

**SAFETY POLICY
QUÉBEC GOLF FEDERATION**



GOLF

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AVIS AUX MEMBRES

The following articles are taken from the *Act Respecting Safety in Sports* (RLRQ, c. S-3.1) and apply to this policy.

Decision

29. A sports federation or unaffiliated sports body, after rendering a decision in accordance with its safety regulations, shall transmit a copy thereof, by registered mail, to the person affected by the decision within 10 days following the decision and inform the person that an application for a review by the Minister may be filed within 30 days of receiving copy of the decision.

1979, c. 86, a. 29; 1988, c. 26, a. 12; 1997, 43, a. 675; 1997, c. 79, a. 13; N.I. 2016-01-01 (NCPC).

Order

29.1 The Minister may order a member of a sports federation or unaffiliated sports body to observe the safety regulations of the federation or body where the federation or body fails to enforce them.

1988, c. 26, a. 13; 1997, c. 79, a. 14.

Penal Provisions

60. Every person who refuses to obey an order of the Minister, of the board or of a person to whom the Minister or the board has delegated powers, is guilty of an offence and is liable to a fine of \$200 to \$10,000.

Every member of a sports federation or unaffiliated sports body who refuses to obey an order of the Minister issued under section 29.1 is guilty of an offence and is liable to a fine of \$100 to \$5,000.

1979, c. 86, a. 60; 1988, c. 26, a. 23; 1990, c. 4, a. 810; 1992 c. 61, a. 555; 1997, c. 79, a. 38.

Penal Provisions

61. In addition to any other sanction that may be prescribed in the statutes or by-laws of a sports federation or unaffiliated sports body whose safety regulations have been approved by the Minister, every person who does not comply with a decision rendered by that federation or body in the application of that regulation is guilty of an offence and is liable to a fine of \$50 to \$500.

1979, c. 86, a. 61; 1990, c. 4, a. 809; 1997, c. 79, a. 40.

CHAPTER 1: TRAINING FACILITIES AND EQUIPMENT

Section 1 – Facilities

1 *Golf facilities*

1. Outdoor facilities include golf clubs and driving ranges, the courses and facilities of which are designed for the practice of golf and the teaching and training of golfers.
2. Indoor facilities include golf clubs and driving ranges with facilities for virtual golf practice, golf instruction and training of its participants.

2 *Clubhouse*

The clubhouse must be in compliance with the building code of the Régie du bâtiment du Québec.

3 *Bodies of Water on the Course*

The various water features are architectural elements of the course that often serve as hazards to the game and in which golfers risk losing their balls. These bodies of water represent a drowning hazard if a person falls into them accidentally or while trying to retrieve a ball, or dives into them to retrieve lost balls.

It is recommended that golf facilities:

1. Install hazard notices at the entrance of the facility or near bodies of water.
2. Prohibit unauthorized swimming and diving in such waters.
3. Make their members and visitors aware of the drowning hazard posed by water bodies.

Golf Québec encourages golf facilities to:

1. Use the services of companies specializing in the recovery of golf balls from bodies of water.
2. Confirm that the selected divers have a professional diving training certificate or certificate of training.

Section 2 – Equipment

4 *Course*

1. Golf is played on an outdoor course in a round of 18 holes (or less) by hitting a ball with a club to get it into a hole.
2. Indoor centres replicate these playing conditions virtually for recreational, educational, and training purposes.

5 *Golfing Equipment*

Clubs and balls used by the player must conform to Golf Canada's accepted standards and stated specifications and interpretations. Lists of compliant equipment are revised

annually, as required, and posted by Golf Canada on its website.

6 *Attire*

The dress code is subject to the policies of each golf facility.

7 *For Indoor Training and Teaching:*

1. A room with enough space to perform large movements.
2. A variety of sized mats for driving, chipping, and putting.
3. Golf balls and clubs in compliance with Article 5.

Section 3 – Security and Communication Equipment

8 *Communication*

1. Cellular phones.
2. Rechargeable two-way radios (walkie-talkies) for communication between staff and referees.
3. Horns to alert participants and spectators scattered around the course in case of an emergency.

9 *First Aid Kit*

A first aid kit must be kept in an accessible location near the training and competition areas.

10 *Suspension of Play and Evacuation Plan*

The rules for suspension of play are as follows:

1. The Tournament Director and the Head Referee shall suspend play for such time as they deem necessary when uncontrollable circumstances so require.
2. The Tournament Director and the Head Referee shall be the sole judges of any suspension, delay, or interference during a round.

Play may be suspended:

1. In case of an accident or injury to a participant.
2. Due to darkness or to course or weather conditions.

CHAPTER 2: TRAINING AND COACHING OF PARTICIPANTS

Section 1 – Basic Training

11 Training of Participants

There is no specific training required to play golf.

In golf facilities, lessons are given by golf professionals and coaches.

Section 2 – Supervised Training Session

12 Ratio

During supervised practice, the maximum number of participants per coach is twelve (12).

However, at the discretion of the coach or teacher, this maximum number may be reduced depending on:

1. The skill level of participants.
2. The age of participants.
3. The space available to ensure safe movement between workshop zones.

Section 3 – How the Training Session Is Conducted

13 Conducting a Supervised Training Session

1. Review the previous training session, if necessary.
2. Warm-up exercises for the joints most involved in golf.
3. Explanation and demonstration of the day's objectives.
4. Rotation of participants between the workshop zones prepared for the day.
5. Identification of strengths, weaknesses, and elements to practise.
6. Conclusion of the session.

14 Training Conditions

Outdoor training is possible from the end of April to the end of October. When the temperature becomes too cold and the risk of injury increases, training is relocated to indoor structures.

CHAPTER 3: PARTICIPATION IN A SPORTING EVENT, COMPETITION OR PERFORMANCE

Section 1 – Training

15 *Participants*

No specific training is required for participants.

