



HILTON PARK GOLF CLUB

Hilton Park Golf Club
Junior Golf Policy Document

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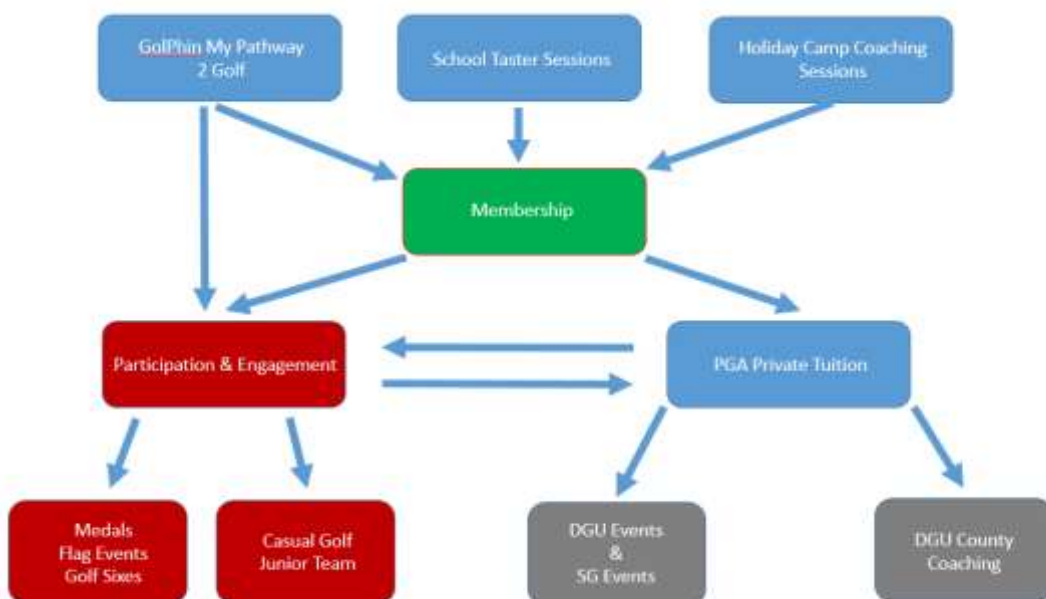
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1. Purpose

- 1.1. This Policy supports Hilton Park Golf Club's approach to the accessibility, development, and promotion of Junior golf.
- 1.2 The Policy aims to provide Hilton Park Golf Club's members, officials, golf professionals and members of the public information regarding the structure of Junior golf within the Club.
- 1.3 The Policy supports Hilton Park Golf Club's Constitution, Strategic Business Plan and other associated Junior Documentation.

2. Introduction

- 2.1 Hilton Park Golf Club has an established Junior Section which provides access to PGA tuition and competitions.
- 2.2 The Junior Section is coordinated by the Assistant Professional and overseen by the Head PGA Professional/Club Officials, with support from volunteers and parent helpers.
- 2.3 The promotion of golf taster sessions, delivered to primary school children and beginner golfers by the Assistant Professional, has identified a need to provide further opportunities for engagement and tuition. This has led to the creation of a Junior Golf Academy.
- 2.4 The Academy will provide coaching opportunities outwith membership of Hilton Park Golf Club with the aim of encouraging attendees to join the Junior Golf Section. The Academy will also support the development of current Junior Members.
- 2.5 The club will engage with children and nurture their development through the following methods:



3. Data Protection

- 3.1 The Data Protection Act 2018 sets rules for anyone keeping, using or processing personal information on individuals.
- 3.2 Hilton Park Golf Club robustly manages the personal data of all Junior members and any applications for membership to the Club or Junior Golf Academy.
- 3.3 All details / choices submitted on application forms will stay in place for all Juniors during their time at Hilton Park Golf Club. However, these can be changed at any time by informing the Junior Golf Co-ordinator via email or inwriting. An annual purge will take place to remove any details for non-renewing members.

4. Junior Golf Section

- 4.1 A child can apply to become a member of Hilton Park Golf Club upon reaching 8 years of age. The Application Form (Appendix B) requires to be submitted to the Club Office.
- 4.2 An emergency contact details form (Appendix C) should also be completed upon application to join the Junior Golf Section.
- 4.3 Junior memberships are renewed on an annual basis on 1 March. The renewals are intimated by email to the primary parental email address held on file. The membership fee is commensurate with the age of the child and information is included on the Application Form (Appendix B).
- 4.4 Upon becoming a Junior member, the child is eligible to play in competitions and is entitled to member benefits.
- 4.5 Junior members can also access coaching, provided by the Assistant Professional, supported by volunteers and parent helpers (see Section 7).
- 4.6 All Junior members wishing to participate in coaching sessions must enroll through the Professional Shop.

