

CLUB SERVICES



AFFILIATION PACK

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HANDICAPPING & COURSE RATING



Handicapping

Wales Golf forms part of the Council of National Golf Unions (CONGU), which is the authorising body of the only official handicap for golfers within Great Britain & Ireland. As an affiliated golf club you are authorised to offer official CONGU handicaps to your members. Handicapping tools and support available include:

- Central Database of Handicaps (CDH) – providing players with a unique CDH ID number to allow a club to receive away scores, maintain an up-to-date handicap record and simplify the transition when moving clubs
- Dedicated handicap support available via handicapping@walesgolf.org
- Junior and disability handicapping audience
- User guides and practical examples to help clubs
- Handicapping Seminars – educational workshops around the country to keep you up-to-date with the latest changes and best practice.

Who is it for?

Employees and volunteer officials who are responsible for handicapping, primarily the handicap committee but also volunteers who may support the various sections within the club. Including but not limited to:

- Secretaries / Managers
- Handicap Committee
- Club Professional
- Owner / Management Committee
- Event / Competition Organiser
- Junior Organiser

How to access us

Handicapping Information – <http://www.walesgolf.org/guides/>

Central Database of Handicaps – <http://www.walesgolf.org/central-database-handicaps/>

Contact

To raise a handicapping enquiry please contact handicapping@walesgolf.org. For more information on the CDH and handicapping please contact the office direct. Contact details can be found at the front of the guide.

Course Rating

The course rating system is designed to evaluate the playing difficulty of a course for a scratch golfer under normal course and weather conditions. It is based on yardage and other obstacles to the extent that they affect the scoring ability of the scratch golfer. Throughout Great Britain & Ireland the same rating system is used thus ensuring an accurate and consistent rating process and thereby maintains the relationship of handicaps between clubs. The Course Rating evaluations are carried out by a team of trained volunteers under the guidance of a team leader.

Golf is now played in many different formats with the Course Rating system adapting to the modern day demands. In addition to rating all affiliated courses on a ten year cycle the Wales Golf also provide ratings for 9 hole courses, short courses, junior courses and can rate all tees at the club for both men and women if required. This provides ultimate flexibility when running competitions.

Who is it for?

Employees and volunteer officials who are responsible for handicapping and course rating, primarily the handicap and/or competition committee but also volunteers who may support the various sections within the club. Including but not limited to:

- Secretaries / Managers
- Handicap Committee
- Club Professional
- Event / Competition Organiser

How to access us

Course Rating – <http://www.walesgolf.org/course-rating-resources/>

Contact

To raise a course rating enquiry please contact handicapping@walesgolf.org. For more information on course rating please contact the office direct. Contact details can be found at the front of the guide.

CHAMPIONSHIPS & RULES



Wales Golf runs approximately 35 tournaments between April and October each year. These range from junior development to seniors' golf and from handicap-based competitions for club players to top level national amateur championships.

They encompass a wide variety of formats ranging from 9 to 72 holes, match play and stroke play competitions and individual and team events.

Our aim is to provide a range of competitive playing opportunities for all members of clubs in Wales.

Events for club players across Wales

Many of the events are specifically for members of clubs affiliated to Wales Golf. These include team match play events such as the Welsh Men's and Ladies' Team Championships and the Ping Mixed Foursomes Team Challenge. Some of the most popular events start with a club qualifying round leading through to a national final run by the Wales Golf such as the Ladies' Australian Spoons, the Wales Golf Medal and Challenge Bowls or the recently established Welsh Seniors' Greensomes Championship.

Junior development

Our junior events cover the whole range of ages and abilities within the junior category. The Ping Welsh Junior Tour caters for players at the beginning of their development in golf with age categories from under 8s to under 14s. Younger players within these age groups play 9 holes on specially shortened courses and do not need a golf handicap to take part.

For more established players we provide national junior championships for under 14, 16 and 18 age groups so providing a competitive pathway through to adult golf.

National championships

Top level amateur players are also well catered for with national championships for men, ladies, senior men and senior ladies to determine the Welsh Amateur Champion in each of these categories. Additionally, our 'open' scratch events typically attract some of the best amateur players from across Great Britain and Ireland thus helping to raise the profile of Wales Golf.

How to access

For more information on the whole range of Wales Golf championships visit; <http://www.walesgolf.org> (select the championships tab)

Rules

The Wales Golf championships team can assist clubs in answering questions relating to the rules of golf. Simply email the enquiry to championships@walesgolf.org and the team will be pleased to help. For those wanting to enhance their own knowledge of the rules and potentially assist in officiating at events Wales Golf in partnership with the R&A runs a biannual 'level 2' rules school.