Section 2 – Affiliation

16 *Participants*

Participants must be members of Golf Québec/Golf Canada to participate in a competition or activity sanctioned by Golf Québec or Golf Canada.

Section 3 – Categories

17 *Participants*

The age categories for Golf Québec participants are as follows:

1. Junior, boys and girls (calculated as of August 1 of the current year):
 - a. 7-8 years old: novice
 - b. 9-10 years old: mosquito
 - c. 11-12 years old: pee-wee
 - d. 13-14 years old: bantam
 - e. 15-16 years old: juvenile
 - f. 17-18 years old: junior
2. Amateur, men and women (19 years and over) (calculated on the last day of the competition).
3. Mid-amateur, men and women (25 years and over) (calculated on the last day of the competition).
4. Senior, men (55 years and over) and women (50 years and over) (calculated on the last day of the competition).
5. Super senior (65 years and over) and women (60 years and over) (calculated on the last day of the competition).

18 *Upgrading*

Players are not allowed to upgrade in provincial competitions or in regional tournaments. Golf Québec believes in the importance of players performing in their own category on a tee adapted to their age.

19 *Yardages*

The following are the playing yardages for each age group:

Categories	Women	Men
Pee-wee	4,700 yards	5,400 yards
Bantam	5,100 yards	5,800 yards
Junior/juvenile	5,400 yards	6,300 yards
Amateur	6,000 yards	6,500 yards
Senior/super senior	5,500 yards	6,300 yards

Section 4 – Responsibilities

20 *Participants*

Before taking part in a competition, participants must read the Conditions of the Competition and Local Rules. (See Appendix 1)

During a competition, participants must:

1. Follow the safety rules mentioned in chapter 11.
2. Comply with the Motorized Transportation Policy. (See Appendix 4)

21 *Circulation of Spectators*

During a competition, referees must ensure that parents and spectators remain approximately 20 yards away from the group of players, behind them and on the grass, where possible.

CHAPTER 4: TRAINING AND RESPONSIBILITIES OF THOSE INVOLVED WITH PARTICIPANTS

Section 1 – Training

22 Coaches

A training session in a Golf Québec program must be supervised by a coach certified by the PGA of Canada. The levels of certification are:

1. Instructor of Beginner Golfers (IB)
2. Instructor of Intermediate Golfers (II)
3. Community Golf Coach
4. Coach of New Competitors (CNC)
5. Coach of Developing Competitors (CDC)

23 Referees

Referees must be certified by Golf Canada. The levels of training are:

1. Level 1 – Introductory level of the Rules of Golf Education Program available online through Golf Canada; prerequisite for provincial certification.
2. Provincial Certification – Delivered by Golf Québec; prerequisite for National Certification.
3. National Certification – Theory and practical components delivered by Golf Canada.

Section 2 – Responsibilities

24 Coaches

During a training session, teachers or coaches should:

1. Have one of the levels of certification provided for in Article 22.
2. Teach the rules of golf.
3. Inform participants of the safety rules contained in this policy.
4. Ensure that the safety standards mentioned in chapters 1 and 2 are respected.
5. Develop an attitude of respect among participants towards other participants, referees, other participants, and the equipment.
6. Establish a continuous training program that corresponds to the skill level of participants.
7. Ensure that the facilities and equipment meet the standards set out in Chapter 1.
8. Take reasonable steps to ensure that a participant is not under the influence of alcohol, drugs, or doping substances.
9. In the event of an injury, ensure that the participant can receive medical attention.
10. Be familiar with the Golf Québec and Golf Canada competition rules.
11. Not use or be under the influence of alcoholic beverages or drugs while performing their duties.

During a competition sanctioned by Golf Québec, the Head Referees must:

1. Be appointed by the head of the Golf Québec Rules Committee or their selection must be approved by the Committee.
2. Supervise the work of the referees.
3. Establish the local rules.
4. Ensure compliance with this policy.
5. Work with the Tournament Director to prepare a report of any violations of this policy within 7 days of the event.
6. Ensure that the refereeing equipment referred to in Chapter 1 is in place.
7. Ensure compliance with the standards set out in Chapter 1.
8. Check the course conditions before and during each round.
9. Ensure that the activity is conducted in a safe manner, in accordance with policies.
10. Not use or be under the influence of alcohol or drugs while performing their duties.

CHAPTER 5: TRAINING AND RESPONSIBILITIES OF PERSONS RESPONSIBLE FOR ENFORCING THE RULES OF THE GAME AND SAFETY RULES, INCLUDING RESPONSIBILITIES FOR THE PREVENTION OF INCIVILITIES

Section 1 – Training and Responsibilities of Referees

26 Referees

Referees must be certified by Golf Canada, see Articles 23 and 25.

Section 2 – Training and Responsibilities of Event Organizers

27 Referees

Referees are responsible for enforcing the conditions of competition and the rules of the game (Appendix 1), the pace of play, and the safety rules, including the protection of the integrity of the competition and health regulations, if applicable.

1. In regional competitions, they must be provincially certified.
2. In provincial competitions, they must be provincially certified to be part of the referee team.
3. In provincial competitions, they must be nationally certified to be a Head Referee, i.e., to supervise the referee team.

28 Golf Québec Employees

Golf Québec's competition staff are trained in-house and on the course by the more experienced tournament staff members. They are responsible for supporting:

1. The Golf Québec Rules Committee and the referees in the fulfilment of their duties.
2. Volunteers working at the tournament site to provide them with the information and training necessary to safely perform the tasks they are assigned.

29 Tournament Volunteers

Tournament volunteers are assigned to various tasks to ensure the smooth running of each event, including the supervision of safe circulation on the course. Their training is provided on the course by Golf Québec employees.

