



**MALTA GOLF ASSOCIATION**

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# CHILDREN IN GOLF

STANDARDS OF GOOD PRACTICE AND RELATED DOCUMENTS FOR THE PROTECTION OF CHILDREN IN GOLF

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**MALTA GOLF ASSOCIATION**

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# CHILDREN IN GOLF

INTRODUCTION

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## INTRODUCTION

As an Organisation with the development of golf amongst children/young people very much at heart, we want to provide the best care for them, support the organising committees, staff and volunteers through appropriate procedures and guidelines and reassure parents that the entire process is child centred.

We understand that we have a legal and moral duty to ensure the children's safety. The most effective way to do this is to have child protection policies and procedures in place informing and promoting good practice to create a safe sporting environment for children and young people and protect them from harm. The standards seek to provide a benchmark to help those involved in golf make informed decisions enabling them to notice and challenge practice that is potentially harmful to children.

## PRINCIPLES

- Children and young people have a right to enjoy their sport, free from all forms of abuse and exploitation.
- All children and young people have equal rights to protection from harm.
- All children and young people should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- Sporting organisations/clubs have a duty of care to children and young people who take part in sport.

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The following standards are meant to be the minimum standards of good practice for the protection of children. They are set out as a baseline to underpin continuous review and improvement. The Malta Golf Association would welcome the input from interested persons to enhance any part of this practice. Throughout this document when reference is made to child/children it is assumed that young people up to the age of 18 are included. The standards aim to follow those advised by the Kunsill Malti għall-iSports from whose policy and procedures the Malta Golf Association is guided.



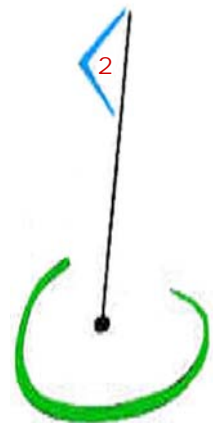
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# CHILDREN IN GOLF

CHILD PROTECTION POLICY & PROCEDURES — FOR COACHES & VOLUNTEERS

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*A copy is to be handed to the coaches and volunteers.*





## **JUNIOR WELFARE & CHILD PROTECTION POLICY**

The Malta Golf Association's Child Protection Policy is for the protection of all young people who play or are being coached to play golf in Malta. It also provides a framework of protection and advice for all persons involved in both paid and voluntary positions.

### **LOCAL REGULATION**

The Malta Golf Association agrees to adopt the Kunsill Malti Għall-Isports (KMS) Child Protection Policy and Procedures. All individuals involved in golf and related physical activity through the Malta Golf Association at every level, including participants, officials, instructors/coaches, administrators, club officials or spectators agree to abide by the KMS Code of Ethics and Conduct (Code) and all such individuals participating or being involved in golf and related physical activity through the Malta Golf Association in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph in the KMS Child Protection Policy and Procedures generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

Each and every constituent member of the Malta Golf Association including without limitation all clubs and disciplines, shall be responsible for the implementation of the KMS Child Protection Policy and Procedures in relation to their members.

Any act, statement, conduct or other matter which harms a young person(s) or poses or may pose a risk of harm to a young person(s) shall constitute behaviour which is improper and brings the sport into disrepute.

### **CHILD PROTECTION POLICY STATEMENT**

The Malta Golf Association is committed to creating and maintaining a happy and safe environment for children and young people,

We do this by:

- Recognising that all children and young people have the right to respect and freedom from abuse;
- Ensuring that all volunteers and staff are carefully selected;
- Responding swiftly to allegations of abuse of children and young people;
- Appointing a Child Protection Officer;
- Ensuring access to confidential information is restricted;
- Ensuring that all volunteers are given Child Protection awareness training.



