



SUSSEX GOLF OPERATION PLAN FOR EVENTS (Coaching, Matches & Competitions)

To assist you in your preparation, you are advised to use the framework below.

- All staff - paid or voluntary – should have complied with and been checked through the recruitment procedure.
- Within the group of staff responsible for the team you will need a nominated person who is familiar with, and who has received training on the relevant Safeguarding Children Policies and Procedures.
- At least one same gender member of staff will be required for single sex groups.
- Mixed groups will require where possible at least one male and one female member of staff.

Activity	Detail	Results/Action
Planning	When? Where? Who? Risk assessment of activity.	
Communication with parents	Travel arrangements. Times, venues. Dates of competition. Consent forms. Emergency procedures. Contact organiser.	
Venue	Risk assessment. Insurance.	
Supervision and Staffing	Ratios of adults to children. Staff checking and recruitment. Roles and responsibilities. Staff training.	
Emergency Procedures	Medical information. Reporting procedures.	
Registration	What is the process for registering in the competition? Parental permission?	
Documentation	Register of participants. Player information. Junior Player Profile Forms. Photography permission. Programme. Codes of Conduct.	
Media	Guidelines for Photography and media	



If you are organising an event that involves an away match or an overnight stay all members of staff need to have a clear knowledge of their role and responsibility for the team and be familiar with the relevant Child Protection Policy and Procedures and Codes of Conduct.

The team manager should have:

- a full itinerary.
- copies of relevant Player Profile and Parental Consent Form(s).
- travel arrangements.
- a register so that a head count can be taken at any point.

All staff must be able to communicate quickly with the team manager.

Supervision Whilst Travelling:

- the team manager is responsible for good discipline at all times.
- the driver should not be responsible for supervision whilst driving.

The team manager needs to consider the following:

- the level of supervision.
- the safety of the group.
- if on an away trip overnight, the importance that staff meet and have their roles explained in advance of the event.

Extra considerations to include:

- rooming arrangements, particularly where the team includes adults and children.
- First Aid arrangements.
- dietary requirements.
- emergency evacuation procedures.

meeting the team and explaining their roles and responsibilities.