Attachment B – The First Tee of South Central WI Risk Management Policy

The First Tee of South Central Wisconsin

Adopted January 9, 2012

**I. Establishment of Risk Management Committee**

A. The First Tee of South Central Wisconsin 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 matters:

1. Identification and assessment of the Chapter’s risk exposures

2. Development of risk management strategies

3. Implementation of the risk management policy

4. Monitoring and updating the policy as needed

**II. Employee and Volunteer Screening**

A. All applicants for employee and volunteer positions within The First Tee of South Central Wisconsin 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.

B. 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 and will consist of:

1. A written application.

2. A face-to-face interview.

3. Reference checks (at least two, unrelated individuals who are well- acquainted with the applicant).

4. Record checks that include criminal history records and the sex offender registry and for anyone who may operate a motor vehicle on behalf of the Chapter, a check of motor vehicle records. The costs of record checks will be paid by the Chapter.

C. An individual will be permanently disqualified from all positions in The First Tee of South Central Wisconsin if his or her criminal record includes any of the following:

1. Past history of sexual abuse of children.

2. Conviction for any crime in which children were involved.

3. History of any violence or sexually exploitative behavior.

4. Burglary/theft if the position for which the applicant applies will have proximity to financial or physical assets.

**III. Supervision of Chapter Activities**

A. 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 of South Central Wisconsin 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.

B. Staff and volunteers working with participants outside the clubhouse must have a cell phone with them at all times in the event an emergency situation arises.

C. It is the responsibility of staff and volunteers to remind all participants of the need to safeguard their personal items. The Chapter and The First Tee will not be held liable for any fiscal harm arising out of these losses of personal items, jewelry, sports equipment, etc.

**IV. Separate Accommodations**

A. 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.

B. 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 the sleeping and dressing areas separated from the youth area.

**V. Out-of-Program Contact**

A. As a general practice, The First Tee of South Central Wisconsin discourages out-of-program contact between participants and employees or volunteers. There are instances when such contact is justifiable. Examples of justifiable out-of-program contact may be a coach providing private golf instruction to a participant or a volunteer or employee who is a relative or guardian of a participant. In order that participants and their parents or caregivers understand that out-of-program contact is truly independent of the Chapter and that The First Tee does not assume any liability for it, the staff member or volunteer must have a parent or guardian sign a waiver and release of liability form stating that they assume responsibility for monitoring these contacts and that the parent or guardian understands that the Chapter and The First Tee cannot be held liable for any harm arising out of these out-of-program contacts. It is strongly recommended that a parent or family member attend such lessons or outings/activities. A copy of this acknowledgement will be maintained by the Chapter.

**VI. Media Images**

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

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

**VII. Transportation of Participants**

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

B. When an activity requires transportation, the best alternative is to seek a third-party vendor with suitable vehicles for transporting the group. Vendors must be in compliance with all U.S. Department of Transportation regulations and any applicable state laws and regulations, including but not limited to requiring criminal background checks, drug testing and a check of the sexual offender registry.

C. 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.”

D. Volunteers who are not acting in a guardian capacity are not allowed to transport participants in their private vehicles.

**VIII. Reporting Suspected or Alleged Child Abuse**

A. Any chapter employee or volunteer will report to the appropriate law enforcement agency suspicions or allegations of child abuse of a participant of the Chapter.

B. The Executive Director will assist the employee or volunteer in filing a report with the appropriate child protection agency for investigation and follow-up, unless the alleged abuser is the Chapter Executive Director, in which case the report should be made to the Board Chair.

C. If an allegation of abuse is made against an employee or volunteer of The First Tee of South Central Wisconsin, 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. Media Contacts**

A. The designated media spokesperson for the South Central Wisconsin Chapter of The First Tee is the Executive Director, the Board Chairman or a designated alternate. All media inquiries will be channeled to the spokesperson.

B. 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.

C. No individual other than the media spokesperson is authorized to speak on behalf of the Chapter.

**X. Prohibited Activities**

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

* telling sexual jokes or stories
* “making eyes at” or giving seductive looks
* discussing 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 sexual issues
* giving personal gifts
* engaging in physical “horseplay” such as tickling or wrestling with participants
* engaging in any other inappropriate activity

B. The above 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. Discipline**

A. The First Tee of South Central Wisconsin’s employees and volunteers will treat all participants with courtesy and respect. It is not in keeping with the purpose 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 of South Central Wisconsin employees or volunteers use profanity or otherwise curse at participants for their performance or behavior during competition or practice sessions.

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

C. When a participant in The First Tee of South Central Wisconsin exhibits disruptive or unsafe behavior, 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.

**XII. Thunderstorms/Lightening**

A. At such time as an electrical storm is approaching the participant area and is visible or detectable, all outdoor activities shall be immediately suspended and all persons shall be instructed to immediately seek shelter. (The senior employee at an event will coordinate this with the event organizer at an organized competition).

B. In all cases, any employee or volunteer who deems the weather potentially unsafe shall immediately suspend Chapter activities and seek shelter with participants. If a person is struck by lightning, staff or volunteer should immediately call 911.

**XIII. Heat Index**

A. When heat index warnings are issued by the weather service, activities may be suspended. Alternatively, participants may be provided with water and/or sport drinks with electrolytes and given the means to cool themselves. Should an individual show signs of heat exhaustion or heat stroke, staff and volunteers should follow American Red Cross First Aid protocol for such. If the participant passes out, staff or volunteer should immediately call 911 and then follow protocol.

**XIV. Medical Injury/Emergencies**

A. If a participant or any person suffers from a significant injury or illness, it is the responsibility of the volunteer or staff member present to call 911.