Section 3 – The Safety of All Participants (including spectators, if any)

30 Safety of Participants

1. Referees are responsible for coordinating the evacuation of participants in the event of a dangerous situation on the course (such as a thunderstorm).
2. Referees are responsible for facilitating the departure of a participant in the event of an injury or illness requiring medical attention.
3. Referees are responsible for settling any disputes that may arise during the game. Depending on the situation, these disputes will be settled:

- a. On site, according to the rules of golf
- b. Through a disciplinary committee
- c. Through the Policy on the Protection of Integrity in Sports.

31 *Safety of Spectators and Visitors*

Spectators and visitors are subject to the same safety rules as the players and must respect the rules of the host club of each competition.

32 *Circulation of Spectators and Visitors*

In junior tournaments, referees should ensure that parents and spectators remain approximately 20 yards away from the group of players, behind them and on the grass, where possible.

CHAPTER 6: ORGANIZATION AND RUNNING OF A SPORTS EVENT, COMPETITION OR PERFORMANCE

Section 1 – Organization

33 *Tournament Director*

An organization or club whose tournament is sanctioned by Golf Québec must appoint a Tournament Director, who must be 18 years of age or older.

For provincial competitions organized by Golf Québec, the Tournament Director is an employee of the Competition Department. This employee is responsible for the planning and the smooth running of the event.

Training

Other than training in the use of certain IT management platforms, no academic or technical training is required for this position.

Responsibilities

In carrying out their duties, the Tournament Director shall:

1. Be covered by an insurance policy for the liability that they may incur because of faults committed in the performance of their duties or in connection with the performance of their duties during the tournament.
2. The amount of coverage must be at least \$1 million for all losses occurring during the policy period. Coverage must extend to acts performed by any employee, whether paid or volunteer, and cover bodily injury to a participant or spectator.
3. Ensure that no drugs, doping substances or alcoholic beverages are allowed on the course during the tournament.
4. Maintain order and discipline among the various participants and spectators.
5. Submit a report to Golf Québec concerning any infraction of the present rules or injury that occurred during the tournament within 7 working days following the end of the tournament. This report must be countersigned by the Head Referee.
6. Ensure compliance with the standards set out in chapters 1 and 2.

34 *Handicap Officials*

As the governing body for golf in Canada, Golf Canada requires all member clubs to have at least one certified handicap official and a handicap committee in place.

Training

Handicap officials are required to successfully complete the Golf Canada certification exam to be certified. This training process must be renewed every four (4) years.

Responsibilities

Handicap officials work within Golf Québec/Golf Canada member golf facilities to answer

members' questions about handicap services.

Handicap indexes provided by golfing institutions may be used to rank participants in certain competitions.

35 *Course Raters*

Course raters are volunteer members of Golf Québec/Golf Canada trained to:

1. Visit golf facilities.
2. Evaluate their course, considering elements that affect play such as distance, actual length of play, numerous hazards, topography, elevation, doglegs, prevailing wind, sand traps, etc.

Training

1. Course raters are required to attend training sessions offered by Golf Canada and to keep their knowledge up to date.
2. Course raters must then acquire practical experience by being paired with an experienced team of course raters active in the regions covered by Golf Québec.

Responsibilities

The function of course raters is to measure and evaluate the relative difficulty of golf courses so that a golfer's handicap index is accurate and applicable across courses. Their procedure produces two variants:

1. The course rating is expressed as the average number of strokes required to complete the round on a given course.
2. The Slope rating represents the relative difficulty of a course for players of average ability compared to the difficulty of the course for experts; the lowest Slope rating is 55 and the highest is 155. A course of average difficulty will have a Slope rating of 113.

In collaboration with the Golf Québec competition management team, they must:

1. Be nominated by the head of the Golf Québec Tournament Committee.
2. Ensure compliance with these rules.
3. Check the condition of the course and submit a report to the club.
4. Ensure that the activity is conducted in a safe manner.
5. Not use or be under the influence of alcohol or drugs while performing their duties.

Section 2 – Running an event

36 *Before the Event – Security Planning*

1. Planning the evacuation plan with the host club.
2. Site visitation: course rating, course marking and preparation, mobile equipment set up and competition office set up.

37 *During the Event – Managing Security at the Event*

1. Welcoming the participants and managing the traffic plan.
2. Collaboration with the communications team in the event of an emergency.

38 *After the Event – Reporting*

Event reports including breaches of these rules and injuries sustained during the competition.

Section 3 – Security

39 *Implemented Security Measures*

1. List of local emergency services.
2. First aid kit.
3. First aid training for staff.
4. Personal protective equipment in a pandemic context.

CHAPTER 7: VENUES FOR SPORTING EVENTS, COMPETITIONS, AND PERFORMANCES

Section 1 – Required Sport Facilities

40 *General Information*

Only Golf Québec/Golf Canada member facilities are eligible to host Golf Québec/Golf Canada sanctioned events.

To host provincial recreational, competitive and excellence events, selected clubs must have at least one (1) 18-hole course and facilities for participants to practise (driving range, putting green).

For discovery and introduction events, 9-hole courses may suffice.

41 *Course Difficulty*

The skill level of participants (introduction, recreation, competition, excellence) will influence the difficulty of the chosen course. This level of difficulty is measured by the course raters as provided for in Article 35. This can be done in advance and remotely, in some cases.

42 *Course Yardage*

The choice of host clubs is influenced by the length of their course, according to the minimum yardage required for each competition category as mentioned in Article 19.

43 *For Indoor Training and Teaching*

Room large enough to ensure the safety of participants when they perform large movements without hitting each other.

Section 2 – Running an Event and Supervision

44 *Preparation for Safety on the Course – Before the Competition*

The Head Referee is responsible for visiting the course on the day before the competition to meet with the Host Club Superintendent and:

1. Confirm that at least one person trained in first aid, between the host club and Golf Québec staff, will be available for the duration of the competition.
2. Check whether the emergency evacuation plan needs to be amended if new hazards are identified as a result of changes to the course by the club (construction, closed areas, etc.).

45 *Before Participants Arrive – Competition Day*

The Head Referee makes a final check of the course to ensure that the club superintendent's team has laid out the elements as planned.