5. Junior Golf Academy

- 5.1 A child can apply to become a member of the Junior Golf Academy between the ages of 5 and 17 years of age.
- 5.2 The concept of the Junior Golf Academy is to introduce children to golf and encourage their interest to such an extent that they naturally migrate to the Junior Golf Section, thereby becoming members of Hilton Park Golf Club.
- 5.3 The Junior Golf Academy will operate weekly coaching sessions, in designated coaching blocks, providing continual engagement and

education.

- 5.4 The Junior Academy Coaching Enrolment Form (Appendix A) should be completed and submitted for the attention of the Assistant Professional.
- 5.5 The coaching sessions are divided into appropriate groups, with Juniors predominantly assigned a coaching session based on skill level (where possible).

6. Child Protection

- 6.1 The PVG Scheme was established by the Protection of Vulnerable Groups (Scotland) Act 2007. This legislation requires any person who works - whether paid or unpaid – with children and protected adults in the UK to be registered, confirming that there is no known reason why an individual should not work with these groups.
- 6.2 All persons working with children at Hilton Park Golf Club are PVG accredited.
- 6.3 The Clubs Child Protection Policy is visible within the Clubhouse Main Lounge and on the Club Website.
- 6.4 The Child Protection Officer at Hilton Park Golf Club can be contacted for further details on Child Protection policy (see Section 12).

7. Coaching

7.1 Staff

- 7.1.1 The Assistant Professional is responsible for the delivery of all Junior coaching at Hilton Park Golf Club, as overseen by the Head PGA Professional.
- 7.1.2 The Head & Assistant Professionals will work with Club Officials to recruit, train and develop all volunteers. The enlistment of helpers also falls within this remit.

7.2 Lesson plans / structure

- 7.2.1 The essential element of Junior golf development at Hilton Park Golf Club is “learning through fun”.
- 7.2.2 The delivery of coaching is aligned with the Golfphin My Pathway 2 Golf strategy for attracting and retaining more Juniors and adults in golf.
- 7.2.3 As a guide, the following ratios are recommended in the National Care Standards Early Education and Childcare up to the age of 16 (Scottish Executive, 2005):
 - Age 3 and over, 1:8
 - If all children are over 8, 1:10

- 7.2.4 In terms of coaching Scottish Golf recommends a ratio of 1:6.
- 7.2.5 Hilton Park Junior golf coaching will be delivered with a maximum coaching ratio of 1:10. However, good voluntary support will assist with improving the coaching experience.
- 7.2.6 Lesson plans are created by the Head/Assistant Professional, supported by the volunteers. Each session is structured in a manner which can be scaled to provide the correct level of challenge commensurate with the ability of the child. Learning outcomes are set to be challenging but achievable at all levels of ability.
- 7.2.7 Lesson plans will focus on a different skill per coaching session with the aim of making the Junior competent to play the golf courses.
- 7.2.8 Coaching staff will endeavor to keep sessions outside, however coaching sessions may be affected by poor weather and parents/guardians are responsible for providing appropriate clothing for participants and to be aware that some sessions may be cancelled at short notice due to inclement weather.
- 7.2.9 Junior Golf Section coaching will mainly take place on the main Practice Area, or Short Game Area.

7.3 Equipment

- 7.3.1 In order to achieve competency at all levels of golf, it is important to have the correct size of clubs. Junior clubs are graded according to the height of the child and the Assistant Professional or volunteers can assist in ensuring the child is using the correct size of clubs for coaching sessions. Hilton Park Golf Club Junior Section has a limited selection of sizes of clubs which can be loaned free of charge to children for the duration of the coaching sessions.
- 7.3.2 Parents/guardians who wish to purchase equipment for their child/children should discuss their requirements with the Professional Shop staff.

7.4 Dress Code

- 7.4.1 Junior Golf Academy members do not have a specific dress code, but are expected to conform with the dress code of 'Smart Casual' which is applicable across all other sections of the membership.

7.5 Code of Conduct

- 7.5.1 The Assistant Professional and all helpers / volunteers sign a Code of Conduct (Appendix E) and are accountable to the Club Officials, General Manager and Child Protection Officer.
- 7.5.2 The good conduct of all children during coaching and competitions is a

requirement primarily based on safety. It also engenders respect for other members and visitors to Hilton Park Golf Club.