COURSE MANAGEMENT



Xact

A range of resources are available to support clubs in understanding and implementing best practice & compliance with Health & Safety and Employment legislative requirements. We have a long-standing partnership with The Xact Group Ltd. They have been delivering Health & Safety, HR and Employment Law services to golf clubs for over 14 years. Their Services are tailored specifically to golf clubs covering all the activities including green keeping and course safety issues.

The Initial Service

Xact provide all our clubs with their Business Assist service. This service provides the first step to effectively managing your health & safety, HR and employment law compliance. It is designed to provide members with a robust and proactive information and advice service. You have unlimited access to the web portal providing;

- Golf club sector specific risk assessments with guidance notes on how to complete them, detailed specimen action plans for each topic and additional sections on food safety and work equipment.
- A whole range of specimen letters on all aspects of employment and termination, policies, golf club specific contracts, employee handbooks and detailed guidance notes on all aspects of HR & employment law compliance. There are also additional sections on recruitment, equal opportunities, grievance & disciplinary and termination.
- The website is supported by a (business hours) helpline on 0330 332 2636 and a monthly news & alerts service.

You can upgrade to Business Assist Advice + at £300 +VAT this will provide;

- 12 hours of specialist HR / employment law / health & safety advice.
- The support is available Monday to Friday between the hours of 9:00am and 5:00pm

This service will provide you with help and support on all issues.

Additional Support Services

You have been provided with access to the Business Assist service. There are a number of additional support services available to our clubs at discounted rates.

Online Health & Safety Employee Training

Xact have developed a range of e-learning health & safety courses specific to golf clubs. These courses support any work which has already been undertaken in the areas of health & safety policies, procedures, risk assessments and general management controls.

A key feature of the E-Learning modules is that (*unlike most other training products*) the software allows the employee to "pick up and lay down" so that there is no need for the employee to complete the whole course in one session.

The core courses are:

- **Golf Clubhouse (5 courses)**
 - Administration Activities containing 4 modules
 - Cleaning Activities containing 9 modules
 - Event Management containing 5 modules
 - Hospitality containing 7 modules
 - Kitchen & Catering containing 10 modules
- **Golf Green Keeping (1 course)**
 - Safety Essentials containing 16 modules

These courses are supported by over 15 other health and safety courses such as Fire, Manual Handling, Slips, Trips and Falls etc.

Xact will supply the club with: Unlimited access for all employees to all courses for a 3 year period to allow for new employees and annual refresher training. The system also gives you access to a management dashboard which allows the designated manager to issue courses and monitor progress.

Price for all courses £60 + VAT per employee per annum

Full Support Health & Safety

Xact will act as your health & safety external competent person. They will:

- Complete:
 - All health & safety policies and procedures.
 - All health & safety risk assessments in conjunction with the appropriate persons.
- Provide all of the advice needed to comply, including control measures and action plans.
- Conduct regular audits (off and on site) of progress towards full compliance.
- Provide an indemnity for costs arising out of a health & safety prosecution.

Prices from £1,313 + VAT per annum

Full Support Human Resource & Employment Law

Xact will act as your external human resources department. They will:

- Prepare your contracts of employment, employee handbooks, and job descriptions and ensure that they are kept up to date.
- Provide you with a named advisor – your external HR manager.
- Provide 24/7 cover.
- Provide an indemnity for costs and awards arising out of an employment tribunal.

Prices from £800 + VAT per annum

Who is it for?

Anyone who is responsible for Health & Safety and the management of people including;

- General Manager / Secretary
- Health & Safety Officer

- HR Manager / Administrator
- Bar Manager / Steward
- Course Manager / Head Green keeper
- Golf Professional
- Owner / Management Committee

How to access

Visit: <http://www.walesgolf.org/health-safety-human-resource/>

Contact

Contact your CDO, Regional Manager or the Xact Helpline for further advice and information.



Golf Management Group (GMG)

As part of our commitment to supporting clubs and in response to demand for this particular service, Wales Golf has a partnership with Golf Management Group (GMG), providing all affiliated golf clubs free access to a dedicated buying group.

The Wales Golf Buying Group, in partnership with GMG, will harness the collective purchasing power of clubs to leverage significant discounts across a range of goods and service categories used by golf clubs. The aim is to deliver cost savings for clubs and improve the services on offer to clubs from our group of suppliers.

