"FORE" GET ME NOT GOLF

# Guidelines for setting up a 'Fore' Get Me Not Golf Café

**Dementia friendly golf sessions**

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## 1. Purpose of the 'Fore' Get Me Not Golf Café

'Fore' Get Me Not Golf is an inclusive golf-based café designed to support people living with dementia and their carers. It combines gentle golf activities with social interaction, mindfulness, and wellbeing, creating a welcoming and supportive community both on and off the course. We are committed to being free and accessible to all, removing financial barriers so that no one is excluded from the physical, mental, and social benefits of golf.

These guidelines are based on the successful experience of **Heysham Golf Club**.

## 2. Preparation Phase: Before Your First Café

### Guideline 1: Appoint a Lead Organiser

- Identify **one or two committed individuals** to lead the project.
- Essential qualities include:
  - Passion and enthusiasm.
  - Strong organisation and leadership skills.
  - Determination and reliability.
- Experience shows that the success of the café is driven by the commitment of this lead role.

### Guideline 2: Secure Golf Club Support

- Obtain approval from your golf club to host the café.
- Ensure access to:
  - Indoor facilities (clubhouse, function room, simulator if available).
  - Outdoor practice areas (putting green, short game area, driving range).
- Clarify ongoing availability, not just a one-off event.

### Guideline 3: Recruit Volunteers

- Consult club members to gauge interest in volunteering.
- Be clear about expectations:
  - Commitment is typically **once per month**.
- Recommended ratios:
  - 5-15 participants per session.
  - At least **20 volunteers** to ensure cover and flexibility.
- Volunteers may include golfers and non-golfers.

### Guideline 4: Confirm Local Demand

- Start by asking **golf club members** – many will have personal experience of dementia through family or friends.

- If demand within the club is limited, engage external partners such as:
  - Local NHS Memory Clinics.
  - Alzheimer's Society branches.
  - Local dementia or carer support charities.
- Example (Morecambe Bay): Bay Hub (https://www.bayhub.org.uk/)
  - Presenting at local support meetings can be very effective.

**Guideline 5: Source Golf Equipment**

- Ask club members to donate unused equipment.
- Typical requirements:
  - A range of golf clubs
  - Large quantities of golf balls
- The professional shop may also be willing to support with equipment or space.

**Guideline 6: Schedule the Café for the Year**

- Book facilities **for the entire year** in advance.
- Agree dates with:
  - Club management.
  - Professional team.
- Consistency is essential:
  - Same day of the month.
  - Same time.
  - Same location.
- Example: Second Wednesday of every month, 1:00–3:00 pm.
  - Routine is particularly important for people living with dementia and their carers.

**Guideline 7: Promote the Café**

- Produce a simple leaflet outlining:
  - Dates and times for the year.
  - What participants can expect.
- Coordinate promotion with the club office.
- Use club social media channels where possible.
- Existing cafés may be able to share example materials.

**Guideline 8: Complete Risk Assessment**

- Undertake a formal risk assessment for the café.
- Support charities can provide example templates.
- Alternatively, align with your golf club's existing governance and safeguarding documents.
- Have hats, water and sunscreen available for hot conditions and make sure participants are wrapped up warm for winter activities.
- Undertake risk assessment for indoor activities if the weather prevents outdoor golf.

### Guideline 9: Provide Volunteer Training

- 'Fore' Get Me Not Golf will **provide bespoke** training via an online platform or face to face on request. To be completed before the first session. Links will be provided to the training.
- You may also encourage volunteers complete basic training before the first session, including:
- Working with vulnerable adults.
- Dementia awareness.
- Free online courses are widely available.

### Guideline 10: Confirm Attendance and prepare identification badges

- Contact carers and volunteers before the session to estimate numbers.
- Attendance typically varies between **4-10 participants** per café.
- This helps with planning activities and refreshments.
- Produce identification badges for those with dementia, carers and volunteers.
- Add 'Fore' Get Me Not Golf logo to badges of those with dementia to allow easy identification for volunteers and others in the golf club.

## 3. Delivering Your First 'Fore' Get Me Not Golf Café

### Guideline 11: Arrive Early

- Allow time to:
    - Set up refreshments.
    - Prepare equipment.
    - Brief volunteers.

### Guideline 12: Provide Refreshments

- Ensure tea, coffee, and water are available.
- Light refreshments may include:
    - Cakes.
    - Fruit.
    - Biscuits.
- Typical cost: approximately **£25-50 per session**
- Over time, club members may volunteer to bake.

### Guideline 13: Form filling on first visit

- On the first visit:
    - Ask carers to complete membership and image consent forms.
    - These can be done on paper or directly onto our online platform with HALO.
    - Check for any food allergies.
    - Assign a volunteer to take photographs if appropriate.

### Guideline 14: Plan Activities and Allocate Volunteers - Structure the Session

- Prepare a simple activity plan in advance.
- As participants arrive:
  - Pair them with a volunteer.
  - Welcome carers and explain the session flow.
- Begin with informal conversation and social interaction.
- Have golf buggy available for any participants with physical impairments.
- Deliver golf activities tailored to ability, and suited to your club's facilities such as:
  - Putting.
  - Chipping.
  - Pitching.
  - Driving range practice.
- Key principles:
  - No previous golf experience required.
  - All equipment provided.
  - Encourage comfortable, weather-appropriate clothing.
- Carers can relax in the clubhouse with refreshments and peer support.
- Depending on your participants you may want to book a couple of tee times to allow those who possess the ability to play a few holes. Be mindful that this can be time consuming and depends on the ability and fitness of the player.
- End the session with further social time in the clubhouse.