7.5.3 Conduct which is deemed dangerous or reckless by the Head/Assistant Professional or volunteers can result in the child being removed from a specific activity. Persistent misconduct can lead to exclusion from the entire session, with repeated issues leading to permanent removal from the coaching group. In such cases, no refund of coaching payments will be made.

7.5.4 A Risk Assessment for golf coaching activity has been prepared (Appendix F).

8.

Competitions

8.1 Attaining a handicap

8.1.1 Hilton Park Golf Club Junior Section operates under the CONGU Handicap system.

8.1.2 A Council of National Golf Unions (CONGU) handicap can be issued to any Junior member who completes 3 scorecards either during competitions or supplementary rounds. These scorecards must be verified as per the Rules of Golf.

8.1.3 Junior members transferring from another Golf Club and who have an existing CONGU handicap, can have this transferred to their Hilton Park Golf Club membership. Junior members should consult with the Assistant Professional for further information

8.2 Competition Structure / Fixture List

8.2.1 All Junior competitions are held under the Rules of Golf with a focus on enjoyment, positive experience and encouragement.

8.2.1 Hilton Park Junior Golf Section members have the opportunity to compete in competitions between April and October.

8.2.2 A Fixture List is created by Golf Council and circulated with membership renewals or with the initial membership invitation. The Fixture List is also posted on the Hilton Park Golf Club website and noticeboards.

8.2.3 Junior Competitions are normally played on a Saturday. Some optional opportunities may exist.

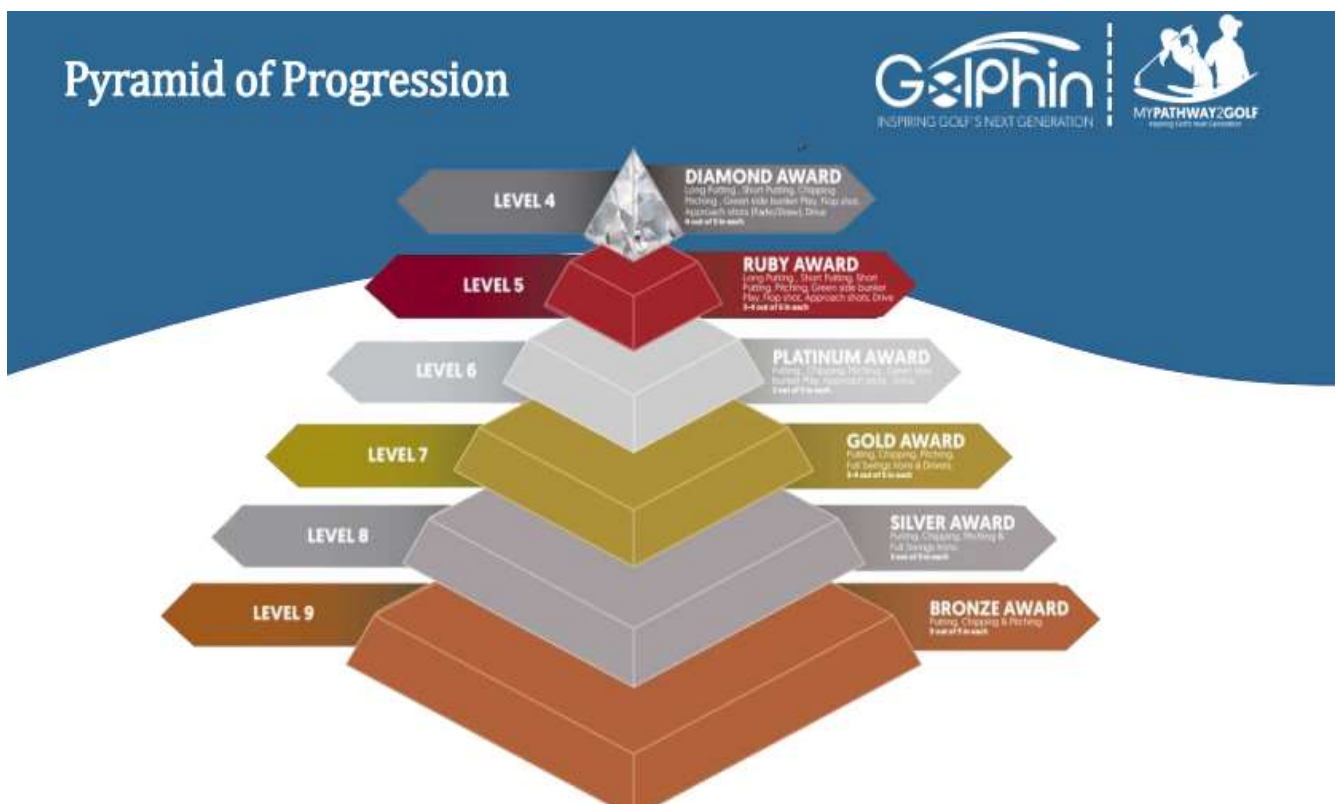
8.2.3 Competition formats include;