Savings will vary depending on the areas each club chooses to review, but GMG would expect that clubs, which engage with its top six performing categories, could cut costs by over £10,000. The service will be opt-in, but we are encouraging all clubs to consider the many benefits of the Buying Group, including:

- Access to GMG's internal teams, experts in their field who will benchmark your core areas of expenditure against our national price files and give you insight into best practice and the current trends in their sector.
- Access to **Contracts Manager**, an easy to use online management tool designed to manage all your service and utility contracts.

Clubs affiliated to Wales Golf will receive free GMG membership for a year – usually £149, which could help them make savings of more than £10,000.

To start saving click [here](#) and register your interest

What categories of goods and services are available via the Buying Group?

The list of categories we operate in includes:

- Utilities
- Insurance
- Waste Management
- Food
- Telecoms
- Golf Course Equipment
- Turf
- Stationery
- Copiers
- Washrooms

Who is it for?

For those within the club with a responsibility for goods and service contracts within the golf club. Including but not limited to:

- General Manager / Secretary

- Course Manager / Head Greenkeeper
- Owner / Management Committee

How to access

Web: <http://www.walesgolf.org/wales-golf-buying-group/>

Contact

Contact your local Development Officer for further information.



Sustainability and Environmental Guidance – Greener Golf

Our interactive online resource provides advice, information and guidance on anything, from water management and renewable energy to chemical use and carbon audit case studies. If you are looking for environmental, energy efficiency or sustainability advice then the Greener Golf website is your starting point. In addition, the website also features:

- An interactive environmental policy generator – if you are unsure of how environmentally compliant your club is why not use the environmental policy generator to find out the areas in which you need to improve? Answer a series of simple questions and produce your own environmental policy
- Carbon calculator – Learn how much CO₂ your club is producing and then use the resources to find out how you can reduce it.
- Payback calculator – Identify how making energy efficiency changes can work for your club. Use the payback calculator to show the return on investment and how long it will take for your club to start to save money.
- A link to the Golf Environment Organisation (GEO) – Is your club looking to sell its sustainable credentials? Check out the GEO OnCourse® programme and get GEO Certified®.

Who is it for?

For those within the club with a responsibility or interest in environmental compliance, water management or energy efficiency. Including but not limited to:

- General Manager / Secretary
- Course Manager / Head Greenkeeper
- Greens Committee
- Owner / Management Committee

How to access

Web: <http://www.walesgolf.org/greener-golf>

Contact

Contact your local Development or Community Officer for further advice, login credentials and information.

Chairman of Greens Guide

"... in many clubs, there is often one brave soul who will battle on as Chairman until he tires of the yearly abuse thrown in his direction by impatient golfers. His thankless task includes attempting to protect his green staff from the more belligerent members, and fighting in General Committee for sufficient funds with which to manage a course"

Quote from the R&A discussion document "The Way Forward" (1989)

The intent of this practical guide is to help to make your term in office as Chairman of Green as productive and enjoyable as possible.

Who is it for?

For those within the club with a responsibility or interest in golf course management, golf course condition. Including but not limited to:

- Chairman of Green / Greens Committee
- General Manager / Secretary
- Course Manager / Head Greenkeeper
- Owner / Management Committee

How to access

Web: <http://www.walesgolf.org/chairman-green-guide/>

Contact

Contact your local Development or Community Officer for further advice, login credentials and information.

Greenkeeper Training Grants

Annual training grants issued to Greenkeepers of Affiliated Golf Clubs who attend courses at GTC (Greenkeeper Training Committee) approved colleges (Bridgend College, Pencoed and Coleg Cambria, Northop. All greenkeeper training grant applications will be considered on their individual merit with all grants issued based on a percentage of accrued tuition fees.

Who is it for?

For those within the club with a responsibility or interest in golf course management, golf course condition. Including but not limited to:

- Chairman of Green / Greens Committee
- General Manager / Secretary
- Course Manager / Head Greenkeeper
- Greenkeepers
- Owner / Management Committee

How to access

Details will be available via the website and sent to all Affiliated Golf Clubs when the grant applications open in July

Contact

Contact your local Development or Community Officer or our Research Officer for further advice or information.

The Greenkeepers Training Committee Ltd (GTC)

The GTC is the independent organization representing British Golf Club Employers and Employees and has been in existence for over 20-years. The Headquarters is based at Aldwark Manor in North Yorkshire and its work is overseen by a Board of Directors and Advisory Groups (when necessary).