## **CHILD PROTECTION POLICY AIMS**

The aims of the Malta Golf Association's Child Protection Policy are:

- To keep children and young people safe and free from harm whilst in the care of the Malta Golf Association or its affiliated Clubs;
- To allow all staff /volunteers to make informed and confident responses to specific child protection issues;
- To provide guidance on how to avoid situations which may give rise to allegations of abuse and to act pro-actively to ensure that incidents of abuse and allegations are avoided;
- To ensure the appointment of a Child Protection Officer;
- To recognise that the volunteers who are concerned with Child Protection, are receivers of information and are not decision makers.

## **GOOD PRACTICE GUIDELINES**

All coaches and volunteers should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

The following are common sense examples of how to create a positive culture and climate:

- Always work in an open environment (e.g. avoid private or unobserved situations and encourage open communication with no secrets);
- Treat all children and young people equally, and with respect and dignity;
- Always put the welfare of each child and young person first, before winning or achieving goals;
- Maintain a safe and appropriate distance with players (e.g. it is not appropriate for volunteers to have an intimate relationship with a child or to share a room with them);
- Build balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process;
- Ensure to provide any form of manual/physical support if required. Children and young people should always be consulted and their agreement gained. Some parents are very sensitive about manual support and their views should always be carefully considered;
- Keep up to date with technical skills, qualifications and insurance in sport.
- Involve parents and or guardians wherever possible. For example, encourage them to take responsibility for their children and young people in the changing rooms or travelling arrangements. If groups have to be supervised in the changing rooms, coaches or volunteers should always try to work in pairs however it is accepted that this may not always be possible;
- Ensure that if mixed teams are taken away, a male and female member of staff or volunteer should always accompany them;
- Ensure that at residential events, adults should avoid entering the rooms of children and young people or inviting children and young people into their rooms;
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people and not use foul or demeaning language;



- Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment;
- Keep a written record of any injury that occurs, along with the details of any treatment given;
- Request written parental consent if officials are required to transport young people in their cars;
- Avoid (when possible), the one to one adult/child occupancy of vehicles.

### **VIDEOING AS A COACHING AID**

There is no intention to prevent coaches and teachers using video equipment as a legitimate coaching aid. However, children and young people and their parents should be made aware that this is part of the coaching programme and such films should be stored securely and safely.

### **JUNIOR LEADERS ADVISORY NOTES**

Indications to others of abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The child or young person describes what appears to be an abusive act involving him/her;
- Someone else (a child or adult) expresses concern about the welfare of another child or young person;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).

The Child or Young Person may:

- Demonstrate inappropriate sexual awareness;
- Engage in sexually explicit behaviour;
- Appear distrustful of adults, particularly those with whom a close relationship would normally be expected;
- Have difficulty in making friends;
- Appear to be prevented from socialising with other children and young people;
- Display variations in eating patterns including overeating or loss of appetite;
- Show signs of weight loss for no apparent reason;
- Become increasingly dirty or unkempt.

Responding to the Child:

If a child or young person says or indicates that he is being abused, or information is obtained which gives concern that a child or young person is being abused, the person receiving this information should:





- React calmly so as not to frighten the child or young person;
- Tell the child or young person he is not to blame and that it was right to tell;
- Take what the child or young person says seriously, recognising the difficulties inherent in interpreting what is said by a child or young person who has a speech disability and / or differences in language;
- Only ask sufficient questions to establish that an allegation of abuse is being made;
- Reassure the child or young person but do not make promises of confidentiality which might not be feasible in the light of subsequent developments;
- Make a full record of what had been said, heard and or seen as soon as possible;
- Take action as soon as possible by following the guidelines below.

### **COMPLAINTS / CONCERNS PROCEDURE**

There are a number of ways in which children and young people, or the parents/ guardians of children and young people can raise concerns or complaints.

In the first instance, children and young people or their parents or guardians should contact the Junior Manager or Child Protection Officer. If this person is considered to be inappropriate, or involved in the complaint, then any Executive Council Member of the Malta Golf Association may be approached directly. In all circumstances, the matter will be handled swiftly and in accordance with national policy.