- Strokeplay
- Stableford
- Matchplay
- Adult/Junior

- Inter-section (Junior/Seniors/Ladies)
- Inter-Club (other Junior sections)
- Golf Sixes

8.3 Golphin Pyramid of Progression

- 8.3.1 Hilton Park Golf Section provides a tiered approach to becoming a competent golfer. This provides each Junior competitor with a challenge commensurate with their ability.
- 8.3.2 The Pyramid offers participants in the Golphin Programme a number of clear criteria and stages which should be achieved in order to progress their ability level.
- 8.3.3 The Assistant Professional can recommend as and when appropriate, once a Junior has achieved appropriate levels to begin submitting scorecards for handicap purposes and/or compete in Junior Competitions.
- 8.3.4 Regular participation outwith Coaching Sessions is key to track development and parents/guardians are required to assist their children in completing Skills Challenges contained within the MyPathway2Golf App.



8.4 Competition Entry

- 8.4.1 All competent Junior competitors are encouraged to sign-up for each competition. This can be achieved by contacting the Professional Shop on 0141 9565125.
- 8.4.2 Late entries can be accommodated on the day of the competition however the Junior players may be added to the end of any draw for order of play.
- 8.4.3 Equally, cancellations should also be notified as per contact details at Section 8.4.1 above.
- 8.4.4 Junior competitors should aim to arrive about 30 minutes prior to the published start time. This will allow players time to prepare and be allocated specific tee times.
- 8.4.5 Each Junior competitor should ensure their name is recorded on the sign-up sheet prior to playing. The sheet should clearly indicate their handicap and colour of tee being used. The Assistant Professional, member of Pro Shop staff or volunteers can assist with these details.

8.5 Scorecards

- 8.5.1 Scorecards are available from the Professional Shop. At times, more advanced players may be asked to complete digital scoring which is available through the HowDidIDo App and requires a mobile phone.
- 8.5.2 Local rules are printed on the rear of the Scorecards.
- 8.5.3 The Club may recommend from time to time that certain Junior have their scorecards marked by a Parent/Volunteer.
- 8.5.4 More advanced Juniors should be encouraged to swap scorecards within their group, playing in accordance with the Rules of Golf.
- 8.5.5 Completed scorecards must be signed and returned to the Junior scorecard box which is located in the Junior Room.
- 8.5.6 Scorecards are also available for use during social golf and can be supplied by any of the Professional Shop staff.

8.6 Competition results and prizes

- 8.6.1 All Junior competitions are electronically recorded using Club V1. This is the same system used by other sections of the Club and generates all competition results and also refreshes handicaps.
- 8.6.2 All Junior results are processed as soon as possible, with the results being published on HowDidIDo and the group WhatsApp chat.

- 8.6.3 Prizes are not awarded until the official Prize Giving at the end of the season. They are a combination of trophies and vouchers awarded by the golf club for the Pro Shop.
- 8.6.4 Where sponsors provide items for the Junior Golf Section, the Head/Assistant Professional will decide the manner in which these are awarded. For example, consistent attendance at coaching or competitions, recording a Junior course record or other example of commitment may merit a sponsor's award.

8.7 Supplementary Scores

- 8.7.1 Supplementary scores can be submitted when a Junior member cannot attend competitions due to other commitments.
- 8.7.2 Further advice in respect of supplementary scores can be obtained from the Professional Shop or Club Officials.

8.8 Away Scores

- 8.8.1 A signed copy of the scorecard from the golf course played must be returned to the Junior scorecard box. Please note that larger Open events may publish Junior scores directly to the CDH (Central Database of Handicaps) and there may be no need to register your away score manually with your club.
- 8.8.2 Further advice in respect of away scores can be obtained from the Professional Shop or Club Officials.

9. Media / Photography (See Appendix D)

- 9.1 Throughout the season Junior members may be photographed at coaching, competitions and various events. These photographs may be used for display purposes in the newsletter, on the club website or social media sites. On occasion, Junior members may also have their photograph printed in the local papers.
- 9.2 From time to time visitors attend coaching sessions to work with the children. They may request permission to take photographs of the children to help publicise their work. These photographs are used within their own publications and may appear on their website.
- 9.3 Please note these persons are not permitted access to the Junior Section unless they have a PVG certificate. They will also be supervised by the Assistant Professional or volunteers.
- 9.4 Hilton Park Golf Club respects the wishes of parents/guardians at all times with regard to inclusion/exclusion of their child/children from such photographs. A permission form (Appendix D) should be handed in with your enrolment form to the Head/Assistant Golf Professional.

