

## GOLF STAFF CERTIFICATION COURSE OUTLINE

1. Eligibility requirements for participation: All campers are eligible to participate in golf unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle equipment safely.
2. Camper/staff supervision ratios: Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer.
3. Identification of appropriate protective equipment: Each individual piece of golf equipment needs to be cleared for use before placed into service. The director personally needs to "sign off" on the gear selected by the instructing staff. A form is available for this purpose. Golf instructors, however, need to remain vigilant regarding the suitability of their gear throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the War Room.
4. Safety Regulations:
  - Always wear a collared shirt during both clinics and after certification
  - No camper may play the Cayman course until he is certified by a certified instructor
  - The golf club swing clearance rule is 3 times the length of a person's extended arm with golf club in hand. This 3 times rule applies to all directions from the swinger's position.
  - A golfer may use only one golf ball (any sort) at a time
  - Always be aware of your surroundings (players and places)
  - Golf clubs are lightning rods. As soon as one sees lightning, he is to cease playing and return club to Sports Shed. If the strike is truly near, just leave the club where it is and take cover immediately.
  - When playing the Cayman course, always triple check the area surrounding your target before hitting towards it. Be courteous to others – not only fellow golfers but others playing, walking, or congregating in the area.
  - If and when you see an unexpected person anywhere near a ball in flight, scream FORE and their name or location. ("FORE! COUNCIL CIRCLE," for example)
  - Always return club and ball to the Sports Shed upon completion of play. Certified campers may keep their personal Cayman ball, however.
  - Always practice good etiquette, as discussed during clinics
  - Only one player may stand in the tee box at a time. Others stand well clear, beyond the 3 times rule.
  - When playing the course, the boy furthest from the pin hits first. Others stand behind him but where you can see his face

5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicted by the note on the infirmary door.
6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
7. Identification of safety concerns related to the use area. We look upon this golf certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified golf instructor, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
8. Safety Orientation: The camp requires that all participants be provided a safety orientation before engaging in any sort of golf game, to include wiffle or tennis balls. This certification course packet should be in your possession on the first day of each new clinic week.
9. Required study materials: Prior to taking the golf staff certification test, you must study and become competent with the following documents: (1) This golf staff certification outline, (2) Several golf clinics from the Clinic Manual, photocopied. The test itself will vary from person to person, depending on factors such as age and experience.
10. Competency Demonstration: Once you pass the final test, you will be certified to instruct golf at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as a golf instructor

Name: \_\_\_\_\_ has been certified to  
instruct golf at Kingswood Camp.

Signature \_\_\_\_\_

Date \_\_\_\_\_