The Golf Québec competition team (employees and volunteers) installs the supplies and equipment required for safety during the event:

1. Verification of the proper functioning of the emergency communication equipment (in accordance with Article 8).
2. Place a first aid kit at the competition office or in strategic areas on the course for quick access in case of an emergency.

46 *At the End of the Day – Competition Day*

In the case of a multi-day competition, the Head Referee may meet with the host club staff at the end of a given round to address any unsafe conditions identified on the course that could be corrected, if necessary.

Section 3 – Accessibility and Conformity of the Premises

47 *Outdoor Facilities*

1. Access for participants, according to the competition traffic plan.
2. Access for spectators who must follow the game from a distance, without causing distraction to the participants.
3. Spectators with reduced mobility will be able to use cart paths only, as required.
4. In the event of an evacuation of the course, Golf Québec staff and volunteers are responsible for assisting participants who are too far away on the course to be able to seek shelter quickly.

48 *Indoor Facilities (clubhouse, restaurant, pro shop)*

1. Access to participants and spectators in accordance with the rules of each club (dress code, members' areas).
2. Emergency exits are identified by the host club in accordance with the code governing public places.

49 *Buildings Reserved to the Use of Grounds Maintenance Staff*

Access is not permitted to participants and spectators.

CHAPTER 8: FACILITIES AND EQUIPMENT USED DURING A SPORTS EVENT, COMPETITION OR PERFORMANCE

Section 1 – Sports Facilities

50 *Eligible Facilities*

Events and competitions are always held on an outdoor golf course, with conditions and yardage suitable for the participants to limit the risk of injury, see Chapter 7.

51 *Safety for All on the Course*

Participants must:

1. Observe their surroundings before moving or playing to avoid hitting someone or being hit by another participant's ball.
2. Respect the safety of others and ensure that the previous group has gained sufficient distance before making their move.
3. Practice only in designated areas (course, driving range, practice green).
4. Evacuate the course in case of a thunderstorm or risk of lightning.
5. 5. Not to play under the influence of alcohol, drugs or other substances that may affect their physical or mental state.

Section 2 – Equipment

52 *Golf clubs*

1. To make a shot, a player must use a club that meets the requirements of the Equipment Rules, see Article 5:
 - a. A club used for a shot must comply not only when it is new, but also when it has been deliberately or accidentally altered in any way.
 - b. However, if the performance characteristics of a compliant club change due to normal wear and tear, the club remains compliant.
2. The *Rules of Golf* provide for how and when to remove a damaged club from play.

53 *Carts*

1. Where a junior participant is required to travel by cart, a person aged 16 and over must always be present to drive the motorized vehicle.
2. The driver of a cart must not be under the influence of alcohol, drugs, or other substances likely to affect their physical or mental state.
3. Damaged carts must be returned to the professional's workshop for repairs and not be used.

CHAPTER 9: SECURITY SERVICES AND EQUIPMENT REQUIRED FOR AN EVENT, COMPETITION OR PERFORMANCE OF A SPORTING NATURE

Section 1 – First Aid and Medical Services

54 First Responders in Case of Injury or Accident

1. Golf Québec's competition staff is trained in first aid to respond to the immediate needs of participants and spectators.
2. Golf clubs have staff trained in first aid to meet the immediate needs of participants and spectators.
3. In case of an emergency, local medical services are called (9-1-1).

Section 2 – Safety Equipment and Emergency Measures

55 Safety Equipment

1. First aid kit.
2. Monitoring of thunderstorm cells via weather monitoring websites.
3. Sirens to signal the suspension of play.
4. Sirens to signal the need to evacuate the course and seek shelter.
5. Rechargeable two-way radios (walkie-talkies) and cellular phones for communication between participants' and spectators' safety personnel.

56 Emergency Measures

As the most common emergencies on a golf course are related to hazardous weather conditions, a course evacuation plan is available at all times and communicated to participants upon arrival. It includes:

1. The identification of shelters and their location on the course.
2. Planning for carts to help participants get off the course quickly.
3. In the context of competitions, in anticipation of situations deemed dangerous or not, a *Suspension of Play Procedure* and an *Evacuation Plan* must be provided and known by the organizers.

CHAPTER 10: PREVENTION, DETECTION, AND MONITORING OF BEHAVIOUR THAT MAY ENDANGER PERSONAL SECURITY AND/OR PHYSICAL OR PSYCHOLOGICAL INTEGRITY

Preamble

As part of its mission, Golf Québec has a responsibility to protect its members by providing a safe, fair, and trustworthy environment at all levels, whether local, regional, provincial, national, or international.

Thus, Golf Québec will not tolerate any form of abuse, harassment, negligence, or violence, physical, psychological or sexual, in all programs and activities sanctioned and provided by itself and its representatives.

Golf Québec recognizes the importance of taking reasonable steps to prevent and intervene to stop any form of abuse, harassment, neglect, or violence when such a situation is brought to its attention.

Section 1

The prevention and detection of behaviour that may jeopardize safety and physical or psychological integrity.

57 *Healthy and Safe Practice*

The present Safety Policy is part of the rules to which all members of Golf Québec are obliged to adhere. It sets out a series of provisions applicable in order to play in a healthy and safe environment.

Furthermore, Golf Québec declares that it adheres to the Avis sur l'éthique en loisir et en sport, of the Ministère de l'Éducation, which main objective is the recognition of values such as fairness, perseverance, fun, health, safety and integrity, and the preservation of a safe and welcoming leisure and sport environment for all.

58 *Help, Support, Referral*

Golf Québec encourages its members to be vigilant in order to detect and denounce any inappropriate behaviour that affects the physical or psychological integrity of a person while playing golf. To this end, Golf Québec has adopted codes of conduct and ensures that they are distributed and promoted to its members.

Upon joining, each member must be informed, in writing, of the existence of these codes of conduct.