The Board of Directors consists of one representative from the following, England Golf, Scottish Golf, Wales Golf and the British and International Golf Greenkeepers Association (BIGGA), and an Independent Chairman.

The GTC is financed by the Home Unions, (England, Scotland, Wales), by BIGGA, by the R and A for special projects and by income generated by fees from Greenkeeper Examination Bodies, Quality Assured Teaching Centres and Providers as well as by Training Courses, Sales of Training Manuals and a small amount of sponsorship.

How to access

Web: <http://www.walesgolf.org/greenkeeper-training>

Maybe add the GTC website and telephone number?

Web: www.the-gtc.co.uk

Tel: 01347 838640

Bridgend College - Pencoed Campus

Bridgend College is the recognised Wales Golf College based provider of Sports Management Courses in South Wales. The College is, therefore, delighted with support from Wales Golf, to be able to welcome enquiries for 2019 enrolments onto the Sports Turf Management Apprenticeship Programme.

Apprentices will study on a day release basis at the Pencoed Campus. Whilst working towards the Work Based Diploma in Sports Turf Management at Levels 2 or 3, Apprentices will also learn transferable skills in Communication, Application of Numbers and their Rights and Responsibilities as an employee.

How to access

Web: <http://www.walesgolf.org/greenkeeper-training>

Tel: 01656 763233

College Cambria

Coleg Cambria is the recognised Wales Golf College provider of Sports Turf Management Courses in North Wales. It was formed from Deeside College and Yale, which merged in 2013.

The College offers a full range of Land based Work based courses including Animal Care, Agriculture, Floristry and Horticulture. The highly qualified and experienced team delivers the full range of Horticulture and Sports Turf Qualifications from Level 2 to Level 4 including Apprenticeships. The College can also offer a range of short courses including PA1, PA6, and PA2.

How to access

Web: <http://www.walesgolf.org/greenkeeper-training>

Tel: 01978 267201



DEVELOPMENT



Resources and Initiatives

The development department provide a range of resources and initiatives and have a team of people on hand to develop and support your club to grow, adapt and plan for the future.

Business Support Scheme (BSS)

The Wales Golf Business Support Scheme is a flexible training and mentoring programme for all affiliated clubs in Wales based around the needs of each club. The scheme involves training key decision makers within the club in areas such as governance and business planning, participation, visitors, marketing, social media, recruitment and retention plus more. The support package includes club workshops, committee workshops, consultancy (where applicable), tools and templates and intensive regional development officer support.

How to access

Contact your regional development officer and visit <http://www.walesgolf.org/club-business-support/>

The Strong Club Matrix

The strong club matrix is a 'club health check' that can be used by clubs and committees alongside a Wales Golf Regional Development Officer. The Matrix, an online tool, helps to identify areas of strength and improvement around 9 key areas of the business including:

- Governance
- Participation
- Marketing
- Visitors
- Membership recruitment & retention
- Customer service
- Compliance
- Course rating
- Course management

Clubs are able to look at their current position but also track improvement over time using the online tool. This also allows clubs to benchmark their performance against a national average and plan effectively for the future.

How to access

Contact your regional development officer to arrange a meeting at the club and visit the web link <http://www.walesgolf.org/strong-club-matrix/>

Customer Feedback Tracker (CFT)

The CFT is a simple online tool that allows clubs to collect survey-based feedback from visitors and members, as well as, benchmarking different operational areas of the course and clubhouse. This tool also enables golf clubs to analyse the perception of the club against competitors and strategically plan improvements and investment.

It is free for all affiliated clubs in Wales to use. The club can simply design 3 types of survey including:

1. Member satisfaction survey
2. New member satisfaction survey
3. Visitor satisfaction survey

To set up your CFT account please contact your regional club development officer.

Mystery Shopper Service

Wales Golf has recruited and trained a number of volunteers to deliver a mystery visit for clubs who have participated in Wales Golf schemes and who would like to use the service. The mystery shoppers complete a standard questionnaire prior, during and post visit, linked to customer service. The results are then fed back to help the club improve, with the main outcomes of recruiting and retaining more members and visitors, as well as, improving the customer journey.

The areas evaluated as part of the service are:

- Booking
- Getting to the club
- Pro Shop
- Pre-Round Clubhouse Experience
- Playing the Course
- Pro Shop post-round
- Clubhouse post-round
- Secretary/Manager post-round
- Overall Experience
- Post visit contact

Clubs that would like to access this service have to agree to refund the green fee of the shopper and up to £10 per person for food & beverage.

To register for this service, contact your regional club development officer.

Junior Club Accreditation - Junior GolfCert.

