



GALWAY BAY  
*golf resort*

# **JUNIOR GOLF HANDBOOK**

for our juniors with  
FULL JUNIOR MEMBERSHIP



# GALWAY BAY *golf resort*

JUNIOR GOLF HANDBOOK - applicable to Full Junior Members

## 1. CHILD PROTECTION

Designated Liaison Person: Christine Murphy 091 381200

Club Children's Officer: Dara Ford 087 6848169

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Galway Bay Golf Resort have adopted the guidelines contained in Golf's Safeguarding Policy as recommended by the Irish Sports Council and Golf Ireland. The guidelines are contained in the club's Safeguarding Policy, a copy of which is available on request from the Management, the Junior Committee or from the club's website. The Men's Club and Ladies Club have agreed to adhere to and implement Galway Bay Golf Resorts policies in accordance with the guidelines adopted.

It should be noted however, that the complex is a recreational facility and Galway Bay Golf Resort will not provide supervision or monitoring of junior members engaged in the casual playing of golf, or in the use of its facilities. Where structured competitions, coaching, or other events are run under the auspices of Galway Bay Golf Resort, appropriate provision will be made in respect of supervision of these events in accordance with the guidelines.

We do not permit children under the age of 10 on the golf course and those between the ages of 10 years and 13 years must be accompanied by an adult at all times.

## 2. GENERAL DATA PROTECTION REGULATIONS

Galway Bay Golf Resort hold personal information as voluntarily provided by members on joining. Some of this is shared with the junior convenors, and is solely used to contact you in the normal course of administration of a club including the running of competitions, advising of Club/Resort/GUI/ILGU topics, and matters of golf interest in general.

We will not divulge the personal information of any member to any outside or third party organisation. In the event any member leaves the Club all such information will be removed from our records. Please be aware that you can request confirmation of any information held, and you can opt out of all/any communications from the resort by notifying us via email at [galwaybayjuniors@outlook.com](mailto:galwaybayjuniors@outlook.com)



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### 3. MEMBERSHIP OF GALWAY BAY GOLF RESORT

This document applies to those classified as 'Full Junior Members' only.

Galway Bay Golf Resort is owned and operated by Galway Bay Golf and Country Club Limited. In order to be eligible to use their practice facilities and golf course each junior must join Galway Bay Golf Resort either as an individual member or as part of a family membership. All fees must be paid by the 31st of January each year. Those failing to pay prior to this due date will cease to be a member of the golf club.

Junior members are aged 10-17yrs on Jan 1st each year. An applicant >17 yrs is accepted as a junior member if they're in full-time second-level education at the start of the calendar year.

Golf tags and stickers must be clearly displayed on your golf bag at all times.

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#### **Full Junior Membership**

Upon proving their enthusiasm for the game and deemed 'course-ready' by Dara Ford PGA Professional, a junior is eligible to apply for full junior membership:

- New members are accepted on the condition that Galway Bay becomes their 'home' club and they make themselves available for selection to represent Galway Bay in Interclub competitions.
- Each member must complete a minimum of 8 lessons of coaching and participate in at least 10 Galway Bay competitions by Oct 31st each year to be eligible for automatic renewal. Lessons may be individual or group. Current junior members that hold a GUI handicap must complete at least 4 of these lessons with Dara Ford. Those without a GUI handicap must complete all 8 lessons with Dara Ford. Those that fail to meet this criteria must re-apply for membership, and their application will be considered alongside those on the waiting list.



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## **Resort Dress Code**

It's important to uphold the traditions of golf so the smart appearance of all our members is expected when using the resort facilities:

- For your own safety no runners are allowed while playing golf, so appropriate golf footwear with soft spikes should be worn
  - Smart clothing must be worn at all times on the golf course. Denim jeans, football, rugby, soccer and similar shorts or jerseys, hoodies, cargo pants/combats, tracksuits **are not** permitted.
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## **Clubhouse Conduct**

Access to the bar area will be at the discretion of the bar and clubhouse staff and subject to the following conditions

- Junior members have access to the restaurant facilities.
- Junior members under the age of 18yrs must vacate the bar by 6pm, unless accompanied by an adult.

Keep your golf bags and shoes tidy at all times, no bags or equipment should be left at any entrance to the building, and always clear up after you when using the bar/restaurant facilities.

The Locker Rooms are for changing purposes only and are not a recreational 'hangout' area.