In extreme circumstances, or situations where concerns cannot wait, **any child, parent / guardian, volunteer or club official** has the right to contact **Agenzija Appogg (Supportline 179)** directly. In cases where this has occurred, the Malta Golf Association, the Child Protection Officer and/or the Club Manager must also be contacted as soon as possible and informed of the circumstances.

### **POINTS OF CONTACT AND SOURCES OF ADVICE ARE AS FOLLOWS:**

**Child Protection Officer  
Dr Simon Micallef Stafrace  
Tel: 9949 9494**

**Agenzija Appogg – National Supportline Freephone  
Tel: 179**

**Police Emergency Line  
Tel: 112**

**Commissioner for Children  
Tel: 2148 5180**



## **ADVISORY NOTES ON RESPONDING TO SUSPICIONS OR ALLEGATIONS**

It is not the responsibility of anyone working in a paid or voluntary capacity to decide whether or not child or young person is the subject of abuse or that abuse is taking place. However, there is a responsibility to protect children and young people in order that appropriate agencies can then make enquiries and take any action necessary to protect the child or young person.

In most situations it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, he may have experienced bereavement in the family.

All actions taken are to be recorded and a timed log of events is to be maintained.

It is the responsibility of the Clubs to inform the Malta Golf Association accordingly. The Malta Golf Association will fully support and protect anyone who, in good faith, reports his or her concern regarding the safety of a child or young person.

Possible actions that the authorities can take as a result of a report are:

- A criminal investigation;
- A child protection investigation;
- A disciplinary or misconduct investigation.

## **RECRUITMENT**

Anyone may have the potential to abuse children and young people in some way and therefore it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with young golfers.

The Malta Golf Association deems it essential that the same procedure is used consistently whether personnel are paid or unpaid, part-time or full-time or are volunteers.

When undertaking pre-selection checks the following should be included:

- New Volunteers should be interviewed;
- Following the interview, the Child Protection Officer or Club Manager will:
  - Brief the volunteer on child protection measures/policy;
  - Initiate police records disclosure checks in conjunction with the volunteer;
  - Initiate the taking of references and employment record checks in conjunction with the volunteer.

NB: The Malta Golf Association ensures that the information received in relation to applicants remains confidential. The Malta Golf Association assures that the information is not made public; that all information will be removed from a computer's hard drive and that all printed and electronically saved information is stored in a secure way with limited access to designated people, in line with data protection laws.



## **TRAINING**

The Malta Golf Association recognises that checks are only part of the process to protect young golfers from possible abuse. The checks must be operated in conjunction with appropriate training of staff/volunteers/coaches.

*As soon as these courses become available, all staff and volunteers will be urged to attend the appropriate training on Child Protection measures.*



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# CHILDREN IN GOLF

CHILD PROTECTION POLICY & PROCEDURES – FOR JUNIOR MEMBERS

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*A copy is to be handed to the Junior Member.*





## **JUNIOR WELFARE & CHILD PROTECTION POLICY**

The Malta Golf Association's Child Protection Policy is for the protection of all young people who play or are being coached to play golf in Malta. It also provides a framework of protection and advice for all persons involved in both paid and voluntary positions.

### **CHILD PROTECTION POLICY STATEMENT**

The Malta Golf Association is committed to creating and maintaining the safest possible environment for children and young people.

We do this by:

- Recognising that all children and young people have the right to freedom from abuse;
- Ensuring that all volunteers and staff are carefully selected;
- Responding swiftly to allegations of abuse of children and young people in their care;
- Appointing a Child Protection Officer;
- Ensuring access to confidential information is restricted;
- Ensuring that all volunteers are given Child Protection awareness training.

### **GUIDANCE ON BEHAVIOUR**

#### **1. What is misconduct?**

Very broadly, a behaviour towards you that makes you feel uncomfortable - it can be a physical act, remarks, suggestive gestures, pictures and other material or some other form of abuse such as physical violence or bullying.

