Know and abide by the Parents Code of Conduct and encourage others to do the same.
- Encourage your child to play by the rules
- Never ridicule your child for making a mistake

If you suspect that a child has been harmed, or is at risk of being harmed, here are some important things to remember:

- Be alert to any warning signs that a child is experiencing.
- Observe the child and make written notes as soon as you begin to have concerns – pay attention to changes in their behaviour, ideas, feelings and the words they use.
- Have gentle, non-judgemental discussions with the child - expressing your concern that a child looks sad or unwell can result in disclosures.
- Do not pressure the child to respond and do not ask questions that put words into a child's mouth.
- Assure the child that they can come and talk to you when they need to, and listen to them when they do.
- When a child is being abused it does not go away and usually becomes more serious over time.
- Seek expert advice by contacting the Department of Child Safety.



# 10 ATTACHMENT 1

## 10.1 CODE OF CONDUCT JUNIOR PLAYER



### GOLF CENTRAL QUEENSLAND INC., CODE OF CONDUCT FOR JUNIOR REPRESENTATIVE PLAYERS



Golf Central Queensland has high expectation of the conduct of our representative players.

**JUNIOR REPRESENTATIVE PLAYERS ARE EXPECTED TO:**

1. Follow ALL directions of, and respect the position of Team Captain and Team Manager.
2. Act responsibly at all times whether with the entire group or separated.
3. Understand and respect cultural and social differences, and behave with sensitivity and due consideration of others.
4. Follow ALL regulation and codes specified by places of accommodation.
5. Be a good sport and support your team members.
6. Co-operate with your Team Captain and Team mates. Show respect for your opponents and their skills.
7. Be friendly to all participants.
8. At all times observe GOLF CENTRAL QUEENSLAND Inc., Code of Conduct

**PLAYERS WILL NOT UNDERTAKE ANY OF THE FOLLOWING (NON-EXCLUSIVE) ACTIVITIES:**

1. Use or supply of drugs (unless required for a medical condition)
2. Smoke
3. Enter nightclubs or bars at any time or consume alcohol.
4. Souvenir any property which is not their own or commit any other law breaking offence.
5. Accept any invitation unless permission has been obtained from the Team Captain.
6. Leave their place of accommodation without permission from the Team Captain and/or officials in charge of the group.
7. Venture off on his/her own. Players must be accompanied by at least two other players or preferably a group, and only then with permission from the Team Captain.
8. Mobile phones will be used at Team Captain's discretion.
9. Use of objectionable or obscene language or gesture.
10. Engage in any activity likely to compromise or endanger the reputation of Golf Central Queensland.

Serious breach of the Code of Conduct will result in the player being sent home by the first available transport. Any additional expense incurred will be the responsibility of the person concerned.

**GOLF CENTRAL QUEENSLAND INC.,**

**I CONFIRM that I have read or had explained the Code of Conduct, and understand its nature and purpose.**

**Players Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_





## 10.2 CODE OF CONDUCT PARENTS AND GUARDIANS



### **GOLF CENTRAL HIGHLANDS INC. CODE OF CONDUCT**

#### **FOR**

#### **PARENTS AND GUARDIANS**

**Golf Central Highlands Inc has high expectation that parents and guardians must meet the following requirements in regard to conduct during any activity or event:**

1. If your child is interested, encourage them to participate in the appropriate golf activity. However, if your child is not willing to participate, do not force him or her. Remember, children are involved in organised activity for their enjoyment, not yours.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to always play according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best from example. Applaud good play by all players.
7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
8. Support all efforts to remove verbal and physical abuse.
9. Recognise and respect the value and importance of officials, volunteers, administrators, and coaches. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be a model of good sports behaviour for children to copy.
11. Be courteous in communication with administrators, coaches, players and officials. Teach children to do likewise.
12. Support the use of age appropriate development activities and modified rules.



