



## I. Board Policy: Establishment of Risk Management Committee

The First Tee Central Coast shall have a Risk Management Committee composed of such members as shall be selected by the Chapter Executive Director in consultation with the Board Chair. Members may be employees, volunteers, or Board members. The committee shall consist of at least three members and no more than seven. The duties of the Risk Management Committee shall be to advise the Chapter Executive Director and Chapter Board concerning the following:

- Identification and assessment of the Chapter's risk exposures
- Development of risk management strategies
- Implementation of the risk management plan
- Monitoring and updating the plan as needed

## II. Board Policy: Employee and Volunteer Screening

All applicants for employee and volunteer positions within The First Tee Central coast shall be subjected to a comprehensive screening process. The objectives of the screening process are to select the highest possible caliber staff for the Chapter's services while screening out individuals who constitute an unacceptable risk to the participants in our programs.

Each position (both employee and volunteer) will be defined by a written position description. The screening process will be focused upon selecting the best individuals to fill the defined positions.

The screening process will consist of:

1. A written application.
2. Face-to-face interviews.
3. Reference checks (at least three, unrelated individuals who are well-acquainted with the applicant).
4. Record checks including criminal history records, and motor vehicle records for anyone who may operate a motor vehicle on behalf of the Chapter.

The costs of record checks will be paid by the Chapter.

## **Disqualification from positions within The First Tee Central Coast**

Any individual is permanently disqualified from all positions in The First Tee Central Coast if their criminal records include any of the following:

- ❑ Past history of sexual abuse of children.
- ❑ Conviction for any crime in which children were involved.
- ❑ History of any violence or sexually exploitative behavior.

### **III. Board Policy: Supervision of Chapter Activities**

In the interest of safety, all Chapter activities must have sufficient adult supervision. A minimum of two adults, one of whom must be a Chapter employee or volunteer, must be present during the activity. Depending on the nature of the activity and the number of participants, additional supervision may be required. It is the responsibility of The First Tee Central Coast to ensure that adequate supervision is present. If the supervision standard is not met, the activity must be cancelled or rescheduled for a time when it may be adequately supervised.

### **IV. Board Policy: Separate Accommodations**

If a Chapter activity requires overnight stays, separate sleeping accommodations for adults and children are required other than for parents sleeping in the same room as their own children. In dormitory settings, adults may share sleeping accommodations with participants provided there is a minimum of two adults and four youth. Adults must establish separation barriers or privacy zones such as a temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth area.

### **V. Board Policy: Out-of-Program Contact**

As a general practice, The First Tee Central Coast discourages out-of-program contact between participants and employees or volunteers. There are instances when such contact is justifiable. An example of justifiable out-of-program contact may be a coach providing private golf instruction to a participant. In order that participants and their parents or caregivers understand that these arrangements are truly independent of the Chapter and that The First Tee does not assume any liability for them, the staff member must have the parents or guardians sign a waiver and release of liability form stating that they assume responsibility for monitoring these contacts and that the parents or guardians understand that the Chapter and The First Tee cannot be held liable for any harm arising out of these out-of-program contacts. A copy of this acknowledgement will be maintained by the Chapter.

## VI. Board Policy: Media Images

No images, photographs, video, or other visual media may be produced of participants of The First Tee unless a media release signed by both the participant and parent or legal guardian has been obtained.

Identifying information of participants in Chapter activities may not be posted on the Chapter web site.

## VII. Board Policy: Transportation of Participants

In general, transportation to and from activities of The First Tee Central Coast is the responsibility of the participants and their parents and guardians.

When an activity requires transportation, the best alternative is to seek a third-party vendor with suitable vehicles for transporting the group. Vendors should be in compliance with all U.S. Department of Transportation regulations and any applicable state laws and regulations. Contracts for vendors of transportation services should require indemnification of the Chapter for any liability caused by the vendor. This indemnification should be secured with insurance coverage in which the Chapter is identified as an "additional insured."

If privately owned vehicles are used, the Chapter must certify that the drivers are properly licensed and the vehicles are insured at the time of the event. All drivers should be screened to determine that their driving record is acceptable. All drivers for The First Tee Chapter activities shall be at least 21 years of age with at least three years of driving experience.

To avoid situations in which a participant is isolated with the adult driver in the vehicle, each vehicle needs to have an assistant driver who will help maintain passenger control. If participants are dropped-off at separate locations, the assistant driver will be the last passenger to be dropped-off.

## VIII. Board Policy: Reporting Suspected or Alleged Child Abuse

All suspicions or allegations of child abuse involving a participant in The First Tee Central Coast will be reported to either child protective services or to the Local police department.

Employees and staff of The First Tee Central Coast will report suspicions or allegations of child abuse to the Chapter Executive Director. The Executive Director will assist the employee or volunteer in filing a report with the appropriate child protection agency for investigation and follow-up. If the alleged abuser is the Chapter Executive Director, the report should be made to the Board Chair.

If an allegation of abuse is made against an employee or volunteer of The First Tee Central Coast the alleged abuser will be suspended from his or her responsibilities with Chapter until such time as an investigation exonerates him or her of the allegation.

Employee compensation during suspension will be in compliance with state laws.

#### IX. Board Policy: Media Contacts

The designated media spokesperson for the Central Coast Chapter of The First Tee is Butch Breeden. All media inquiries will be channeled to the spokesperson.

Employees and volunteers should refrain from responding to media inquiries unless coordinated through the spokesperson. The purpose of this arrangement is to ensure that information concerning Chapter activities is as accurate and current as reasonably possible. No individual other than the media spokesperson is authorized to speak on behalf of the Chapter.

#### X. Board Policy: Prohibited Activities

Employees and volunteers are to refrain from any of the following activities in their contacts with participants in The First Tee Central Coast programs:

- telling sexual jokes or stories
- “making eyes at” or giving seductive looks
- discussions of one’s sex life or relationships
- sitting too close or lying next to a child
- finding ways to be alone with a child
- confiding in a child about personal issues
- giving gifts
- engaging in physical “horseplay” such as tickling or wrestling with participants

These activities are often precursors to child sexual abuse and violate the values of The First Tee. Failure to comply with this policy may lead to disciplinary action including termination of service with The First Tee Chapter.

#### XI. Board Policy: Discipline

The First Tee Central Coast’s employees and volunteers will treat all participants with courtesy and respect. It is not in keeping with the purposes of The First Tee to use denigrating and demeaning nicknames for participants or to permit their use by others. At no time will The First Tee Central Coast employees or volunteers use profanity or otherwise curse at participants for their performance or behavior during competition or practice sessions.

Corporal punishment including spanking, hitting, slapping, or other forms of physical disciplining of participants will not be used by The First Tee Central Coast’s employees or volunteers. Neither shall the Chapter’s employees and volunteers withhold water or food from participants as a form of punishment.

Water should be available for participants during practice sessions and competitions to avoid dehydration.

When a participant in The First Tee Central Coast exhibits disruptive or unsafe behavior, the Chapter employees or volunteers may suspend the participant from Chapter activities pending a parental conference. Continued disruptive behavior may result in permanent expulsion from the Chapter.