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### 4. COACHING

Research indicates that “young people engaged in coaching display a stronger connection to their chosen sport and that coaching increases their enjoyment of playing that sport, their passion and commitment to it plus the time they spend playing it” (scUK Participant Survey, 2014).

Membership renewal is only guaranteed if a member completes at least 8 lessons of individual and/or group coaching up to Oct 31st each year. If this criteria is not fulfilled those juniors must re-apply for membership and will be considered alongside those on the waiting list. GUI handicap holders must complete at least 4 of these lessons with Dara Ford. Non-GUI handicap holders must complete all 8 lessons with Dara Ford.

Dara Ford PGA Professional, supported by the junior committees, provides year-round coaching options appropriate to the age and stage of each junior golfer's development including:

- A Spring group coaching programme leading into the start of the golfing year, with particular emphasis on those who don't hold a GUI/ILGU handicap
- A Summer programme offering coaching in small groups of golfers of similar ability enabling all juniors to achieve their highest potential.
- One to One golf instruction specifically designed for juniors.

Each junior committee supplements the resorts programme by organising off-season group practice focused on members playing year-round. Priority is given to members of the Men's Club / Ladies Club [i.e. have GUI/ILGU handicaps] but others are offered the chance to join based on their participation in off-season junior events, commitment to individual 1:1 coaching, and the number of coaching slots available. These sessions focus on specific long-game and short-game shots, and in the process, educate members on how to build their own individual practice programme that ensures long-term success through quality practice.



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### 5. GALWAY BAY JUNIOR CLUB

Galway Bay Junior Club is administered by the Men's and Ladies Clubs (affiliated to Golf Ireland) through the appointment of respective Junior Committees. Each Junior Committee consists of:

1. A Junior Convenor as designated by the Men's and Ladies Clubs
2. A designated representative for the Resort
3. A Junior Captain
4. Other adult members as designated by the Men's and Ladies Clubs

Once a junior member becomes eligible for a senior GUI/ILGU handicap he/she must join the respective Men's/Ladies Club.

- Application forms are available from a junior committee member. Applicants must be proposed and seconded by two adult members, and their application is then taken to the adult committee for approval.
- An annual subscription, which is set at the AGM of each club, is payable to cover affiliation fees due to the GUI/ILGU, golf insurance and handicap management.
- New members are accepted on the condition that Galway Bay becomes their 'home' club. Each junior member is expected to make themselves available for selection to represent Galway Bay in Interclub competitions.

The Boy's and Girl's Junior Convenors represent the junior committee and its junior members in the respective Men's and Ladies Club committees. Any issues or suggestions raised by junior members will initially be brought to the appropriate junior committee, and then if necessary, to the respective club committee by the junior convenor. All issues will be discussed in confidence.

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#### **WHS Handicap Index**

All new members will initially play with a Junior Handicap assigned to them by the resort. In time, once a certain standard is attained, Dara Ford PGA (on behalf of the resort) will recommend to the respective junior committee that the junior golfer is ready to apply for a WHS Handicap Index. The eligibility for handicap application is at the discretion of each Junior Committee and will not be solely determined by golfing ability but will also consider golf etiquette as well as the junior golfer's attitude and behaviour on and off the golf course.

To obtain a WHS handicap Index a junior must play a total of 54 holes, made up of 9 or 18-holes scores, in Galway Bay with an existing student/adult member;



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- Boys play off the yellow tee-boxes and girls off the red tee-boxes
- Record your scores and have the existing member countersign your card.
- Clearly mark the top of the card "FOR HANDICAP PURPOSES ONLY" and drop it into the junior scorecard box under the junior noticeboard.
- Unless approved by the Junior Club Handicap Secretary, at least 18 holes must be in the company of a member of the junior committee.
- The maximum hole score for handicap purposes during your initial 54 holes is par +5. Cards will only be accepted for WHS handicap application if they meet the following criteria:

Applicants Age on Jan 1st	Max Gross Score 9-holes	Max Gross Score 18-holes
14 yrs +	49	98
13 yrs	50	100
12 yrs & below	51	102

On completion of the 54 holes, the junior convenor will present your application for ratification to the Men's / Ladies Club committee and will pass the signed cards to the respective handicap secretary who will compute your WHS handicap Index. To retain your WHS Handicap Index, you must play in 3 qualifying competitions each year.