10. Communications

10.1 Website

- 10.1.1 The Assistant Professional is responsible for communicating all relevant information regarding the management and operation of the Junior Golf Academy.
- 10.1.2 The Hilton Park Golf Club website provides a wealth of information regarding the Club.
- 10.1.3 In order to protect Junior members, their details are not readily available to those accessing the website. Permission to add a Junior member's details to the "Members Area Login" section of the Hilton Park Golf Club website can be authorised by the Office Staff upon written request.

10.2 Social Media

- 10.2.1 The Hilton Park Golf Club social media page may provide information about Junior Section activity and assistance offered by the Professional Shop.
- 10.2.2 A WhatsApp mobile phone messaging system has also been introduced. It provides a quick way of communicating messages such as coaching and competition reminders. It also allows subscribers to arrange social golf outwith the formal coaching and competition structure.
- 10.2.3 The Assistant Professional is the moderator of the Group and is responsible for the management of all contacts. The moderator provides access to the Group and can remove those who make inappropriate use of this platform.

11. First Aid

- 11.1 Several members of Hilton Park Golf Club staff are trained in First Aid. In addition, volunteers may provide additional First Aid support through qualifications or training attained in their workplace.
- 11.2 All coaching sessions will have at least one qualified First Aider present.

12. Useful Contacts

12.1 Head & Assistant Professionals

Ewan Grimes/Stewart Percy
Tel. No. 0141 956 5125
Email: - proshop@hiltonpark.co.uk

12.2 General Manager

Andrew McIntyre

Tel. No. 0141 9564657

Email: - generalmanager@hiltonpark.co.uk

12.3 Child Protection Officer

Irene Wright

Tel. No. 07889 04199

Email: -



HILTON PARK GOLF CLUB

Junior Golf Academy Enrollment Form

Note: Current Junior Members do not need to provide Address or Contact Information, provided a Membership Application Form and Emergency Contact Form have been completed previously.

Child Name	
Date of Birth	
Address	
Membership of Any Other Golf Club	
CDH Number (if any)	
Parent/Guardian	
Mobile	
Email	
Relationship to Child	
Address	
Availability to help in Saturday Coaching	Y / N / SOMETIMES
Availability to help in Competitions	Y / N / SOMETIMES
Desire to help or assist in any other area	Y / N / SOMETIMES
Second Emergency Contact Name	
Relationship to Child	
Mobile	
Details of any Allergies/Medical Needs	
Do you wish to be included in the WhatsApp Group?	Y / N

Parent or Guardian: _____

Date: _____

Should any of the above details change, please notify proshop@hiltonpark.co.uk immediately



HILTON PARK GOLF CLUB

APPLICATION FOR MEMBERSHIP

Mr/Mrs/Miss/Other:.....
Forename(s):.....

Surname:.....

Address:.....

...

.....Post Code:

.....

Date of birth:..... Occupation:.....

*Home Tel:..... Work Tel:.....
*(*Will be displayed in the members' area of our website only for members over 18 years old)*

Mobile Tel:..... Email:.....

Class of Membership:..... *(See reverse for classifications)*

Name of Member who referred you to Hilton Park Golf Club.....

Current Handicap (if any) :..... *(please provide certificate where applicable)*

Previous/Existing Golf Club Membership (if any).....CDH No:

.....
(Print name of Club in block capitals)

Do you wish Hilton Park Golf Club to be your Home Club for handicapping purposes.....

How did you first hear about Hilton Park Golf Club Membership options? Please tick below.

- Through friend or word of mouth
- Our website
- Facebook or Twitter- please specify which.....
- Advert in magazine or newspaper-please specify.....
- Through Footgolf
- Other-please specify.....

N.B. Our membership is for an annual membership which runs from 1st March until 28/29th February.

Payment by direct debit is permitted to help spread the cost, however the payments require to be made for the whole membership year.

Signature of New Member..... Date.....