## 10.3 CODE OF CONDUCT JUNIOR OFFICIALS

### GOLF CENTRAL QUEENSLAND & GOLF CENTRAL HIGHLANDS INC.,



### CODE OF CONDUCT FOR



### JUNIOR JUG REPRESENTATIVE OFFICIALS

**Golf Central Queensland has high expectation of the conduct of our representative officials.**

**JUNIOR JUG REPRESENTATIVE OFFICIALS ARE EXPECTED TO:**

As a representative of CQ/CH District all Officials will:

1. Show respect towards other players, officials, committees and the Junior Jug Host Club.
2. Include all players regardless of their age, gender, race, cultural, religious or sexual orientation.
3. Demonstrate a high degree of individual responsibility when communicating with other officials and players.
4. Avoid unaccompanied and unobserved activities with any person, wherever possible.
5. Provide a safe and inclusive environment for players.
6. Show concern and caution towards others who may be ill or injured.
7. Be a positive role model.
8. Know the rules and understand the consequences if rules are breached.
9. Complete all forms and reports as requested by CQ/CH District;
10. Accept the CQ/CH District Selection Policy and associated criteria and agree that decisions made by selectors are final;
11. Refrain from the use of mobile phones, including texting, during functions where the official is representing CQ/CH District;
12. Wear appropriate attire requested by event organisers and/or CQ/CH District at functions where the player is representing CQ/CH District;
13. Pay excess charges and any other expenses incurred in relation to travel to or attendance at events, outside those expenses formally arranged by CQ/CH District;
14. Not bring the good name of CQ/CH District into disrepute;
15. Not offer any public statement that is derogatory or critical of CQ/CH District, a golf club, another State Association or Golf Australia;
16. Abide by the Doping Policy of Golf Australia and agree that the
  - a. possession or consumption of illicit drugs, or contraband items is prohibited;
  - b. To refrain from consuming tobacco products during official events and take a responsible approach to the consumption of alcohol.
17. Not use or authorise any photographs, video or images of the players for personal purposes unless approved by the CQ/CH District;
18. Authorise CQ/CH District to obtain emergency medical treatment in the instance of an accident or illness sustained during the Junior Jug, and agrees not to make any claims of any kind against CQ/CH District arising from such treatment;
19. Note: Whilst this Code of Conduct aims to address all circumstances which may arise during the delivery of CQ/CH District's golf program, CQ/CH District will manage other situations as they may arise on a case by case basis.
20. CQ/CH District officials will observe the highest standards of sportsmanship at all times.

**Serious breach of the Code of Conduct will result in the Official being terminated from their position.**

**Any additional expense incurred will be the responsibility of the person concerned.**

**GOLF CENTRAL QUEENSLAND & GOLF CENTRAL HIGHLANDS INC.,**

**I CONFIRM that I have read or had explained the Code of Conduct, and understand its nature and purpose.**

**Nominating Official's Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 10.4 CODE OF CONDUCT JUNIOR COACHES AND VOLUNTEERS



### **GOLF CENTRAL HIGHLANDS INC. CODE OF CONDUCT**

#### **FOR**

#### **JUNIOR COACHES AND VOLUNTEERS**

**Golf Central Highlands has high expectation of the conduct of our representative officials.**

#### **JUNIOR COACHES AND VOLUNTEERS ARE EXPECTED TO:**

As a representative of CQ/CH District all Officials will:

1. Be a positive role model.
2. Know the rules and understand the consequences if rules are breached.
3. Operate within the rules and spirit of golf, promoting fair play over winning at any cost.
4. Encourage and support opportunities for people to learn appropriate behaviour and skills.
5. Support opportunities for participation in all aspects of the sport.
6. Treat each person as an individual.
7. Display control and courtesy to all involved with the sport.
8. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
9. Respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport.
10. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people less than the age of 18 years.
11. Adopt appropriate and responsible behaviour in all interactions.
12. Adopt responsible behaviour in relation to alcohol and other drugs.
13. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
14. Ensure your decisions and actions contribute to a safe environment.
15. Ensure your decisions and actions contribute to a harassment free environment.
16. Do not tolerate harmful or abusive behaviour.
17. Place the safety and welfare of the athletes above all else.
18. Help each person (athlete, umpire etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
19. Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
20. Be honest and do not allow your qualifications to be misrepresented.

