



Behaviour Management Policy

1 RATIONALE

1. The GOLF CENTRAL HIGHLANDS INC is committed to the principles of the Positive or it's pointless ideology for all participants in golf where individuals are treated with respect and dignity.
2. The GOLF CENTRAL HIGHLANDS INC is committed to providing an environment focused on the rights of young people to enjoy themselves and develop social and physical skills.
3. The GOLF CENTRAL HIGHLANDS INC is committed to a golf environment which is free of verbal and physical abuse.
4. The GOLF CENTRAL HIGHLANDS INC is committed to providing a supportive environment for administrators, coaches, officials and volunteers to enable them to do their jobs.

2 OBJECTIVES

The objectives of the GOLF CENTRAL HIGHLANDS INC Behaviour Management Policy are to:

1. Provide fun, safe and fair golf for players, parents, administrators, coaches, officials and volunteers.
2. Establish a standard of behaviour expected of members.
3. Establish a procedure for dealing with breaches of the codes of ethics.

3 VALUES OF SPORT

All members of the GOLF CENTRAL HIGHLANDS INC are expected to adhere to the following minimum standards in relation to sport:

3.1 INTEGRITY

Play by the rules and spirit of the sport.

1. Participate in the best interest of the sport and other participants, always having regard to governing rules, regulations and standards.
2. Set an example for others in the way you conduct yourself in playing, volunteering or spectating and in winning or losing.
3. Encourage positive actions and appreciation for people's good behaviour and involvement – always say 'well done' and 'thanks'. ☑ Advocate a pure sport environment, free of alcohol and performance enhancing and illegal drugs.

3.2 RESPECT

Value the rights, dignity and worth of every individual.

1. Everyone has the same value and right to be respected regardless of gender, age, ability, ethnic origin or religion.



2. Value and utilize the skills, aspirations and goals of each athlete to help them reach their full potential.

3.3 FUN

True sport is fun. Enjoy it!

1. Celebrate players, officials and volunteers 'having a go'. Celebrate their personal achievements.
2. Emphasize enjoyment over winning.

3.4 RESPONSIBILITY

1. The buck stops with you.
2. Good sportsmanship starts with every individual acting positively. Take responsibility for your actions, decisions and behaviour.
3. Take appropriate steps to protect others from any form of harassment or abuse.

3.5 EXCELLENCE

1. Give it your best shot!
2. Go for it! Rise to the challenge.
3. Enjoy the journey. Discover how good you can become!

4 ROLES AND RESPONSIBILITIES

4.1 ROLES OF JUNIOR COACHES AND VOLUNTEERS

The role of coaches in the GOLF CENTRAL HIGHLANDS INC is to:

1. Prepare and conduct sessions based on sound coaching principles. Develop the fundamental techniques of golf.
2. Promote the principles and practices of Positive or it's pointless
3. Cater for varying levels of ability and ensure juniors enjoy their experience.
4. Provide equal opportunities for girls and boys (to the age of 12).
5. Educate young people and parents on health and safety in sport.
6. Be a positive role model in golf.

4.1.1 Responsibilities of coaches

1. Become accredited with the Golf Australia accreditation scheme.
2. Agree to abide by the GOLF CENTRAL HIGHLANDS INC'S coaches Code of Conduct (Attachment 4).
3. Undergo a criminal history check (Blue Card) by the Commission for Children and Young People and Child Guardian (if coaching players 17 years and under).
4. Set realistic standards and objectives for children.
5. Provide a fun, safe and fair environment for training and competition.
6. Keep up-to-date with golf coaching developments.
7. Enforce this behaviour management policy.

4.2 ROLES OF PARENTS

1. The role of parents in the GOLF CENTRAL HIGHLANDS INC is to:



2. Support and encourage their child to participate in junior golf.
3. Allow their child to participate only if they are well and healthy.
4. Encourage their child to participate for the enjoyment of junior golf.
5. Support their child to develop social and physical skills through junior golf.
6. Promote and abide by the GOLF CENTRAL HIGHLANDS INC codes of conduct.
7. Be courteous when communicating with coaches, officials and administrators.
8. Be a positive role model.