In addition, at the beginning of each season, Golf Québec undertakes to remind its members to review the codes of conduct that concern them.

59 *Screening*

Golf Québec has implemented screening guidelines for all persons who may come into

contact with minors or vulnerable persons in the course of their duties.

60 *Training Sessions*

Golf Québec is committed to promoting and encouraging its members to participate in integrity protection training sessions. These courses must be approved by Golf Québec. Golf Québec also undertakes to publicize these training sessions through its website.

Golf Québec may also require the participation of certain categories of members in training sessions, conferences or other tools related to integrity. It can control and ensure the presence of the persons called to participate or make it a prerequisite to the practice of the activity (coaching, administration, playing or other).

Section 2 – Monitoring of Behaviour Likely to Endanger Safety and/or Physical or Psychological Integrity

61 A follow-up process for these behaviours is proposed by Golf Québec, notably through an independent complaint handling mechanism that recommends sanctions to the Federation, if necessary.

Thus, any person involved must denounce any abuse, harassment, negligence, or violence in any form committed against a person who is also involved in the golfing community, whether he or she is a minor or an adult.

Every member of the Federation shall cooperate in the process of handling a complaint and shall respect the confidentiality inherent in the handling of a complaint.

Golf Québec undertakes to respect and implement, if necessary, in collaboration with its members, the appropriate measures to apply the decisions and sanctions rendered by its Board of Directors.

Section 3 – Fights

62 To prevent physical and psychological violence that can lead to minor or serious injury or, in extreme circumstances, death, Golf Québec is responsible for establishing rules of intervention when a fight occurs between two or more people during a sporting event (round or competition), whether they are players or other team members (coach, assistant coach, trainer, etc.).

The Federation shall ensure that the sanctions mentioned in the next two paragraphs are compulsorily applied whenever a sporting event involves persons under the age of 18.

As soon as a fight occurs, the persons involved must systematically be expelled from the sporting event, whether or not they initiated the fight.

Also, these same people must be suspended for the next sporting event (suspension for the next round or suspension for the next event).

If necessary, the Federation could ask its members for a list of expulsions and suspensions that have occurred in a year.

CHAPTER 11: MONITORING THE HEALTH STATUS OF PARTICIPANTS

As part of its mission, Golf Québec has a responsibility to protect its participants by ensuring a safe and healthy sport. It recognizes that given the nature of the activity, the context of practice, and the history and culture of the discipline, participants may be at low risk of an adverse impact on their health.

Other elements that can affect the health of participants include the use of drugs, doping substances, energy drinks, alcohol, dieting, misuse of equipment, overtraining, etc.

Consequently, Golf Québec rules on the following points:

Section 1 – Anti-Doping

No person involved in the environment (participant, coach, volunteer, parent, administrator, employee, supplier) may use or be under the influence of drugs, doping substances, or other prohibited products during an activity sanctioned by Golf Québec (training, round, competition, etc.).

A policy is published on the Golf Québec website and encourages participants to be better informed about what substances are and are not allowed, whether legal or not.

63 *Anti-Doping Policy*

Athletes participating in Golf Québec tournaments should be aware that the Canadian Centre for Ethics in Sport (CCES) may conduct unannounced doping controls under the Canadian Anti-Doping Program (CADP).

The Federation informs its members on the subject of anti-doping by inviting them to consult the web platforms of various organizations, notably the Canadian Anti-Doping Program (CADP).

For more information on doping, please contact the CCES:

- E-mail: info@cces.ca
- Toll-free phone number: 1 800 672-7775
- Website: www.cces.ca

Section 2 – General Health of Participants

64 *General Health Condition*

The participant must stop playing, training or competing as soon as he or she considers that his or her health condition prevents the normal practice of golf or risks causing harmful consequences to his or her physical integrity.

During training, the participant must:

1. Declare to the coach any change in his/her health condition that prevents normal golf practice or that may have an adverse effect on his/her physical integrity.
2. Declare to the coach that he/she is taking or is under the influence of medication.
3. Declare to the coach that he/she is wearing contact lenses.

4. Not consume or be under the influence of alcohol or drugs.
5. Be aware of the presence of other participants on the course before performing an exercise.
6. Refrain from standing in front of a participant who is about to hit a ball.
7. Refrain from hitting a ball in an angry or violent manner, except in the normal execution of a stroke.
8. 8. Refrain from hitting, kicking, or throwing their clubs or other equipment with violence or in anger.
9. Remove any ball or obstacle that may cause harm from the course.
10. Not wear jewellery that may fall off or any other object that may cause injury, except for accessories that are essential to the practice.
11. Tie up hair if it is long enough to impair vision.
12. Respect other golfers and avoid harming them.
13. Not use electronic equipment that is not directly related to the game of golf or that may disturb other participants (mobile phones, iPods, music players).
14. Show good sportsmanship.

65 *Overtraining*

Golf Québec does not support overtraining of participants.

1. In their interaction with participants, coaches offer advice on:
 - a. Mental and physical preparation for competition
 - b. Planning the schedule of activities for the active season
 - c. The importance of planned rest periods.
2. In compliance with Article 18, to prevent a participant from overtraining for a competition that would not normally be of his/her calibre, upgrading of athletes is not permitted.

Section 3 – External Factors Influencing Participants' Health

66 *Weather Conditions*

Golf Québec is aware of the risks associated with extreme weather conditions and makes every effort to protect its participants and representatives during its activities.

1. Heatwave is a risk factor for dehydration
 - a. Golf Québec provides water on the course during these competitions
 - b. Golf Québec encourages all participants to hydrate regularly by filling their personal water bottle at regular intervals.
2. Golfers are aware of the risks of prolonged exposure to the sun
 - a. a. Participants are encouraged to plan their equipment and clothing, according to the weather forecast (hat, sunglasses, and sun cream).
3. Low temperatures also entail an increased risk of injury when sustained muscular effort is made in the cold
 - a. Participants are encouraged to plan their equipment and clothing according to the weather forecast (gloves, hat, tracksuits, etc.)
 - b. Participants are encouraged to plan a warm-up period before their activity
 - c. Article 14 provides for outdoor training to be moved to indoor platforms when the risk of injury increases due to weather conditions.