#### **2. What can you do to avoid such misconduct?**

Follow a few simple rules:

- LISTEN** to the advice of your parents and/or guardians.
- AVOID** being left alone with anyone.
- If you have to temporarily leave the group or class, or are called away from it **TELL SOMEONE**  

WHERE	you are going
WHY	you are going
HOW LONG	you are like to be
- DO NOT ALLOW** anyone to talk to you about something personal about **YOURSELF** or about him or her, if it has nothing at all to do with his or her job or work in the sport. If they still do so, **WALK AWAY** and complain to someone.



- v) **DO NOT AGREE** to meet someone on your own after training sessions or other activities.
- vi) **DO NOT AGREE** to meet someone on your own ANYTIME, ANYWHERE.
- vii) **DO NOT ACCEPT** a lift from anyone if you will be the only passenger. Either refuse or insist that someone else goes along too.
- viii) **DO NOT** be over-friendly towards those who work with you or for you in the sport.

### **COMPLAINTS / CONCERNS PROCEDURE**

There are a number of ways in which children and young people, or the parents/ guardians or children and young people can raise concerns or complaints.

**In the first instance**, children and young people or their parents or guardians should contact the Junior Manager or Child Protection Officer. If this person is considered to be inappropriate, or involved in the complaint, then any Executive Council Member of the Malta Golf Association may be approached directly. In all circumstances, the matter will be handled swiftly and in accordance with national policy.

In extreme circumstances, or situations where concerns cannot wait, **any child, parent / guardian, volunteer or club official** has the right to contact **Agenzija Appogg (Supportline 179)** directly. In cases where this has occurred, the Malta Golf Association, the Child Protection Officer and/or the Club Manager must also be contacted as soon as possible and informed of the circumstances.

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# CHILDREN IN GOLF

GOOD PRACTICE GUIDELINES

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## PROMOTING GOOD PRACTICE GUIDELINES

All personnel are encouraged to demonstrate exemplary behaviour in order to protect young people and themselves from allegations. The following are common sense examples of how to create a positive culture and environment within golf and related activities.

- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment - i.e. no secrets);
- Treat all young people equally, and with respect and dignity;
- Always put the welfare of young people first, before winning or achieving goals;
- Maintain a safe and appropriate distance from participants (e.g. it is not appropriate to have an intimate relationship with young persons or to share a room with them);
- Build balanced relationships based on mutual trust which empowers young people to share in the decision making process;
- Make sport fun, enjoyable and promoting fair play;
- Ensure that if any form of manual physical support is required, it should be provided openly and according to guidelines provided. Care is needed, as it is difficult to maintain hand contact positions when a young person is constantly moving. Young people and parents should be provided with information regarding coaching practices and physical contact which is required for personal safety or because there is no other suitable coaching method. Consent must be obtained;
- Keep up to date with technical skills, qualifications and insurance in sport;
- It is encouraged that, if groups have to be supervised in the changing rooms, parents/teachers/coaches/instructors/officials work in pairs;
- Ensure that if mixed teams are taken away, a male and female member of staff should always accompany them. (N.B. same gender abuse can occur);
- Ensure that at competitions or residential events, adults should not enter young people's rooms or invite young people into their rooms. If adults are working in a supervision capacity, they should only enter the young people's rooms when accompanied by another adult;
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people, promoting a healthy diet and using appropriate language;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Recognise the developmental needs and capacity of young people – avoid excessive training or competition and do not push them against their will;
- Secure parental/legal guardian consent in writing to act in *loco parentis* if the need arises to give permission for the administration of emergency first aid;
- Keep a written record of any injury that occurs, along with the details of any treatment given. Where an injury is witnessed this must be reported to the parents at the first opportunity;
- Request written parental consent if officials are required to transport young people in their cars;
- Make sure that adequate coaching ratios are in place. Instructors/coaches working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the coach should be present at every session. The additional adult does not have to be a qualified instructor/coach;
- If there is an accident or an incident involving a young person or member of staff, ensure that there are enough people to supervise the group safely.