This award has been developed to recognise those clubs attempting to increase the number of young people playing golf by providing a quality and fun experience. It also acts as a model for a junior section to strive towards. The application process will be fully online, with ongoing support from the dedicated regional development officer and combines Disability Sport Wales' *insport* accreditation.

How to access

For further details visit <http://www.walesgolf.org/junior-club-accreditation/>

Junior Golf Guide

The Junior Golf Guide resource aims to help golf clubs on how best to encourage junior golf now and in the future. There are many volunteers who take on the role of junior organiser within their club and this resource will assist them in their role and help them to provide the guidance that juniors require to reach their potential and continue within the game.

The Junior Golf Guide resource:

- Acts as a complete reference guide for golf club junior organisers.
- Supports and assists those working with juniors within the club environment.
- Creates healthy and sustainable junior structures.
- Invests in the future of golf clubs and the game as a whole.
- Encourages and supports family use of golf clubs

The resource is made up of nine sections, providing information on all of the above, along with case studies, recommendations and links to supporting resources.

How to access

The resource can be downloaded <http://www.juniorgolfguide.org.uk/resources.html> or can be purchased for £10 by contacting the Wales Golf development department.

Junior Golf Passport

The junior golf passport is a national structured learning programme for 6 to 12 year olds and is endorsed by the Professional Golfers Association (PGA). The passport covers 7 areas: Putting, Short Game, Swing, On the Course, Fit for golf, Ready for golf and Skills for life. It has three key levels including Start, Learn and Play, with the idea being to progress juniors from beginners to club ready golfers.

The Junior Golf Passport is a great tool to deliver fun and active sessions to junior golfers and can be pitched at beginners or those that are currently in coaching at the clubs. The Skills for Life and Fit for Golf elements mean that you are not only developing young people as golfers but providing them with a variety of skills that can be transferred to other sports.

How to access

Contact your Community Development Coordinator and visit

<http://www.juniorgolfpassport.org>

The Skills Challenge/ Golf Skills Cymru

Golf Skills Cymru is a modern exciting 'off-the-course' challenge, which caters for all ages and abilities. It is a great accompaniment to any structured coaching activity. Additionally, Golf Skills Cymru can be used to assist golf clubs in the retention of members by providing them with the tools to organise a fun social event for members utilising the challenges. There is also a dedicated website www.golfskillscymru.org

How to access

Contact your Community Development Coordinator and visit <http://www.walesgolf.org/skills-challenge>

Rules and Etiquette DVD Resource

A teaching aid that takes new junior players through the rules and etiquette unique to golf. This hour-long learning resource, starring aspiring young Welsh golfers, offers helpful advice for those starting out in the game and provides entertaining question and answer sessions to make the learning process enjoyable and appealing. Wales has distributed a free copy of the DVD to all affiliated clubs throughout Wales to help youngsters and other new members of the club community gain a solid foundation of knowledge.

How to access

Contact the Wales Golf Development Department

Golf Rules and Etiquette Books

The Golf Etiquette book is a guide to golfing behaviour and some basic etiquette guides for day to day golfing. Also included are the two pocket fun reminders, Golf Etiquette and Golf Rules. These include illustrations to get the basic rules and etiquette across to beginners in a fun and appealing way and cost £1.50 per pack.

How to access

Contact the Wales Golf Development Department or visit <http://www.walesgolf.org/welcome-rules-etiquette-booklets>

Welcome Booklet

The welcome booklet aims to support new golfers coming into club membership to get the most out of being a member. Welcome booklets are available from Wales Golf to give to new and trial members to ease the transition into membership and give basic, general information about golf in a fun and appealing way and cost £1.00 per booklet.

How to access

Contact the Wales Golf Development Department and visit <http://www.walesgolf.org/welcome-rules-etiquette-booklets>

R&A Modification of the Rules of Golf for Golfers with a Disability

The R&A and the USGA have produced a Modification of the Rules of Golf for Golfers with Disabilities. This publication contains advice and permissible modifications to the Rules and they provide a means by which disabled golfers can play equitably with golfers without a disability and golfers with other types of disabilities.

We are encouraging all clubs to access and implement the Modification of the Rules of Golf for Golfers with Disabilities.

How to access

Contact your Community or Regional Club Development Officer and visit

<http://www.walesgolf.org/r-adapted-rules>

Promoting Your Club

Mass Audience Events Packages

Wales Golf supports and encourages golf clubs and organisations in becoming highly visible in their local community. A great way to promote the golf activities at the club is to attend a local event such as a fete, summer festival, sports day or even a shopping centre. The development department has equipment, mascots and inflatable driving nets that organisations such as local authorities and golf clubs can hire free of charge. Why not promote your New2Golf scheme this year at a local event?