• **Office Use:**

•
• Swipe Card No: _____ BRS: _____

• Cash: _____ Cheque: _____ Bank Transfer: _____ Card _____ DD mandate _____

SUBSCRIPTIONS FOR 2022

ORDINARY MEMBERSHIP <i>(Over 30 yrs of age)</i>	-	£970
INTERMEDIATE MEMBERSHIP <i>(Aged 25 – 30 inclusive)</i>	-	£525
YOUNG ADULT MEMBERSHIP <i>(Aged 18 – 24)</i>	-	£330
BEGINNER <i>(9 Holes off peak plus group lessons)</i>	-	£290
JUNIOR MEMBERSHIP <i>(Aged 10 – 17 inclusive)</i>	-	£100
CADET MEMBERSHIP <i>(Aged under 10)</i>	-	£50
COUNTRY/OVERSEAS MEMBERSHIP <i>(Resident out with a 50 mile radius of club)</i>	-	£350
CLUBHOUSE MEMBERSHIP – former members <i>(non playing membership)</i>	-	£81 Plus VAT
SOCIAL MEMBERSHIP <i>(non playing membership)</i>	-	£81 Plus VAT
FLEXIBLE MEMBERSHIP <i>(Initial joining fee and pay as you play)</i>	-	£262
5 DAY MEMBERSHIP	-	£702
9 HOLE MEMBERSHIP	-	£485

All playing memberships must pay Scottish Golf fees of £14.50 and Dunbartonshire Golf Union fees of £3 (gents only).

See **NOTES** below for further information on various categories

1. Membership season runs from 1st March to the end of February each year.
2. Age restrictions relate to age as at **1st March**. For example any girl/boy who attains the age of 10 years after the 1st March 2022 will still maintain Cadet Membership for 2022.
3. VAT is charged at 20%. VAT No: 260 2690 75
4. Fees are due in advance of the membership year. There is the option to pay by direct debit with no charge for this facility. Subscriptions only, may be paid by 2 equal instalments on 1st March and 1st June (Scottish Golf and Dunbartonshire Golf Union fees, (DGU fees are for gents only), locker rental are required to be paid on 1st March or when first joining). Please contact the office for further information.

5. No Proposer and Secunder are currently required.
6. **Flexible** membership terms and conditions are:
 1. Flexible membership is valid 7 days a week subject to tee availability.
 2. Rounds should be booked on BRS, when available for booking, or through proshop before play.
 3. Payment for round is through the proshop, or the bar or office if the proshop is closed, **before playing**. Flexible member bag tag must be visible when playing.
 4. Guests can be signed on at a members' guest rate. The same guest can only be introduced up to 6 times a year irrespective as to whether they are introduced by the same or a different member.
 5. Medals can be entered up to 7 days in advance. **The fee due must be paid either when entering or before play through the proshop.**
 6. Flexible members can enter sweep,"2" competition and fully compete in medals/stablefords and social/fun competitions but **not** in matchplay, championship competitions or team matches.
 7. Members must cancel their booking through the proshop to be eligible for a refund of round fee paid. In addition if the course is closed the round fee paid will be refunded.
7. **5 Day** membership terms and conditions are:
 1. Monday to Friday only. 5 day members must book on BRS or through Proshop, bar or office before play. 5 day member bag tag must be visible when playing.
 2. Play allowed in all weekday competitions except matchplay, team play and championships.
 3. 5 day members can sign on guests at same rate as the Full members' guest rate at time of play. The same guest can only be introduced up to 6 times a year irrespective as to whether they are introduced by the same or a different member.
 4. 5 day members can pay the current visitors' fee to play a non-competitive round at weekends.
8. **9 hole** membership terms and conditions are:
 1. Play is valid 7 days a week on front 9 holes of Allander course only except when Footgolf or a tee reservation is in place. In those circumstances play is normally allowed on the back 9 holes of the Allander.
 2. 9 hole members must book on BRS or through proshop, or bar or office if proshop closed, **before play**. 9 hole member bag tag must be visible when playing.
 3. 9 hole members can compete in 9 hole competitions and social events but not matchplay, championship or team matches.
 4. 9 hole members can sign on guests at same rate as the Full members' 9 hole guest rate at time of play. The same guest can only be introduced up to 6 times a year irrespective as to whether they are introduced by the same or a different member.
 5. 9 hole members can pay the current visitors' fee to play a non-competitive 18 hole round.
 6. 9 hole membership is intended for golfers wishing to only play 9 holes. There will be a fee for a second round of 9 holes played on the same day.