### Guideline 15: Prepare a Weather Contingency Plan

- Always have a **Plan B** for poor weather, for example:
  - Indoor putting.
  - Chipping games using sticky balls and targets.
  - Golf simulator sessions (if available).

### Guideline 16: Record Attendance and Follow Up

- Collect and securely store all membership forms.
- Enter details into your database.
- Follow up after the session:
  - Email or contact participants the next day to thank them.
  - Confirm details of the next café.
  - Send a reminder one week before the next event to confirm attendance and catering numbers.

## 4. Key Principles for Success

- Consistency and routine.
- Warm, welcoming atmosphere.
- Strong volunteer support.
- Clear communication with carers
- Flexibility to adapt activities to participants' needs

# ‘Fore’ Get Me Not Golf Café – Setup Checklist

## 1. Purpose & Values

- ❑ Understand the café’s purpose: supporting people living with dementia and their carers
- ❑ Commit to **free and accessible participation** (no financial barriers)
- ❑ Promote inclusion, wellbeing, and social connection through golf

## 2. Leadership & Governance

- ❑ Appoint 1–2 lead organisers
- ❑ Ensure leads have time, enthusiasm, and reliability
- ❑ Agree responsibilities and decision-making roles

## 3. Golf Club Support

- ❑ Secure approval from golf club management
- ❑ Confirm access to indoor facilities (clubhouse/function room/simulator)
- ❑ Confirm access to outdoor facilities (putting green, short game area, range)
- ❑ Agree ongoing, long-term availability (not just one session)

## 4. Volunteers

- ❑ Consult club members about volunteering interest
- ❑ Recruit sufficient volunteers (target: ~20 total)
- ❑ Ensure volunteer-to-participant ratio supports 5–15 participants
- ❑ Include both golfers and non-golfers
- ❑ Clarify commitment (typically once per month)

## 5. Training & Safeguarding

- ❑ Ensure volunteers complete dementia awareness training
- ❑ Ensure volunteers complete vulnerable adults training
- ❑ Source free online courses or arrange bespoke training if needed
- ❑ Align with club safeguarding and governance policies

## 6. Local Demand & Partnerships

- ❑ Gauge demand within the golf club community
- ❑ Contact external partners if needed:
  - NHS Memory Clinics
  - Alzheimer’s Society
  - Local dementia or carer charities
- ❑ Attend or present at local support groups if appropriate

## 7. Equipment & Resources

- ❑ Collect donated golf clubs
- ❑ Collect large quantities of golf balls
- ❑ Liaise with club pro shop for additional support
- ❑ Prepare indoor activity equipment (e.g. sticky balls, targets)

## 8. Scheduling & Consistency

- ❑ Book facilities for the full year in advance
- ❑ Agree dates with club management and professionals
- ❑ Set a consistent routine:
  - Same day each month
  - Same time
  - Same location
- ❑ Communicate schedule clearly to carers and volunteers

## 9. Promotion & Communication

- ❑ Create a simple leaflet with:
  - Purpose of the café
  - What to expect
  - Annual dates and times

- ❑ Coordinate promotion with club office
- ❑ Use club social media channels
- ❑ Share example materials from existing cafés if available

**10. Risk Assessment & Safety**

- ❑ Complete a formal risk assessment (indoor & outdoor)
- ❑ Align with club risk and safeguarding documents
- ❑ Prepare for weather conditions:
  - Hats, water, sunscreen (hot weather)
  - Warm clothing guidance (cold weather)
- ❑ Create an indoor activity plan for poor weather

**11. Pre-Session Preparation**

- ❑ Confirm attendance numbers with carers and volunteers
- ❑ Prepare name/ID badges for:
  - Participants
  - Carers
  - Volunteers
- ❑ Add FGMNG logo to participant badges for easy identification

**12. On the Day**

- ❑ Arrive early
- ❑ Set up refreshments
- ❑ Prepare golf equipment
- ❑ Brief volunteers
- ❑ Pair participants with volunteers on arrival
- ❑ Welcome carers and explain session flow

**13. Refreshments**

- ❑ Provide tea, coffee, and water
- ❑ Provide light refreshments (cake, fruit, biscuits)
- ❑ Budget approx. £25 per session
- ❑ Encourage club member baking support where possible

**14. Session Delivery**

- ❑ Begin with informal conversation and social interaction
- ❑ Deliver golf activities suited to ability:
  - Putting
  - Chipping
  - Pitching
  - Driving range
- ❑ Reinforce key messages:
  - No golf experience required
  - All equipment provided
  - Comfortable clothing encouraged
- ❑ Provide space for carers to relax and connect
- ❑ Optional: book tee times for capable participants (if appropriate)
- ❑ End with social time in the clubhouse

**15. Weather Contingency**

- ❑ Activate Plan B if weather is poor:
  - Indoor putting
  - Chipping games
  - Simulator sessions

**16. Post-Session Follow-Up**

- ❑ Collect and securely store membership forms
- ❑ Record attendance and participant details
- ❑ Send thank-you message after the session
- ❑ Confirm next café date
- ❑ Send reminder one week before next session

**17. Ongoing Success Principles**

- ❑ Maintain consistency and routine
- ❑ Foster a warm, welcoming atmosphere
- ❑ Support and value volunteers
- ❑ Communicate clearly with carers
- ❑ Adapt activities to participant needs

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