**Serious breach of the Code of Conduct will result in the coach and/or junior volunteer being terminated from their position.**

## 11 ATTACHMENT 2

### 11.1 PLAY BY THE RULES GUIDELINES FOR WORKING WITH CHILDREN



## GUIDELINES FOR WORKING WITH CHILDREN

These guidelines are for coaches and other personnel to protect them from risk and to keep children safe. It is recommended that sporting organisations develop guidelines tailored to the needs and context of their sport.

#### Maintain appropriate boundaries

Coaches and other personnel in positions of authority should maintain clear:

#### Physical boundaries

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill.
- Work within sight of others at all times.

#### Emotional/verbal boundaries

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

#### Social boundaries

- Attend sport-related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions.

#### Sexual boundaries

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.

#### Minimise physical contact

Generally physical contact with players/ participants should be to:

- develop sport skills
- give sports massage
- treat an injury
- prevent or respond to an injury
- meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s.
- Permission from the player/participant should always be sought.
- Player/participants should be congratulated or comforted in public not in an isolated setting.

#### Avoid being alone with a child

To protect both yourself and a child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g., other coaches, officials or parents/guardians).
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.

This information provided by Play by the Rules is not intended as a substitute for legal or other professional advice.

[www.playbytherules.net.au](http://www.playbytherules.net.au)



## GUIDELINES FOR WORKING WITH CHILDREN

### Maintain control — avoid losing your temper

Adopt positive language and behaviour (e.g., avoid bad or aggressive language that could intimidate a child or set a poor example).

If you find that you regularly lose your temper with children, you should seek support in learning how to manage children's behaviour, or consider whether you have the patience to work with children.

Some ideas to assist with maintaining control include:

- Set up some basic rules at the beginning of the season such as: be nice but firm; be fair; follow instructions; have a go; and no put downs. Make sure children are aware of these rules. 'Nice but firm' avoids creating problems of ambiguity as it makes it clear where an adult stands in relation to the child. Being 'fair' is also important because of the strong message it sends to young, impressionable children.
- Give positive messages.
- Have a 'time out' area for children and young people who are not behaving. This should be simple, such as an agreed 'T' sign with the hands that children know means to go to time out for two minutes.
- Adopt a card system to express concerns with a child's behaviour rather than becoming verbally agitated. For example, a yellow card is a warning, two yellow cards means time out for two minutes, and a red card could mean the child misses the next week's game.

### Make sure parents are clear about collection of their children

Parents need to be responsible for the collection of their children from practice and games. A list of actions that could help include:

- Have a register of parent/guardian emergency contact numbers and make sure coaches/officials have access to a phone.
- Letting children and parents/guardians know practice and game times, when parents/guardians can expect to collect their children, and that it is not your responsibility to transport children home if parents are delayed.
- Asking the second to last child and their parent/guardian to wait with the coach/official and the child.
- Getting parents to collect their children from the club room (e.g., if you have a club room where there will be other people).
- If there are other people at the ground or facility, wait for the parent/guardian closer to those people. In the meantime try to make contact with the parent/guardian.
- Avoid the risk of being alone with a child by having a parent/guardian or support person assist you with the training. Require that person to wait until all children have left.

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[www.playbytherules.net.au](http://www.playbytherules.net.au)



## GUIDELINES FOR WORKING WITH CHILDREN

### Avoid transporting players/participants

Ideally all players/participants should have their own transportation to and from sporting events. You should only provide transportation when:

- the driver is properly licensed to carry passengers, and
- other players/participants/parents/guardians are in the vehicle, and
- the ride has been approved in writing by parents/guardians, and
- the ride is directly to/from sports or recreational activities.

