

## Child Safety Policies & Procedures

Updated January 2025

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 required to supervise any and all SCGA Junior activities.

**Volunteers:** Unpaid SCGA Junior support personnel that have acknowledged that they have read and understand this document. Volunteers can support programming in various roles working directly with youth. Volunteers cannot lead programming and must be under the supervision of a lead coach.

**Adult Golfers (non-volunteers):** Unpaid SCGA Junior Golf Foundation supporters that will interact with youth in golf settings. Adult golfers will be sent this document via email prior to interaction with youth.

### Policy and Procedures:

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

- 1) Coach / Volunteer Requirements
  - a. Child Safety Policies and Procedures – Every employed coach or volunteer working with youth must read and acknowledge understanding of this document.
  - b. Background Check – All coaches and volunteers must complete a LiveScan background check – these background checks remain active until a person is no longer associated with SCGA Junior.
  - c. Mandatory Reporter Training – all employees are required to complete California mandatory report training.
  - d. 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 and coaches are required to review the Positive Coaching Alliance/Kidpower document [Protecting Youth Athletes from Sexual Abuse](#) and the companion information sheet, [10 Tips for Coaches and Parents to Protect Athletes](#). The policy and resources will be published for parents on the website and in all registration forms.

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

- 3) Youth Support at Events: There will be activities where SCGA Juniors have the opportunity to play alongside adult golfers who are not volunteers or employees. In this scenario, staff will ensure that juniors have appropriate contacts at the event to provide for added safety. This will include designated staff number (including mobile contact info) for youth and may also occasionally include checkpoint(s) where youth can connect with a staff member for any needs or concerns.
- 4) Prohibited Behavior
  - a. Use of degrading language or behavior. Coaches are also responsible for stopping disrespectful behavior between constituents, including sexual harassment.
  - b. Threatening or intentionally inflicting physical injury upon anyone, especially a minor. Coaches are also responsible for stopping threatening behavior by all constituents.
  - 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 Chair 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 as appropriate.
  - d. Should a suspected incidence of abuse be reported, the coach/volunteer in question may be 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 always 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) Youth Volunteers - We recognize that there may be times when it is necessary or desirable for youth volunteers to assist in caring for children during programs or activities. Youth volunteers must be under the supervision of an adult and must never be left alone with children
- 8) Accidental Injuries to Children - If a child or youth is injured while under our care, the following steps should be followed:
  - a. 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.
  - b. 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.
  - c. 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) Safety Measures for Events with Adult Golfers- To ensure safety and comfortability throughout events with Adult Golfers, the following steps should be followed:
  - a. Intentional Pairings- SCGA Junior Golf Foundation staff will create and review pairings with the considerations of age, gender and ability
    - i. SCGA Junior Golf Foundation staff will confirm comfort level of juniors playing with adults prior to establishing pairings
  - b. Day-of Safety Checkpoint- during event check-in, SCGA Junior Golf Foundation staff will share the name and cell phone for a minimum of one staff member who will be on-site

and available to assist juniors should a concern arise. Staff will also check-in with juniors in-person throughout the event.

10) SCGA Junior Golf Foundation 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 2025)

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