## **CHANGING ROOMS**

Where practical, young children should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as participants under 18. If a participant is involved in a mixed gender team, separate changing facilities should be made available according to age group. It is recommended that separate changing rooms are made available for children under 14, and for youths aged 14 to 17. If a participant is uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to shower and change at home. If participants with disabilities are present, involve them and their carers in deciding how they should be assisted, and ensure they are able to consent to the assistance that is offered.

Opposite gender staff, medical or otherwise, for example a male instructor/coach working with female participants must not be present in the changing rooms whilst participants are getting showered or changed.

No photographic equipment should be used in the changing rooms. This includes cameras, video cameras, camera mobile phones etc.

## **TREATMENT OF YOUNG PEOPLE**

It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed.

It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open and/or parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then parents of the young person should be invited to attend.

It is recommended that if treating an area of the body that is potentially embarrassing to a young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present.

It is important to maintain medical confidentiality and patient dignity at all times.

Prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate.

It is recommended that all treatment procedures are fully explained to the young person and, as a minimum, verbal consent is given before they are carried out.

## **PRACTICE TO BE AVOIDED**

The following should be avoided except in cases of emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge or the young person's parents. For example, the situation where a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a



young person up at the end of a session must be covered by the appropriate parental consent form for medical treatment and transport respectively.

**Never spend excessive amounts of time alone with young people away from others.**

**Never take young people to your home where they will be alone with you.**

It may be sometimes necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the participants involved. There is a need to be responsive to a person's reactions. If a person is fully dependant on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in the dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Avoid taking the responsibility for tasks for which you are not appropriately trained.

### **RELATIONSHIP OF TRUST**

It is recognised that genuine relationships do occur between the different levels of volunteers and participants in a group but no intimate relationship should begin whilst the member of staff or volunteer is in a 'position of trust' over them. The power and influence that the older member has over someone attending a group or activity cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust.

If you engage in an intimate or inappropriate relationship with a young person it is a breach of the Code of Ethics and Conduct and as such will result in disciplinary action. In certain circumstances the 'abuse of trust' is a criminal offence.

### **GUIDELINES ON PHOTOGRAPHY AND USE OF VIDEO**

The use of positive images of young people participating in golf and physical activity is encouraged and the use of photographic or videoing equipment is not banned. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

It is advisable that the appropriate guidelines are adhered. For example, the use of images of young people on the web, in the media or in publications:

- Ask for parental permission to use the young person's image. This ensures that they are aware of the way the image is to be used to represent the sport;
- Ask for the young person's permission to use his/her image. This ensures that he/she is aware of the way the image is to be used to represent the sport;
- If the young person is named, avoid using his/her photograph;
- If a photograph is used, avoid naming the young person;



- Only use images of young people in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the young people. Focus on the activity, not on a particular child and should avoid full face and body shots;
- Encourage the reporting of inappropriate use of images of young people.

NB. Failure to receive parental consent can result in the breach of the Data Protection Act (2001). It is recommended that consent of the child be also sought.

There is no intention to prevent instructors/coaches using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing such films securely. The parents and young people must provide written consent for the use of photography and video analysis.

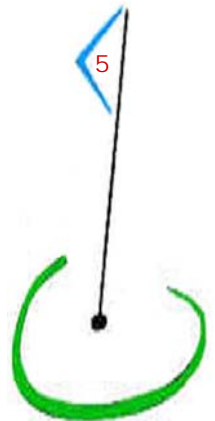


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# CHILDREN IN GOLF

RECOGNITION OF POOR PRACTICE, ABUSE & BULLYING

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## **RECOGNITION OF POOR PRACTICE, ABUSE & BULLYING**

Child abuse can and does occur outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in golf and related activities, whether in paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

### **POOR PRACTICE**

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and/or may be causing concern. In the application of this policy, poor practice includes any behaviour that contravenes the Code of Ethics and Conduct, infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in golf and related activities and will be treated seriously and appropriate actions will be taken.