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### **Competitions**

#### **Junior Competitions**

There will be junior competitions run throughout the year. While open to all juniors, they are targeted towards those not eligible to compete in adult competitions.

The junior committee will organise competitions for those with a WHS handicap index during school holidays. A junior with a WHS Handicap index of 16.9 or higher must have their scorecard marked by one with a WHS Handicap index of 16.8 or below.



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### **Adult Competitions**

All juniors with a WHS Handicap index are eligible to compete in Resort Open Days. A junior with a WHS Handicap index of 16.9 or higher must have their scorecard marked by an adult, or a junior with a WHS Handicap index of 16.8 or below.

To be eligible to compete in Men's Club competitions a junior boy must have at least 12 scores on their WHS record and a WHS Handicap Index of 16.8 or lower, while a Junior girl is eligible to enter Ladies Club competitions once they attain a WHS Handicap Index. These competitions are run per the 'Conditions of Competitions' defined by the respective committee, with some restrictions for Junior members:

- A junior's scorecard must be signed by a student/adult member of the respective club.
  - Junior members can book and play in the allocated members' tee times subject to the proviso that no more than 2 junior members can book in any one fourball slot unless with the agreement of the student/adult member.
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### **Interclub Competitions**

New members are accepted on the condition that Galway Bay becomes their 'home' club, and each junior member is expected to make themselves available for selection to represent Galway Bay in Interclub competitions. This applies to existing members renewing their membership also.

A team captain is appointed for each Interclub team, with a remit to prepare the team as best they can in a fun and safe environment. Team communication will take the form of group messaging (e.g. WhatsApp groups).

Each team member must show the highest standard of behaviour on and off the golf course. Failure to do so may result in their withdrawal from an event even if it results in team expulsion.



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### **Communication**

Galway Bay Golf Resort pass personal information you provided to them to the respective junior convenors. This is used solely to contact you in the normal course of administration of our clubs including the running of competitions, organising coaching, preparing Interclub teams, and advising matters of golf interest in general. We will not divulge the personal information of any member to any third party organisation, and will remove it from our records when the member leaves the junior club.

At a minimum all junior boys all will receive a weekly email outlining our plans for the upcoming week from galwaybayjuniors@outlook.com. If you're an existing member, and are not receiving this email, or want to opt out of this communication, please contact us at the aforementioned email address.

Communication in relation to junior girl activities will be received from galwaybayjuniors@outlook.com.

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### **Social Media**

Social media will be used from time to time to display results, achievements and various other information throughout the year. It's agreed that all members consent to their photographs / videos being loaded onto the platforms unless they request otherwise in the 'Social Media' section of the junior application form.

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Membership renewal is only guaranteed if a member plays a minimum of 10 x Galway Bay competitions up to Oct 31st each year [Men's/Ladies Club, Junior Club or Resort Open Days]. All others must re-apply for membership and will be considered alongside those on the waiting list.



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### **Safety on the Golf Course**

Safety is a priority at all times for the resort:

- Water is a large feature of the course. Be aware of the hazards and avoid them where possible. The lakes are deep so stay clear and do not attempt to retrieve golf balls to avoid the danger of falling in.
- To prevent harm from the chemicals used on the course and from animal droppings always wash your hands after playing golf.
- Prior to making a practice swing or playing a stroke, ensure that no one is standing close by or in a position to be hit by the club, the ball or any stones, pebbles, twigs etc. which may be moved by the stroke or swing
- As far as possible be very careful that you don't hit anyone with a golf ball. Wait until the golfers ahead / all course-staff are out of range before playing your shot. Shout 'fore' if your ball is likely to land close to others on the course.
- Always stand behind the ball being struck to avoid getting hit with club or ball.
- Children under the age of 13 years must be accompanied by an adult at all times.
- Parents/guardians are encouraged to accompany their children (need not be in a golfing capacity) while their children play casual golf, particularly between the ages of 10 and 15 years. Parents/guardians are encouraged to familiarise themselves with course etiquette and safety.
- The company, its servants or agents (including the Men's Club and Ladies Club) DO NOT PROVIDE ANY GUARDIANSHIP/SUPERVISION during the playing of casual golf.



## 6. THE GOLF COURSE

### **Playing Golf**

All juniors are permitted to play the course subject to booking tee times in advance on the BRS booking platform. This must be used for both casual games of golf and competitive.