4.3 ROLES OF OFFICIALS

The role of officials in the GOLF CENTRAL HIGHLANDS INC is to:

1. Apply the rules of golf in a competition situation.
2. Promote and model the principles, practices and values of Positive or it's Pointless.
3. Ensure the spirit of the game is not lost by the strict application of the rules and over-calling of violations.
4. Be a positive role model.

4.3.1 Responsibilities of officials

The responsibilities of an official in the GOLF CENTRAL HIGHLANDS INC are to:

1. Undergo a criminal history check (Blue Card) from the Commission for Children and Young People and Child Guardian (if officiating in junior competitions).
2. Keep informed of sound officiating principles that take account of children's growth and development.
3. Be consistent, courteous and helpful to all participants.
4. Discourage inappropriate behaviour.

4.4 ROLES OF THE EXECUTIVE COMMITTEE

1. The role of the administrators in the GOLF CENTRAL HIGHLANDS INC is to implement this policy by: Ensuring that everyone in junior sport emphasises fun, safe and fair play, and not winning at all costs.
2. Ensuring that this policy and other club information is easily accessible to all members.
3. Ensuring that all coaches and officials have the relevant accreditations and have undergone a criminal history check (Blue Card) with the Commission for Children and Young People and Child Guardian.
4. Providing education and training opportunities for parents, coaches, officials and volunteers.
5. Helping coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
6. Implementing the procedure for dealing with breaches of the codes of conduct.
7. Creating pathways for children to participate in sport not just as players but also as coaches, officials, administrators and other roles.
8. Ensuring that equipment, facilities and rules are safe and appropriate to the ability level of participants
9. Making it clear that abuse of any kind is unacceptable and will result in disciplinary action.
10. Respecting the rights, dignity and worth of every participant regardless of their gender, ability, cultural background or religion.
11. Being a positive role model.



5 CODES OF CONDUCT

5.1 PLAYERS AND PARENTS

Members will be requested to abide by the codes of behaviour, which outline the club culture and standard of behaviour expected of members.

1. GOLF CENTRAL HIGHLANDS INC will maintain the culture outlined in the codes of conduct.
 - a. Junior Representative Player Code of Conduct - see Attachment 1
 - b. Parent/Guardian Code of Conduct – see Attachment 2
2. Players will agree to abide by the Association's codes of behaviour by signing relevant section of the registration documentation should they be selected to represent the district at state events.

5.2 OFFICIALS, JUNIOR COACHES AND VOLUNTEERS

1. Coaches and officials will abide by the codes of behaviour adopted by GOLF CENTRAL HIGHLANDS INC.
2. The Association will maintain the culture as outlined in the codes of behaviour.
 - a. Official Representative Code of Conduct – see Attachment 3
 - b. Junior Coaches and Volunteers Code of Conduct – see Attachment 4
3. Official Representatives will agree to abide by the Association's codes of behaviour by signing relevant section of the registration documentation should they be selected to represent the district at state events.
4. Junior coaches and volunteers will agree to abide by the Association's codes of behaviour by signing relevant section of the registration documentation at organised local events.
5. Information sessions may be a mandatory requirement in the registration process. Attendance may be recorded.

6 MANAGING AND MONITORING CODES OF BEHAVIOUR

Action will be taken by GOLF CENTRAL HIGHLANDS INC against anyone who is found to be in breach of the codes of behaviour contained in this policy.

Disciplinary action involves a three-phase education process designed to assist members better understand their role in golf. The three phases dealing with breaches are designed to provide ample opportunity for addressing undesirable behaviour in a continual education process.