Signed authorisation by the parents should be sought at the commencement of the season saying that they agree to their child being transported by the relevant person if they are unavailable to provide transport.

You should also call someone and tell them what you are doing and the exact time you are leaving, so that you are accountable for your time.

### Plan for overnight and away trips

Make sure you have appropriate levels of supervision. The general rule of thumb is a minimum of two staff with a ratio of 1:8, although this can vary between 1:12 and 1:4 and depends on a number of other factors. Other considerations include:

- If you are taking a mixed team or all girls group away, there must be at least one woman accompanying the group.
- If there is only going to be one adult accompanying you, the person must not be a relation or a partner.
- At least one adult on the trip should have a current first aid certificate.
- Adults should not share rooms with children.

- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond).

Adults attending overnight or away trips should have a police or Working with Children Check (or in Queensland be holders of a current blue card).

### Qualified personnel should attend to injuries

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the player/participant should always be the priority.
- Only uncover the injured area, or drape something over the private parts of the player/participant.
- Always report to parents any injuries incurred and any treatment provided, and document an incident. Clubs should keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.
- If necessary, seek medical attention as soon as possible or recommend that parents seek medical attention.

It is important to have a blood rules policy and ensure coaches and officials know to remove from a game any child who is bleeding, and to stop the flow of blood before allowing the child to rejoin the activity.

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[www.playbytherules.net.au](http://www.playbytherules.net.au)



## GUIDELINES FOR WORKING WITH CHILDREN

### Support participants with disabilities

It is important that participants with disabilities have the same opportunities to be involved in sport and recreation activities as able-bodied participants. This may require, where reasonable, the modification of games, equipment and rules. Provision of specialist support, appropriate transport, and training for those assisting with matters such as lifting and toileting, may also be required.

Because participants with disabilities may be more vulnerable to abuse or neglect, clubs and organisations may need to take additional steps to ensure their safety. Advice can be obtained from the relevant disabled sporting association.

### Have clear guidelines for photographing children

It is important that clubs and coaches understand current advice about acquiring and using images of children. Some key points include:

- Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised or individual access to children.
- Ensure you inform the team/athlete and parent/s if you want to photograph or video the athlete/s as a tool to analyse and improve performance. (This practice would need to consider any photographing policy in existence for the sport and if on private property.)
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.

- If the photographs/videos are to be used generally (e.g., as teaching tools or for some other purpose such as for promotional reasons), obtain the written consent of the parents that the photographs/videos can be used for those purposes.
- Provide details of who to contact within the club or organisation if concerns or complaints of inappropriate photographic behaviour or content are raised.

There are some people who visit sporting events to take inappropriate photographs or video footage of children. You need to be alert to this possibility and report any concerns to a responsible person in your club (e.g., president, secretary or committee person).

These guidelines have been adapted from information from the:

- Child Protection In Sport Unit UK  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)
- Australian Sports Commission  
[www.ausport.gov.au/ethics/](http://www.ausport.gov.au/ethics/)
- New South Wales Department for Tourism Sport and Recreation  
[www.dsr.nsw.gov.au/children](http://www.dsr.nsw.gov.au/children)

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## 12 ATTACHMENT 3

### 12.1 INCIDENT REPORT FORM

#### INCIDENT REPORT FORM



**Personal details**

Personal involved in Accident/Incident:

Contact Details:

Sporting Event:

Person making the report:

Date of report:

**Accident/incident details**

Date:

Time:

Date reported:

Location:

Official in charge of player:

Incident reported to:

Witness 1:

Contact details:

Witness 2:

Contact details:

**Nature of Accident/Incident**

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**Results of Accident/Incident**

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**Action taken (disciplinary or first aid)**

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**Any other relevant comments**

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**Name of parent/carer contacted:**

Date:

Time:

**Signatures:**

Official:

Golf Central Highlands Secretary:

Actions completed:

Date:

Name:

A copy of this report must be forwarded to: Secretary Golf Central Highlands Inc, 31 Colleen Avenue, Emerald Qld 4720