HILTON PARK GOLF CLUB

JUNIOR MEMBERSHIP

PARENT / GUARDIAN – EMERGENCY CONTACT DETAILS

Junior Name (Please Print)	
Parent / Guardian Full Name (Please Print)	
Relationship to child:	
Address:	
Home Telephone:	
Mobile Telephone:	
Email:	

Alternative Contact

Name	
Relationship to Child	
Address	
Mobile	
Email	



HILTON PARK GOLF CLUB

Photograph/Video Permission Form

Throughout the season our Junior members may be photographed at coaching, competitions and various events. These photographs may be used for display purposes in the Junior newsletter, on the club website or social media sites. On occasion, Junior members may also have their photograph printed in the local papers

From time to time we have visitors to the coaching sessions who work with the children and request permission to take photographs of the children to help publicise their work. These photographs are used within their own publications and may appear on their website. Please note these persons are not permitted access to the Junior Section unless they have a PVG certificate. They will also be supervised by the Assistant Golf Professional or volunteer golf coaches at all times.

We are required to seek your permission for all these eventualities.

Please state YES or NO if you are happy with the above: YES / NO

I understand that the choices above will stay in place for my child during their time at Hilton Park Golf Club. However, I can change these at any time by informing the Junior Golf Co-ordinator via email.

Parent's Name: Date:

Child's Name

CODE OF CONDUCT FOR VOLUNTEERS & COACHES

Good Practice

In the context of your role at Hilton Park Golf Club, the following good practice guidelines should be followed:

- Remember you are a role model – be welcoming, positive, encouraging and respectful
- Make golf fun, enjoyable and promote fair play
- Treat all children equally, with respect, dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust
- Include children in the decision-making process whenever possible
- Work with children in a public place, wherever possible
- Put the wellbeing of each child first before winning or achieving performance goals
- Give enthusiastic and constructive feedback
- Recognise the developmental needs and capacity of children
- Challenge instances of poor practise, abuse or bullying

Unacceptable Practice

- Putting excessive pressure on children, pushing children against their will
- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation
- Spending a lot of time alone with children away from others
- Assisting with bathing or dressing tasks that children can do for themselves
- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language

- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on
- Failing to pass on a disclosure from a child about potential abuse
- Rough physical contact or games between adults and children
- Forming intimate emotional, physical or sexual relationships with children
- Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun
- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child

I have read and agree to abide by this Code of Conduct.

Name of Staff Member/Volunteer: _____

Date Signed: _____

Witnessed by: _____

(Child Protection Officer)

Date Witnessed: _____

Risk Assessment

Hilton Park Golf Club – Junior Coaching

Severity Rating

1. Minor Injury – no time lost (insignificant)
2. Minor Injury – lost time (minor)
3. Serious Injury – (moderate)
4. Major Injury/III health (RIDDOR)
5. Fatality/Multiple Fatality

Likelihood Rating

1. Improbable (Highly unlikely)
2. Remote
3. Possible
4. Probable
5. Likely

S.R. - Severity Rating

L.R. – Likelihood Rating

R.R. – Risk Rating

1. Hazard	2. Person/s Affected	3. Hazard Effect	4. S.R.	5. L.R.	6. R.R.	7. Control Measures	8. Treated Risk
Activity							
Duration of activity	Participants	Minor Injury	2	3	6	<ul style="list-style-type: none"> ▪ Regular rest periods ▪ Duration appropriate to age and experience of participants ▪ Access to fluids 	1 x 2 = 2

Injury whilst playing	Participants/ coaching staff	Minor/serious Injury	3	2	6	<ul style="list-style-type: none"> ▪ Provision of trained coaches ▪ Proportionate ratio of students to coaches ▪ Demonstration of task, including risk awareness briefing ▪ Appropriate practices/games for age and size of students 	2 x 2 = 4
Environment (outdoor)							
Ground conditions (such as uneven surface or wet grass)	Participants/ coaching staff	Minor /serious Injury	2	3	6	<ul style="list-style-type: none"> ▪ Conduct activity on suitable surface ▪ Carry out pre-activity site inspection and remove any hazards prior to commencement of coaching ▪ Provide safety briefing to students 	2 x 2 = 4
Trip hazard - coaching equipment	Participants/ coaching staff	Minor /serious Injury	3	3	9	<ul style="list-style-type: none"> ▪ Ensure coaching equipment is kept in a clearly marked area during coaching sessions. ▪ Conduct coaching in areas which do not conflict with coaching equipment. 	2 x 2 = 4