CHAPTER 12: PREVENTION, DETECTION AND MONITORING OF CONCUSSIONS

While the risks of concussions in golf are low, Golf Québec staff, volunteers, referees, and coaches are aware of the importance of preventing, detecting, and monitoring concussions to limit injury and recurrence.

Section 1 – Prevention

67 *Prevention and Control*

The greatest risk of concussion in golf is being hit by a ball or club that causes a severe head injury. Safety measures are taken to prevent this from happening. It is also possible that a participant may have suffered a concussion during an activity outside of golf and may not be fit to play golf.

1. Indoor teaching space.
2. Safety of all on the course, see article 51.
3. Control of the health of participants, see chapter 11.

Section 2 – Awareness Raising

68 *Promotion and Awareness Raising*

The following resources are available to all on the Golf Québec website:

1. Information on concussions - Government of Québec.
2. Sport, Concussion, and Mild Traumatic Brain Injury (MTBI).

Section 3 – Detection and Monitoring

69 *Concussion Management in Education and in Recreational and Sports Activities*

Golf Québec reminds all persons involved in training or competition to apply all of the guidelines included in the Ministère de l'Éducation's *Protocol for Concussion Management in Education and in Recreational and Sports Activities*.

This includes:

1. Promote the concussion management tools recognized in Québec and available on the government website.
2. Immediately remove the participant from the activity when a concussion is suspected.
3. Assess their condition and determine whether they require urgent or in-clinic medical assessment.
4. Record the incident and any relevant observations to monitor the injuries and assess the evolution of the participant's health.
5. Promote the implementation of a return to activity plans adapted to the recreational or sports activity.
6. Promote and encourage communication with the various stakeholders involved (parents, doctors, referees, coaches, etc.).

70 *Assessment and Gradual Return*

Assessment and progressive return tools published by the Institut national d'excellence en santé et services sociaux (INESS) are available to all on the Golf Québec website:

1. Concussion Assessment Tool - INESS.
2. Reference for the gradual return to activity - INESSS.

CHAPTER 13: PENALTIES FOR FAILURE TO COMPLY WITH THE SECURITY POLICY

Section 1 – Breaches

71 *Safety Policy*

Any breach of the Safety Policy may be reported to a member of the Tournament Committee, a member of the Tournament Rules Committee, a coach recognized by Golf Québec, or by sending an e-mail to the Golf Québec office at plaintes@golfquebec.org.

Section 2 – Penalties

72 The penalties imposed are applied according to the nature, seriousness, and frequency of the committed offence. These penalties may be progressive. They are divided into three categories:

1. Warning - The person is informed in writing of a breach of the Safety Policy and warned that the breach must not be repeated.
2. Suspension - The person may be suspended for a specified period.
3. Expulsion - The person is permanently banned from playing golf and participating in training, educational activities, or competitions under the responsibility of Golf Québec.

73 *Disciplinary offences will be handled by internal mechanisms, namely the Disciplinary Committee. It is the responsibility of Golf Québec to make decisions and impose penalties in accordance with these Safety Policy.*

An organization, club or tournament director that breaches this Safety Policy may:

1. Lose the right to host a sanctioned competition for a period determined by Golf Québec.

A coach or referee that breaches this Safety Policy may:

1. Be suspended from activities for a period determined by Golf Québec.
2. Be prohibited from accessing the course for the duration of the suspension.

74 *Referees' Decisions*

During play, decisions made by a referee or official in accordance with the Conditions of Competition and Local Rules and the penalties he/she imposes, if any, are immediately enforceable and are not subject to appeal to the Minister. In the case of major breaches or an accumulation of breaches, penalties may be imposed in addition to those imposed by the official.

When a complaint is received out of competition, it must be reported to the Golf Québec Competition Director.

The participant has the right to an appeal process.

Section 3 – Procedure

- 75 Golf Québec must send a copy of its decision to the person concerned by registered mail within 10 days of the date of the decision and inform the person that he or she may request a review by the Minister. This request for review must be made within 30 days of receiving the decision, in accordance with the Act Respecting Safety in Sports (S-3.1).

APPENDIX 1: DEFINITIONS

In this Safety Policy, the following definitions apply:

Golf Québec	The Québec Golf Federation, the recognized provincial sport organization for golf in Québec
Golf Canada	The National Sport Federation and the governing body of golf in Canada
PGA of Québec	The Canadian Professional Golfers' Association – Québec Zone
PGA of Canada	The Canadian Professional Golfers' Association
Teaching	Any activity under the supervision of a teaching coach
Training	Any activity under the supervision of a coach
Condition of Competition and Standard Local Rules	Play is governed by the Golf Canada Rules of Golf, and, where applicable, by some Standard Local Rules and Condition of Competition, subject to changes, additions, or deletions for particular championships. Complete text of Local Rules may be found in the 2019 Golf Canada Official Guide to the Rules of Golf.

APPENDIX 2: FIRST AID KIT

A first aid kit must contain:

- 1 St. John Ambulance first aid manual
- 150 ml of antiseptic used in hospitals
- 24 safety pins
- 24 separately wrapped adhesive bandages
- 6 triangular bandages
- 4 rolls of 50 mm gauze bandage
- 4 rolls of 100 mm gauze bandage
- 4 packages of cotton balls, 25 g each
- 12 gauze pads or compresses 75 mm x 75 mm
- 4 surgical pads for compression bandages wrapped separately
- 1 roll of 12 mm wide bandage tape
- 1 roll of 50 mm wide bandage tape
- Splinters of assorted sizes
- 1 pair of scissors
- 1 pair of tweezers
- Bags of instant chemical ice

N.B.: The first-aid kit should be inventoried frequently.