How to access

Contact your Community Development Coordinator and visit <http://www.walesgolf.org/promoting-your-club/>

Promotional resources

Several promotional resources are available for clubs to use free of charge to promote beginner sessions and open days. There are a variety of posters to choose from depending on the target market, such as juniors. These are also available in an editable email version which can be downloaded from the website

How to access

Contact the Development Department and visit <http://www.walesgolf.org/promoting-your-club/>

New2Golf/Back2Golf Month

This provides clubs with the opportunity to promote New2Golf/Back2Golf beginner sessions at clubs across Wales through a national promotional campaign supported by the R&A. Clubs are provided with marketing material and the opportunity to promote sessions via the Wales Golf website and is launched in April of each year.

How to access

Contact your Community Development Coordinator and visit <http://www.walesgolf.org/promoting-your-club>

Beginner Coaching Schemes

New2Golf Back2Golf Beginner Schemes

This scheme provides clubs with funding to run a membership recruitment drive and aims to attract participants who are new to golf or those who have played in the past and are looking to join a club. Promotion can be targeted towards specific groups such as women and girls, families, disability groups etc. or general groups. It supports individuals through coaching, playing opportunities and social events prior to recruiting them to a variety of membership offers at the club. Marketing resources and promotion via the Wales Golf website is also provided.

All New2Golf participants will receive a member benefit pack which includes: a welcome booklet, discounted coaching vouchers, rules and etiquette pocket books and entry to fun beginner competitions at a nominal cost, plus more.

All participants become Wales Golf New2Golf members and receive a New2Golf member benefit pack, which includes coaching vouchers, a welcome book plus more.

Research shows (based on average New2Golf scheme figures), that running an effective New2Golf scheme can generate the club around £10,000 over 2 years.

Focus groups have taken place with participants to learn from their New2Golf journey. A simple resource has been produced with hints and tips for clubs on how to run great New2Golf schemes. A copy can be downloaded <http://www.walesgolf.org/beginner-coaching-grants/>.

Please Note:

- All professionals must have a current DBS (within 3 years) and have attended a Safeguarding and Protecting Children Workshop.
- The club needs a current Safeguarding Policy (support can be provided by contacting Wales Golf Safeguarding Coordinator)
- Club Professionals are required to accept the New2Golf vouchers as part of registration

How to access

- Contact your Community Development Coordinator and visit <http://www.walesgolf.org/beginner-coaching-grants>

Disability Coaching Hubs

Golf is a game that can be enjoyed by everyone and can be adapted according to ability. Wales Golf is creating a network of disability focused clubs, offering opportunities for individuals with a disability to start, progress and develop within the game. Wales Golf also supports clubs to offer

inclusive beginner coaching sessions and opportunities which encourages everyone to learn together in an inclusive environment.

Wales golf will support clubs in:

- Providing links to inclusive networks
- Providing opportunities and high quality coaching for pan disability, impairment specific or inclusive groups
- Training coaches and volunteers
- More accessible facilities
- Advice and support on policies and procedures
- Providing an inclusive offer
- Implementing the Modification of the Rules of Golf for Golfers with Disabilities
- Increasing awareness of further opportunities for disabled golfers

How to access

Contact your Community or Regional Development Officer to register your interest

HSBC Golf Roots Centres

This Golf Foundation scheme supports approved junior friendly golf clubs and facilities that reach out into schools and the community to provide young people with a fun and safe introduction to golf led by a qualified PGA Professional Coach. Structured follow-on coaching is then provided back at the golf club with the opportunity to progress into regular play and ultimately membership.

The scheme offers:

- Access to grant-aid to support the delivery of an agreed action plan.
- Downloadable promotional leaflets and posters for the notice board.
- A certificate acknowledging the club's status as a HSBC Golf Roots Centre.
- Use of HSBC Golf Roots logos for the purpose of promoting activity.
- Advice and support from our Community Development Co-ordinator.

Minimum requirements to run this scheme

Involvement of a PGA Level 2 coach, relevant club officials/staff and other key individuals.

- Taster sessions in an agreed number of schools using Tri-Golf and StreetGolf.
- Follow-on coaching opportunities at the club charged at a locally affordable level.
- Register the club on the Junior Golf Passport and operate the scheme.
- Encourage those involved in the club coaching to register on the Junior Golf Passport.
- Offer regular playing and competitive opportunities.