**Monday to Friday:** Subject to availability of tee times as per the BRS booking system and its booking conditions.

**Saturday and Sunday:** After 4.30pm

All times are subject to availability and all juniors must be checked in through the golf shop to be cleared to play.

In respect of Junior members eligible to play in the weekly Men's and Ladies competitions, they are entitled to book and play at all members times, with restrictions that no more than two junior members can book on any one fourball, and they must have a student/adult member playing alongside them to mark their card.

With the course at its busiest from Friday to Sunday, it is required that all members book a time in advance using the BRS booking platform.

Avoid slow play and holding up other golfers playing on the course by keeping a reasonable pace of play or if delayed, allow players behind you to play through.

The rules of golf are designed to help you enjoy your game. Make sure you have a rules book in your bag (free copies are available in club house).

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### **Care of the Golf Course**

Please respect the course:

- A pitch-mark repairer is required by every golfer. Repair your pitch marks on every green, and whenever possible you should also repair those not made by you. A pitch mark left unrepaired for 24 hours will take 2 weeks to heal.
- Replace divots. An un-replaced divot will not repair and will require sanding and seeding by our course staff.
- Rake bunkers after playing from a bunker. A player should always leave a bunker as they wish to find it.





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## APPENDIX 2: CHILD SAFEGUARDING STATEMENT

Galway Bay Golf Resort is fully committed to safeguarding the wellbeing of juniors. Every individual in golf should at all times, show respect and understanding for all member's rights, safety and welfare and conduct themselves in a way that reflects the principles of Galway Bay Golf Resort and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport Galway Bay Golf Resort Safeguarding Policy and Golf's Safeguarding Policy.

Galway Bay Golf Resort's first priority is the welfare of juniors and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from neglect, emotional, physical and sexual abuse, bullying and intimidation. All leaders within Galway Bay Golf Resort undergo the necessary Garda Vetting/Access NI checks, sign codes of conduct and complete the appropriate safeguarding training as required by legislation and best practice.

Galway Bay Golf Resort's written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring and gives the required policy, guidance and procedures required to alleviate these risks.

In addition to our risk assessment document described above, there are further procedures that support our intention to safeguard children whilst they are availing of our activities. Galway Bay Golf Resort has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities

For further information in relation to safeguarding juniors or if you have a concern please contact our Club Children's Officer/Designated Liaison Person person(s) below. If you feel that a junior is in immediate danger contact Tusla/Gateway NI or An Garda Síochána/PSNI

Club Children's Officer – Dara Ford 087 6848169 [dara@galwaybaygolfresort.ie](mailto:dara@galwaybaygolfresort.ie)

The Child Safeguarding Statement will be reviewed by 1st December 2022

Signed Dara Ford

Position: PGA Professional

Date 1st December 2021

(on behalf of Galway Bay Golf Resort)



## APPENDIX 3: CODE OF CONDUCT FOR JUNIOR MEMBERS

### **Code of behaviour**

The game relies on the integrity of the individual to show consideration for other players and to conduct themselves in a disciplined manner. You are responsible for your own actions and personal conduct on the golf course.

### **Young players should always:**

- Treat everyone with respect (including professionals, coaches, convenors, club officials, volunteers, etc.)
- Respect the golf course
- Look out for themselves and the welfare of others
- Play fair at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province or country, etc.
- Behave in a manner that avoids bringing golf into disrepute
- Talk to the Children's Officer within the club if they have any personal issues

### **Young players should never:**

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour
- Shout or argue with officials, team mates or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another player or gain advantage
- Take banned substances, drink alcohol, smoke or engage in risky behaviour whilst on club related activities / club facilities
- Keep secrets, especially if they have been caused harm
- Tell lies about adults / young people
- Spread rumours
- Discriminate against other players based on gender, age, disability, social class, religion, race, etc.



## APPENDIX 3: CODE OF CONDUCT FOR JUNIOR MEMBERS

### Course Etiquette

Each junior member must familiarise themselves with all aspects of Golf etiquette. You must conduct yourself in a disciplined manner, demonstrating courtesy and sportsmanship at all times when, on the course, in the clubhouse, locker room and particularly when representing the club.