APPENDIX 3: SUSPENSION OF PLAY AND EVACUATION PLAN

PROCÉDURE – SUSPENSION DE JEU PROCEDURE – SUSPENSION OF PLAY

Suspension du jeu et plan d'évacuation	Suspension of Play and Evacuation Plan
Le directeur du tournoi ou l'arbitre en chef a la responsabilité d'élaborer un plan d'évacuation.	The Tournament Director or the referee in chief is responsible for establishing the evacuation plan.
Suspension du jeu pour une situation jugée non dangereuse	Suspension for a Non-Dangerous Situation
Lorsque le comité détermine qu'il doit y avoir suspension du jeu pour toute raison autre qu'une situation jugée dangereuse, il est permis aux joueurs de compléter le jeu du trou qu'ils sont en train de jouer au moment où le jeu est suspendu. Les principales raisons qui exigent une suspension du jeu sont la noirceur ou la mauvaise température qui rend le terrain injouable. Le directeur du tournoi et l'arbitre en chef devraient convenir d'un moment précis pour suspendre le jeu. Les arbitres aux règles devraient être situés sur le parcours avec des sirènes et l'arbitre en chef fera le décompte, à partir de trois, à la radio pour coordonner le tout. La suspension pour une situation non dangereuse doit se faire par trois petits coups de sirène.	When the Committee determines that play must be discontinued for reasons other than dangerous conditions, players are permitted to complete the play of the hole being played at the moment play is suspended. The most common reasons for suspending play in a non-dangerous situation are darkness or non-threatening inclement weather making the course unplayable. The referee in charge and the Tournament Director should agree on a precise time to discontinue play. Referees should be situated on the golf course with air horns and the referee in charge should count down from three over the radio to coordinate their use. Non-dangerous suspensions must be indicated by three short blasts on the horn.
Suspension du jeu pour une situation dangereuse	Suspension for a Dangerous Situation
Un plan d'évacuation doit être mis en place avant le début d'une ronde de pratique pour tous les championnats de Golf Québec. Le directeur du tournoi est responsable d'informer l'arbitre en chef de toute situation potentiellement dangereuse qui peut affecter la compétition. Le directeur du tournoi doit veiller à ce que l'équipement de détection de la foudre soit mis en place et que le personnel soit disponible pour l'utiliser au cas où il y aurait un risque de conditions météorologiques dangereuses.	All Golf Québec championships must have a course evacuation plan in place prior to the beginning of the practice round. The Tournament Director is responsible for keeping the referee in charge apprised of any potential dangerous weather that could affect the competition. The Tournament Director should ensure the lightning detection equipment is set up and staff is available to operate it in the event that there is any potential of dangerous weather.
Plan d'évacuation – Éléments à considérer	Evacuation Plan considerations
<ul style="list-style-type: none"> • Déterminer où seront situés les véhicules (si disponibles) en cas d'évacuation. • Déterminer quels trous sont à plus de 10 minutes de marche du club. 	<ul style="list-style-type: none"> • Determine where transportation (if available) will be stationed in the event of an evacuation. Determine which holes would require more than a 10-minute walk to reach the clubhouse.

<ul style="list-style-type: none"> • Déterminer combien de voiturettes de golf seront nécessaires pour aller chercher les joueurs qui sont à plus de 10 minutes de marche. • Identifier tout bâtiment situé sur le terrain ou près du terrain pouvant servir d'abris dans le cas où des joueurs ne peuvent retourner au club. • Établir des lieux de rassemblement où les joueurs doivent se rendre pour assurer leur transport au club et leur retour sur le terrain. • Établir un plan pour chaque trou (aire de départ, l'allée, le vert) avec des consignes précises aux joueurs. L'implication du professionnel en titre à ce niveau assurera la mise en place d'un plan d'évacuation efficace. Le personnel du club ou les membres sont les personnes les mieux placées pour vous conseiller à ce sujet et disponibles pour procéder à une évacuation du terrain. Si on a recours à des bénévoles pour conduire les voiturettes, il est recommandé d'indiquer sur chacune l'endroit où ils doivent se rendre. • S'assurer d'avoir un nombre suffisant de bénévoles pour assurer le transport des joueurs en cas d'évacuation du terrain. • Lorsqu'il doit y avoir évacuation du terrain, l'arbitre en chef coordonne la suspension du jeu avec tous les arbitres sur le terrain. Les arbitres ayant en leur possession une sirène doivent être situés sur le terrain à des endroits qui permettront à tous les joueurs d'entendre le signal. L'arbitre en chef fera le décompte à la radio, commençant par trois, et tous les arbitres qui ont une sirène doivent l'utiliser simultanément comme suit (voir prochain bloc d'information) : 	<ul style="list-style-type: none"> • Determine how many golf carts are necessary to shuttle players from holes that are more than a 10-minute walk from the clubhouse. • Identify any buildings on or near the golf course that can act as a sanctuary in the event players cannot get back to the clubhouse. • Establish gathering places for players to proceed to in order to meet transportation from the course and back onto the course. • Establish a plan for each hole (tee, fairway, putting green) with instructions for players at each location. Working closely with the head professional or other local personnel to ensure an effective plan is in place. Local staff is generally familiar with what resources are required and available to evacuate the golf course. If volunteers are going to drive the shuttles, then creating labels to attach to each golf cart with the location that the golf cart is to proceed to will help ensure the volunteers know exactly where to go with the cart. • Ensure sufficient numbers of volunteers are available to shuttle players in the event of an evacuation. • In the event an evacuation is necessary, the Tournament Rules Chair is responsible for coordinating the suspension of play with all rules referees on the course. Rules referees with air horns should be located at positions on the course such that all players will be able to hear the signal. The Tournament Rules Chair should count down from three on the radio and all referees with air horns should sound them simultaneously as follows (see information bloc below):
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<p>Suspension pour une situation non dangereuse (terrain injouable, noirceur, etc.) Suspension for Non-Dangerous Situation (course unplayable, darkness, etc.)</p>	<p>Trois petits coups de sirène Three short blasts</p>
<p>Suspension pour une situation dangereuse (tonnerre, etc.). Suspension for a Dangerous Situation (lightning, etc.)</p>	<p>Un coup prolongé de sirène One prolonged blast</p>
<p>Reprise de jeu Resuming play</p>	<p>Deux petits coups de sirène Two short blasts</p>

APPENDIX 4: MOTORIZED TRANSPORTATION POLICY

As a general policy, players and their caddies are expected to walk at all times at Golf Québec competitions.