- Commitment to provide monitoring information using the standard monitoring form provided.

How to access

Contact your Community Development Coordinator and visit

<http://www.walesgolf.org/beginner-coaching-grants> and <http://www.golf-foundation.org/clubs/hsbc-golf-roots-centres>



Funding For Development Projects

Funding is available via many different sources and is primarily linked to achieving the vision of Wales Golf or our key partners. SportWales offer two main funding sources to encourage more people to become more active, more often and improve standards. These are:

- **Community Chest** – Up to £1500 a year

Example projects may include:

- Family fun days
- Coach education
- Equipment

- **Development Grant** – Up to £25000

Example projects may include:

- Develop facilities, coach education
- Floodlighting for training purposes
- Purchase of land or rights in land to develop activity areas
- Drainage and buggy path construction

Funding opportunities are not exclusive to SportWales.

Who is it for?

To all those specifically involved in the management and administration of the Golf Club

How to access

Contact your local Development or Community Officer for further advice or information and visit <http://www.walesgolf.org/grants> and www.sportwales.org.uk

Coach and Volunteer Education

PGA – ASQ Level 1 Coaching Certificate

The ASQ Level 1 Certificate in Coaching Golf will provide individuals with the knowledge and competence to assist more qualified coaches, delivering aspects of golf coaching sessions, normally under direct supervision. This qualification is available to individuals with an interest in golf coaching, who wish to work alongside other qualified coaches (for example a golf Professional) to provide basic technical coaching to beginner golfers.

How to access

Visit www.walesgolf.org/asq-caching-level-1-2 or speak to the Wales Golf development department.

PGA – ASQ Level 2 Coaching Certificate

The ASQ Level 2 Certificate in Coaching Golf will provide individuals with the knowledge and competence to lead the planning and delivery of coaching sessions to improving golfers. This qualification is available to individuals with an interest in golf coaching, (who meet the course entry requirements listed on the website), who wish to further develop their coaching knowledge and skills in the golfing arena.

How to access

Visit www.walesgolf.org/pgs-inclusive-coaching-level-1-2-expression-interest or speak to the Wales Golf development department.

Who is it for?

Assistant PGA Professionals who are currently undertaking the PGA qualification and to volunteers who are seeking a more active role in golf coaching.

PGA Inclusive Workshops

Golf is a game that can be enjoyed by everyone regardless of ability. To ensure fair opportunity and best practice Wales Golf strives to understand the needs of various disabilities that may affect some individuals who wish to enter the game.

To support our inclusive coaching sessions, we can provide coaches with disability-specific education.

This 4 hour workshop aims to equip PGA Professionals with the knowledge and confidence to support disabled people of all abilities in any coaching environment, recognise talent and help talented participants progress on to an appropriate competition pathway. The workshop also aims to give PGA Professionals an opportunity to put theory into practice during the practical coaching session delivered to disabled people as part of the workshop. Workshops are fun, as

well as, practical and useful.

How to access

For more information or to register your interest in this course please visit

<http://www.walesgolf.org/pga-inclusive-coaching-level-1-2-expression-interest/>

Tri – Golf Activators Course

The Tri–Golf Activators training course is a 2 hour course on how to organise safe and enjoyable golf sessions using Tri-Golf Equipment.

The course covers:

- Introduction to the Programme and Equipment
- Safety and Organisation of Games
- Variation of Games and Adaptations

How to access

To register your interest in the course please complete the form on the website link

<http://www.walesgolf.org/tri-golf-activators-expression-interest>

Additional Workshops, Roadshows and Events

Wales Golf run regular workshops, roadshows and events on current topics for all those involved in the running of a club.

How to access

Visit <http://www.walesgolf.org/workshops-roadshows/> or speak to the Wales Golf development department.

Safeguarding Training

Safeguarding and Protecting Children (SPC) Workshop

Wales Golf in association with Sports Wales and UK Coaching have developed a three hour workshop on child/adult protection. It has been designed to be of use to volunteers and coaches involved in the delivery of junior golf in Wales (N.B. it is worth 25 CPD points to PGA Professionals). This workshop should help educate and remove the "scare" factor felt by some when confronted with the topic of child and adult welfare.

All participants receive a copy of Safeguarding and Protecting Children: A Guide for Sportspeople at the workshop.