Young players should:

- never throw clubs
- carry a divot bag on your trolley, and always replace divots. An unreplaced divot will not repair and will require sanding and seeding by our course staff.
- rake bunkers after you exit them. A player should always leave a bunker as they wish to find it
- repair pitch marks on the greens, including those not made by you whenever possible. A pitch-mark repairer is required by every golfer. A pitch mark left unrepaired for 24 hours takes 2 weeks to heal
- keep noise at a reduced level to avoid disturbing other golfers
- never cut in on a hole if there are players playing the previous hole
- stand still and remain quiet while others are playing on a nearby tee-box, green or fairway
- have their own golf bag containing a maximum of 14 golf clubs when in competition.
- carry tees, markers, pitch mark repairers at all times, and use the bins for litter
- keep bags and trolleys off greens, outside bunkers and off tee boxes
- avoid restricted areas as decided by the Greenkeeping Staff
- wait until the greenkeeping staff signal it's OK to play if are working on the course ahead of you
- shout "FORE" if your ball or the ball of another player looks likely to land near another player. Also, the player who hits the ball should apologise
- not stand in a place that causes your shadow to be cast across a player's tee-shot or putting line, and never walk through a player's putting line
- leave the green as soon as the hole has been completed. Don't mark your scores on the green, instead wait until you are at the next tee-box
- keep count at each hole of the number of strokes you have played and also the score of your playing partner who's card you are marking. Never mark your own score card in competition. Be honest with your own score at all times
- keep up with the group in front, and don't hold up any players behind
- have the same respect for the practice facilities as for the course, including the repair of pitch marks



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## APPENDIX 3: CODE OF CONDUCT FOR JUNIOR MEMBERS

### **Resort dress code & clubhouse conduct**

It's important to uphold the traditions of golf so the smart appearance of all our members is expected:

- For your own safety no runners are allowed while playing golf, so appropriate golf footwear with soft spikes should be worn.
- Smart clothing must always be worn on the golf course. Denim jeans, football, rugby, soccer and similar shorts or jerseys, hoodies, cargo pants/combats, tracksuits are not permitted.
- Access to the bar area is at the discretion of the bar and clubhouse staff.
- Keep your golf bags and shoes tidy at all times, particularly at the front door of the clubhouse, and always clear up after you when using the bar/restaurant facilities.
- The Locker Rooms are for changing purposes only and are not a recreational 'hangout' area.



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## APPENDIX 4: CODE OF CONDUCT FOR PARENTS/GUARDIANS

Parents / Guardians are a valuable and indispensable source of help to the resorts junior programme, and are requested to assist by

- Providing supervision at group coaching sessions
- Providing supervision and to help with the running of junior competitions.
- Providing transport to away golf competitions and events.
- Teaching their children how to mark their scorecard, the rules of golf, and how to behave on and off the golf course.
- Be a role model for your child and maintain the highest standards of conduct when interacting with young people, other parents, officials and organisers.
- Always behave responsibly and do not seek to unfairly affect a player or the outcome of the game.
- Never intentionally expose any young participant to embarrassment or disparagement using flippant or sarcastic remarks.
- Always recognise the value and importance of the officials and volunteers who provide sporting and recreational opportunities for your child. Do not publicly question the judgement or honesty of referees, coaches or organisers. Respect convenors, professionals, coaches, referees, organisers and other players. Parents are welcome to attend events and coaching sessions but should not interfere with the coach or professional while working with the player.
- Encourage your child to play by the rules. Teach your child that honest endeavour is as important as winning and do all you can to encourage good sportsmanship.
- Set a good example by applauding good play on both sides. Encourage mutual respect for teammates and opponents.



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## **APPENDIX 4: CODE OF CONDUCT FOR PARENTS/GUARDIANS**

### **Parents Code of Conduct**

As a parent/guardian of a Young Player I will:

- respect the rules and procedures set down by Galway Bay Golf Resort and the GUI/ILGU/PGA Ireland
- respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. I will encourage my child to treat other participants, professionals, coaches, convenors, selectors and managers with respect.
- give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- respect my child's leader(s) and support his/her efforts.
- respect the officials and their authority during sessions and events within the organisation and under the auspice of Golf.
- never demonstrate threatening or abusive behaviour or use foul language.

Any misdemeanours and breach of this code of conduct will be dealt with immediately by the Junior convenor.

### **Social Media**

I understand that photographs/videos will be taken during or at golf related events and may be used in the promotion of golf, including social media reviewed by our Junior convenor before promoting.