Pollen exposure	Participants/ coaching staff	Minor injury	2	3	6	<ul style="list-style-type: none"> ▪ Ensure students with pollen allergies are aware of risk and can self-medicate if required 	1 x 3 = 3
Insect stings / bites	Participants/ coaching staff	Minor /serious Injury	2	3	6	<ul style="list-style-type: none"> ▪ Provision of First Aid 	1 x 3 = 3
Other golf course patrons	Other golf course patrons	Minor /serious Injury	3	2	6	<ul style="list-style-type: none"> ▪ Conduct coaching in designated area, separate from other golf activity ▪ Coaching staff control of student activity 	2 x 2 = 4
Weather (temperature/precipitation)	Participants/ coaching staff	Minor Injury	2	3	6	<ul style="list-style-type: none"> ▪ Ensure appropriate clothing worn ▪ Provision of indoor coaching alternative venue 	1 x 3 = 3

Fire	Participants/ coaching staff	Serious Injury/ Fatality	5	2	10	<ul style="list-style-type: none"> ▪ Registration of students prior to coaching session ▪ Provide fire safety briefing to all coaching staff and students ▪ Identification of Fire Assembly Point ▪ Appropriate training for all coaching staff 	2 x 1 = 2
Overcrowding - collisions - over enthusiasm	Participants	Minor /serious Injury	3	3	9	<ul style="list-style-type: none"> ▪ Safety zones outlined & reinforced to students ▪ Demonstration and reinforcement ▪ Limit group size to space available. 	2 x 2 = 4
Environment (indoor)							
Room size	Participants/ coaching staff	Minor /serious Injury	2	3	6	<ul style="list-style-type: none"> ▪ Scale activity according to available space. ▪ Limit group size to space available. 	2 x 2 = 4

Trip hazard - coaching equipment	Participants/ coaching staff	Minor /serious Injury	3	3	9	<ul style="list-style-type: none"> ▪ Ensure coaching equipment is kept in a clearly marked area during coaching sessions. ▪ Conduct coaching in areas which do not conflict with coaching equipment. 	2 x 2 = 4
Fire	Participants/ coaching staff	Serious Injury/ Fatality	5	2	10	<ul style="list-style-type: none"> ▪ Registration of students prior to coaching session ▪ Provide fire safety briefing to all coaching staff and students ▪ Identification of Fire Doors and Assembly Point ▪ Appropriate training for all coaching staff 	2 x 1 = 2
Overcrowding - collisions - over enthusiasm	Participants	Serious Injury	3	3	9	<ul style="list-style-type: none"> ▪ Correct technique teaching ▪ Demonstration and reinforcement ▪ Limit group size to space available 	2 x 2 = 4
Equipment							

<p>Non-appropriate equipment or misuse of equipment such, as:</p> <p>Golf Clubs Golf Balls Teaching aids</p>	Participants	Serious Injury	3	3	9	<ul style="list-style-type: none"> ▪ Only use of equipment appropriate to age and development stage of participants ▪ Pre-activity check of equipment ▪ Explain how to use equipment safely to participants ▪ Limit use of clubs to one per team ▪ Close supervision 	$2 \times 3 = 6$
Inappropriate clothing/footwear	Participants	Minor injury	2	2	4	<ul style="list-style-type: none"> ▪ Ensure clothing/footwear is acceptable prior to activity 	$1 \times 2 = 2$
Jewellery	Participants	Minor Injury	2	2	4	<ul style="list-style-type: none"> ▪ Students to remove inappropriate Jewellery 	$1 \times 2 = 2$
Transportation of equipment	Coaches/ volunteers	Minor Injury	2	2	4	<ul style="list-style-type: none"> ▪ Proper handling techniques ▪ Close supervision ▪ Adequate instruction 	$1 \times 2 = 2$
People							
Spectators in playing area	Participants	Minor injury	2	2	4	<ul style="list-style-type: none"> ▪ Set out safety zone and enforce 	$1 \times 2 = 2$

Pre-existing medical conditions/ injuries	Participants	Major injury	4	3	12	<ul style="list-style-type: none"> ▪ Ensure coach is aware of all existing medical conditions ▪ Close supervision of situation ▪ Emergency procedure for First Aid in place 	2 x 3 = 6
Eating while participating	Participants	Fatality	5	3	15	<ul style="list-style-type: none"> ▪ Prohibit eating or chewing while playing 	2 x 3 = 6
Misbehaviour	Participants Coach	Minor Injury	2	3	6	<ul style="list-style-type: none"> ▪ Ensure participants are aware of rules/code of conduct ▪ Close supervision 	2 x 3 = 6
Over aggressive play	Participants	Serious Injury	4	3	12	<ul style="list-style-type: none"> ▪ Close supervision ▪ Exclude participants from practice if posing a danger to themselves and other participants 	2 x 3 = 6

Completed by: _____

Position within Hilton Park Golf Club: _____

Date: _____

Approved by: _____

Position within Hilton Park Golf Club: _____

Date: _____