Safeguarding Online Refresher Training

It is recommended that individuals working with children refresh their safeguarding training at least every 3 years. Those who need to renew their training now have the option of attending another face to face SPC workshop or undertaking the new SportsCoach UK 'Renewal: Safeguarding and Protecting Children in Sport' eLearning course. PGA professionals will receive 10 CPD points for completing the online training, and 3 CPD points are awarded by the GCMA to a Secretary or Manager.

Time to Listen for Club Welfare Officers in Golf

Time to Listen is a 3 hour workshop developed by the NSPCC Child Protection in Sport Unit and has been adapted to be specific to Golf. The workshop is aimed at Club Welfare Officers and people who have a role within welfare at clubs.

'Time to Listen' is additional to the Safeguarding and Protecting Children workshop (SPC) and it is recommended that individuals should have attended the SPC workshop prior to attending.

What is covered?

The workshop builds on basic awareness and focuses on implementation in the club environment. It also gives individuals in a similar role the opportunity to discuss Golf specific issues, challenges and good practice in a friendly and informal environment. Plus more! (N.B. it is worth 15 cpd points to PGA Professionals).

For further information on the Safeguarding Course please visit <http://www.walesgolf.org/training-1/> or speak to the Wales Golf development department.

How to access

For more information or to register your interest in the safeguarding courses please visit <http://www.walesgolf.org/training-1/>

Safeguarding Support

Everyone in golf has a part to play in safeguarding children – at home, at school, in the park and at the club. The Children Act 1989 and Working Together to Safeguard Children (DOH 2006) highlight the shared responsibility of organisations to promote children's wellbeing and safeguard them from harm.

There are a number of ways that risks may present themselves to children participating in sport, not just in golf:

- Bullying of children by their peers or by adults
- Individuals exploiting their position to gain access to children
- Placing unrealistic performance expectations on children
- Lacking awareness of the needs for safeguarding
- Poor planning

Wales Golf offer a range of support and services in this area. Such as:

- Conducting DBS checks for volunteers and coaches
- Template policies and resources which can be adapted for clubs
- General advice and support
- Case support
- Support on reporting concerns
- Training and Education

Plus more

How to access

Contact the Wales Golf Safeguarding Coordinator and visit <http://www.walesgolf.org/about-safe-guarding>

Partners

British and International Golf Greenkeepers Association

The British and International Golf Greenkeepers Association (BIGGA) provides events, educational seminars and development opportunities for members. The association also organises the BIGGA Turf Management Exhibition.

Web: www.bigga.org.uk

Club Managers Association of Europe

The Club Managers Association of Europe (CMAE) is a non-profit making association with members involved in the management of sports clubs. The CMAE provides an education programme, promotes best practice and reports on the latest research and trends.

Web: www.cmaeurope.org

Golf Club Managers' Association

The Golf Club Manager's Association (GCMA) supports golf managers and secretaries through an education programme, networking opportunities and a programme of professional support.

Web: www.gcma.org.uk

Golf Environment Organisation

Golf Environment Organisation (GEO) is an international non-profit organisation dedicated entirely to providing a credible and accessible system of sustainability standards, support programmes, recognition and capacity building for the golf industry.

Web: www.golfenvironment.org

Professional Golfers Association

The Professional Golfers Association (PGA) educates and trains PGA Professionals to degree level with the very latest skills and expertise to operate in all areas of golf.

Web: www.pga.info

The Golf Foundation

The Golf Foundation is a registered charity set up in 1952. The Golf Foundation in Wales, through the Wales Golf Development Department, works with schools, community organisations and clubs by providing adapted equipment, training workshops, resources, grants and support.

Their two strategic aims are to provide any young person, regardless of background or ability, with the opportunity to enjoy the playing and personal benefits of golf and to help any young person to 'Start, Learn and Stay' in golf by providing a player pathway.

Web: www.golffoundation.org

The R&A

The Royal and Ancient (R&A) organises The Open Championship, is responsible for the administration of the Rules of Golf and Rules of Amateur Status, provides support in areas of golf development and course management and supports national associations and federations across the world.

Web: www.randa.org

STRI

The Sports Turf Research Institute is the world's leading consultancy for design, research and management of natural and artificial sports surfaces.

Web: www.stri.co.uk

The Greenkeepers Training Committee

The Greenkeepers Training Committee (GTC) is an independent organisation representing British golf club employers and greenkeepers. It is dedicated to improving and promoting the education and training of all golf greenkeepers.

Web: www.the-gtc.co.uk

UK Golf Course Owners Association

The UK Golf Course Owners Association (UKGCOA) is the representative body for commercially minded golf facilities in the UK.

Web: www.ukgcoa.com