A player may still use an electric pullcart in a competition.

There are four exceptions to this policy:

1. A competitor with a serious permanent physical disability may request the use of motorized transportation for himself at any Golf Québec competition by following the approved application procedure.

Both the relevant Golf Québec Championship Entry Application and the Cart Request Form (including the required medical documentation as specified on the Cart Request Form) must be submitted by the player (not a caddie) by email and received by Golf Québec no later than the registration deadline date of the competition. If motorized transportation is approved for a player at a competition that would otherwise prohibit the use of motorized transportation, the conditions described in Part A below must be respected.

2. Motorized transportation is permitted for specific competitions. Competitors will be permitted to use motorized transportation in the following competitions:

- Spring Open Qualifiers
- Senior Championships
- Mid-Amateur Championships
- Players' Championship

The conditions described in Part B below must be respected.

3. The use of motorized transportation may be expanded for competitions where walking is normally required, if the heat/humidity poses a safety risk to competitors. The Tournament Committee reserves the right, in the interest of the safety of the players, to allow the use of a cart for one or more days of a competition where otherwise this would not be permitted. For such permission to be granted, the following rules will be applied:

- The Tournament Committee will base its decision on the temperature/humidex.
- The Tournament Committee must ensure that there are sufficient carts for all players.
- All players, without exception, will be allowed to use a cart.
- The players have priority over caddies for a seat in the cart.

The conditions described in Part B below must be respected.

4. 4. To save time, a Rules Referee may, and indeed should, transport a player proceeding under stroke and distance penalty.

Part A – Use of motorized transportation by a person with a serious permanent disability

When using motorized transportation, the player must not:

- Permit anyone else to drive the cart (other than moving it a very short distance to facilitate play).
- Permit anyone else to ride in the cart (including caddies).
- Drive past any player's ball to gauge distance or gather any other information about the hole. A player should keep pace with the other competitors and not have the advantage of arriving at his ball before the other competitors.

Part B – Use of motorized transportation for permitted competitions or for weather considerations

The number of carts is limited to two (2) per group.

When using motorized transportation, the player must not:

- Permit anyone other than a player or caddie to drive the cart (other than moving it a very short distance to facilitate play).
- Permit anyone other than a player or caddie to ride in the cart.
- Drive past any player's ball to gauge distance or gather any other information about the hole. A player should keep pace with the other competitors and not have the advantage of arriving at his ball before the other competitors.

PENALTIES

A player in breach of the conditions in either Part A or B is subject to a penalty as follows:

Match play – At the conclusion of the hole at which the breach is discovered, the state of the match is adjusted by deducting one hole for each hole at which a breach occurred; maximum deduction per round - Two holes.

Stroke play – Two strokes for each hole at which any breach occurred; maximum penalty per round - Four strokes.

Match or stroke play – In the event of a breach between the play of two holes, the penalty applies to the next hole.

Any subsequent breach of this rule may result in disqualification.

Additional Motorized Transportation guidance

- For a junior player (16 years old or younger), an adult must always be driving the cart. During the round, should the occasion arise, the adult driver may be changed but this must occur between the play of two holes.
- The rules for carts established by the host club must be respected.
- To save time, a player may, and indeed should transport another player proceeding under stroke and distance.
- The cost of the cart should be paid prior to the round to be played.

APPENDIX 5: INJURY AND ACCIDENT REPORT

Identification of injured person

Last name: _____

First name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Telephone: _____

Age: _____ Gender : M F

Activity

Sport: _____

Level:

- Introduction
- Competition
- Recreation
- Excellence

Situation:

- Recreational
- Training
- Competition

Venue of the accident	Sketch

Description of the accident

Description of injuries

Location	Foot	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Face	<input type="checkbox"/>	
	Ankle	<input type="checkbox"/>	Wrist	<input type="checkbox"/>	Head	<input type="checkbox"/>	
	Thigh	<input type="checkbox"/>	Forearm	<input type="checkbox"/>	Neck	<input type="checkbox"/>	
	Knee	<input type="checkbox"/>	Elbow	<input type="checkbox"/>	Thorax	<input type="checkbox"/>	
	Leg	<input type="checkbox"/>	Arm	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	
	Hip	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Back	<input type="checkbox"/>	
	Pelvis	<input type="checkbox"/>					
Nature	Commotion	<input type="checkbox"/>	Sprain	<input type="checkbox"/>	Type		
	Contusion	<input type="checkbox"/>	Scrape	<input type="checkbox"/>		New trauma	<input type="checkbox"/>
	Cut	<input type="checkbox"/>	Broken bone	<input type="checkbox"/>		Relapse	<input type="checkbox"/>
	Dislocation	<input type="checkbox"/>	Unknown	<input type="checkbox"/>		Worsening of a painful and/or persisting condition	<input type="checkbox"/>
	Other	<input type="checkbox"/>					
Specify	_____			Comments	_____		
	_____				_____		

First aid

First aid received: Yes No

If so, who provided the cares:

Last name: _____

First name: _____

Function: _____

Referred to go

Home

Medical Clinic

Hospital

Other: _____

The person who filled out this report	Last name: _____	Date: ___ - ___ - ___ DD MM YYYY
	First name: _____	Time: _____
	Function: _____	Telephone: _____
	Signature: _____	Cell. phone: _____