



Code of Conduct for Adults and Volunteers working with NCLGA Juniors



Thank you for agreeing to volunteer and to help NCLGA with junior golf. In order that you and every junior who attends an NCLGA event has a good experience, we ask that you read and agree to adhere to the code of conduct as set out below.

The code of conduct is principally designed to safeguard the children by guiding you through the required standards of behaviour as you carry out your role as a volunteer.

Following this code of conduct will reduce the likelihood of any misinterpretations of your actions. It is key for you to remember that you have been allocated a position of trust and responsibility and you must act in accordance with this.

Respect

NCLGA recognises the rights of all children to be treated as individuals, and communicate with them and their parents in a manner that reflects respect and care.

- Respect the rights, dignity and worth of every child and do not discriminate on the grounds of age, gender, race, religion, sexual orientation or disability
- Help create an environment where all children have an equal opportunity to participate, free of fear and harassment
- Do not condone or allow to go unchallenged any form of offensive, discriminatory or aggressive behaviour
- Develop relationships with parents and children based on openness, honesty, mutual trust and respect
- Inform parents and children of the etiquette and practical considerations when playing golf
- Maintain confidentiality about any personal information held and only use it for the purpose it was obtained

Personal standards

Your personal behaviour and conduct should set a high example at all times:

- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, or drink alcohol, while actively working with children
- Never use recreational or performance-enhancing drugs
- Promote the positive aspects of golf (e.g. fair play, honesty and etiquette)
- Do not publicly criticise or engage in demeaning descriptions of others

Responsibilities

NCLGA expect you to place the welfare and safety of the juniors as your first priority. Working with children you have a responsibility to report anything that could be a child protection issue. If a child discloses something to you or you witness something that raises any concerns then you should report as soon as possible after to the NCLGA Welfare Officer, Lynn Buttery. Some examples might be:

- A child tells you something that has upset or harmed them

- A child’s behaviour may suggest he or she is being abused
- The behaviour or attitude of one of the coaches towards a child worries you
- You witness worrying or bullying behaviour from one child to another

In any such circumstances do not be tempted to deal with the matter on an individual basis as your intervention could be misconstrued. NCLGA has procedures in place to deal with such instances for the good of all.

When supervising juniors at an event please ensure:

- All children are engaged and that activities are appropriate for the age, maturity, experience and ability of the children
- You have access to telephone for immediate contact to emergency services if required
- Any incidents and accidents are recorded in the line with the golf club’s procedures and parents are informed. In addition they should be reported to the NCLGA welfare officer
- That permission has been given by the children’s parents if you are taking any photos of an event
- You do not depart from the club/facility until all juniors have been collected by their parents/guardians. Should there only be one child left then ensure you are waiting in a public area
- You do not transport a junior in a car on your own or share a room with them at a residential event
- You do not exceed the level of your competence or ability

Relationships

Your behaviour towards participants to whom you will have a position of trust should reflect your role.

Physical contact should only be necessary to provide genuine support to improve skills or to prevent or treat an injury. Ensure that if any form of manual/physical contact is required, it should be provided in an open environment (e.g. avoid private or unobserved situations).

Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect or bullying). Do not:

- Engage in rough, physical or sexually provocative games
- Allow or engage in any form of inappropriate touching
- Cause a child to lose self esteem by embarrassing, humiliating or undermining the individual
- Give any child alcohol

Avoid any direct communication with a child outside an NCLGA event without their parent’s awareness. Avoid linking on social networks such as Facebook or Twitter.

I agree to follow the above code of conduct.

Signature:

Name (printed): Date: