



## Child Safety Policies & Procedures

As a youth-serving organization, the SCGA Junior Golf Foundation (aka SCGA Junior) considers the safety and well-being of the youth in our programs a top priority. We prohibit abuse and strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns, and we will strive to act on them in a fair way in accordance with our policies.

We will report suspected abuse to the proper law enforcement agencies.

### Definitions:

**Coaches:** All staff and any volunteers who have completed a job/volunteer application, completed a background check and read and acknowledged that they understand this document. A lead coach is someone who has completed CPR training. A lead coach is required to supervise any and all SCGA Junior activities.

**Volunteers:** Unpaid SCGA Junior support staff that have acknowledged that they have read and understand this document. Volunteers can support programming in the form of walking with a group for scoring and other support roles. Volunteers cannot lead programming and must be under the supervision of a lead coach.

### Policy and Procedures:

The SCGA Junior Golf Foundation has adopted the following Policy and Procedures in an effort to provide a safe environment for our coaches, volunteers, athletes, and their families.

- 1) The Coach Recruitment process shall include the following:
  - a. Application – Every coach working with youth must complete our organization’s written application that sets forth appropriate background information and requires disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct. This will include reading and acknowledging understanding of this document.
  - b. Background Check – All coaches will be subject to a background check, including appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity. While a portion of the background check remains continual, the full background check will be updated at least every five (5) years.
  - c. CPR Training – All lead coaches (person designated as in-charge of programming/activities at a site) must be CPR certified. A lead coach must be present at all SCGA Junior activities.
- 2) All volunteers will be required to read and acknowledge understanding of this document.
- 3) All volunteers and coaches are required to review the Positive Coaching Alliance/Kidpower video [Protecting Youth Athletes from Sexual Abuse](#) and the companion information sheet, “[Protecting Youth Athletes From Sexual Abuse: Key Actions for Parents and Coaches,](#)”. The policy and resources will be published for parents on the website and in all registration forms.



#### 4) Prohibited Behavior

- a. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between team members, including sexual harassment.
- b. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by players.
- c. Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- d. Making any sexual advance, or engaging in other verbal, or physical conduct of a sexual nature with a minor.
- e. Non-related one-adult/one-child interaction except in an emergency where following this policy would be dangerous to the child. In an emergency situation, the coach must contact a representative of the organization to inform him or her of this contact and the reason for it. If a child is receiving individual instruction or working with a private coach, this activity must be in a public setting rather than behind closed doors.

#### 5) Reporting of Suspected Child Sexual Abuse

- a. The Executive Director and Board President are the designated contacts to receive reports of sexual abuse or other inappropriate conduct. This representative will promptly notify the proper law enforcement agencies.
- b. All coaches, volunteers, parents and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the designated representatives noted above. Note: This does not preclude individuals from reporting abuse or suspected abuse to the proper law enforcement authorities.
- c. The designated representatives will keep other Board members fully informed.
- d. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be temporarily suspended from duties while an investigation takes place.
- e. The confidentiality of any who makes such a report will be protected.

#### 6) Responding to a child making an allegation of abuse

- a. Stay calm, listen carefully to what is being said
- b. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others-do not promise to keep secrets
- c. Allow the child to continue at his/her own pace
- d. Ask questions for clarification only, and at all time avoid asking questions that suggest a particular answer
- e. Reassure the child that they have done the right thing in telling you
- f. Tell them what you will do next and with whom the information will be shared
- g. Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

#### Helpful statements to make

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me



- Its not your fault
- I will help you

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

- 7) Teenage Workers -We recognize that there may be times when it is necessary or desirable for coaches (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:
- Must be at least age 14.
  - Must be under the supervision of an adult and must never be left alone with children
- 8) Accidental Injuries to Children - In the event that a child or youth is injured while under our care, the following steps should be followed:
- For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
  - For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
  - Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.
- 9) SCGA Junior does not provide transportation to juniors unless it is in an official manner by a staff member, which requires the signing of a waiver by all parents/guardians.

Read and Acknowledged by: \_\_\_\_\_  
(print name) date

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

### Contact Information (updated January 2019)

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\*Adapted from Positive Coaching Alliance - [link](#)