1. **Phase one** – Association to alert member of breach and reiterate acceptable behaviour standards Phase one applies to the first breach of a Code of Conduct.
 - a. The GOLF CENTRAL HIGHLANDS INC will keep record of an incident report advising of a breach of a code. (Appendix 10)
 - b. The Association will contact the offender within five days of receiving the breach notice to inform them of the breach and provide the appropriate documents/information that will:
 - Promote the Positive or it's pointless values;
 - Educate the offender about why children enjoy sport (if incident occurs in juniors);
 - Explain what behaviour discourages and encourages a positive sporting experience;



- Revisit the Behaviour Management Policy and Codes of Conduct for GOLF CENTRAL HIGHLANDS INC;
 - Inform the offender of phases two and three.
- c. Where the offender could not be identified, the Association will provide the information to all involved.
 - d. If the breach/offending behaviour is deemed to be of a serious nature (for example obscene language, threatening behaviour, any form of racial vilification or physical acts, harassment of an official), the GOLF CENTRAL HIGHLANDS INC may proceed to phase two as the discretion of the GOLF CENTRAL HIGHLANDS INC.
2. **Phase two** – Association to counsel offender/membership suspension Phase two applies to the second breach of a Code of Conduct in a 12 month period, or the current GOLF CENTRAL HIGHLANDS INC season.
- a. The Association will keep record of an incident report of a second breach of a code. (Attachment five)
 - b. The Association will contact the offender within five days of receiving the breach notice to inform them of the breach and to arrange a mandatory counselling session with relevant Association representative/s. The aim of the session will be to educate the offender about the behaviour expected of the Association's members/parents and to revisit the codes of behaviour.
 - c. Failure to attend the meeting will result in the suspension of attendance until the meeting requirement is met (upon the discretion of the GOLF CENTRAL HIGHLANDS INC).
 - d. If the offender is a parent, the attendance of an associated child/children will be suspended until the meeting requirement is met.
3. **Phase three** – Membership removed Phase three applies to the third breach of a Code of Conduct in a 12 month period, or the current GOLF CENTRAL HIGHLANDS INC season.
- a. The Association will keep record of an incident report of a third breach of a code. (Attachment five)
 - b. The Association will inform the offender in writing, detailing the breach and the consequences, i.e. the removal of membership.
 - c. Once membership has been removed, the offender (and associated child member/members) will not be permitted to participate in any golf activity affiliated with the GOLF CENTRAL HIGHLANDS INC.
 - d. The member can apply to GOLF CENTRAL HIGHLANDS INC for reassessment at the start of the next GOLF CENTRAL HIGHLANDS INC season. Consideration will be at the discretion of the GOLF CENTRAL HIGHLANDS INC.

7 CHILD PROTECTION

GOLF CENTRAL HIGHLANDS INC is committed to ensuring the safety, welfare and well-being of children is maintained at all times during their participation in activities run by members and service providers. GOLF CENTRAL HIGHLANDS INC aims to promote a fun, safe and fair environment for children and to assist members and service providers to recognise, report and prevent child abuse.



Any person involved in the instruction, leadership, management and/coaching of any participants 17 years and under will be required to undergo a criminal history check (Blue Card) by the Commission for Children and Young People and Child Guardian.

GOLF CENTRAL HIGHLANDS INC will refer allegations involving abuse and suspected abuse of children promptly to the Department of Communities and the Queensland Police Service, who are the only statutory authorities in Queensland with the power to investigate allegations of sexual abuse.

Further information is included in the GOLF CENTRAL HIGHLANDS INC Child Protection Strategy (MP_001 – Child Protection Strategy).

8 CONFIDENTIALITY

GOLF CENTRAL HIGHLANDS INC executive officer responsible for implementing this behaviour management policy will keep confidential the names and details related to breaches of the codes of behaviour unless disclosure is necessary as part of the disciplinary or corrective process.

9 EVALUATION AND REVIEW

This policy will be reviewed by the executive committee as part of the annual policy review prior to the start of each season.



10 ATTACHMENT ONE



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: _____



11 ATTACHMENT TWO



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.



12 ATTACHMENT THREE

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: _____



13 ATTACHMENT FOUR



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.



14 ATTACHMENT FIVE



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

Results of Accident/Incident

Action taken (disciplinary or first aid)

Any other relevant comments

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