### **ABUSE**

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

#### **People with Disability**

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

#### **Race and Racism**

Young people from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination, and institutional' racism. Racism causes significant harm and all organisations working with young people, including those operating where ethnic minorities are numerically small, should strive to eradicate all forms of racism.

#### **Abuse and Neglect**

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

#### **Neglect**

This occurs where adults fail to meet a young person's basic physical and/or psychological needs. It may result in serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give young people love, affection and attention.



Neglect in golf could include a coach or volunteer not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

### **Physical Abuse**

This occurs where adults physically hurt or injure young people by hitting, shaking, throwing, poisoning, and burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent feigns symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. fabricated illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in golf may be when the nature and intensity of training and competition exceeds the capacity of the young person's immature and growing body; where drugs are used to enhance performance or delay puberty.

### **Sexual Abuse**

This occurs where girls and boys are abused by adults or peers (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse or simulation, masturbation, oral sex, anal intercourse, digital penetration and all forms of fondling. Showing young people pornographic material (books, videos, pictures), talking to young people in a sexually explicit manner, voyeurism, exhibitionism and invitation to prostitution are also forms of sexual abuse. In golf, coaching techniques, which involve physical contact with young people, could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

### **Emotional Abuse**

The persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person. Emotional abuse in sport may occur if young people are subjected to constant criticism, name-calling, sarcasm, and bullying or unrealistic pressure to perform to high expectations consistently.

## **INDICATORS OF ABUSE**

Indicators that a young person may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particular if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The young person describes what appears to be an abusive act involving him/her;
- Someone else (a young person or adult) expresses concern about the welfare of another young person;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- Inappropriate sexual awareness;



- Encouraging sexually explicit behaviour;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Has difficulty making friends;
- Is prevented from socialising with other young people;
- Displays variations in eating patterns including overeating and loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

It should be recognised that this is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the parent will help to identify any concerns that a young person may be experiencing e.g. family bereavement. It is not the responsibility of those working in sport and physical activity to decide that child abuse is occurring but it is their responsibility to act on any concerns.

## **BULLYING**

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

### **Typical Targets**

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes, they are singled out for physical reasons - overweight, physically small, having a disability or belonging to a different race, faith or culture.

### **Bullying Venues**

Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision - on the way to and from school at a sporting event, in the playground and changing rooms.

### **Bullies**

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence that abuse of power can lead to crime.

### **Bullies in Sport**

The competitive nature of sport makes it the ideal environment for the bully. The bully in sport and physical activity can be:

- A parent who pushes too hard;
- A coach who adopts a 'win-at-all-costs' philosophy;
- A participant who intimidates inappropriately;
- An official who places unfair pressure on a person;
- A spectator who shouts abuse.



Forms of Bullying can include:

- Physical e.g. hitting, kicking and theft;
- Verbal e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures;
- Emotional e.g. tormenting, ridiculing, humiliating and ignoring;
- Sexual e.g. unwanted physical contact or abusive comments.

### **Indicators of Bullying**

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

There are a number of signs that may indicate that a young person or disabled person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school, training or sports club;
- A drop off in performance in school or standard in sport;
- Physical signs such as stomachaches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example of food, cigarettes and alcohol;
- A shortage of money or frequent loss of possessions.

### **Reporting Bullying**

Regardless of who the perpetrator might be, the signs of bullying should be reported to a person of responsibility. It is important that bullying is recognised and the appropriate action is taken and anti-bullying strategies are rigorously enforced. It is vital not to underestimate the damage that can be caused by bullying.





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# CHILDREN IN GOLF

CODE OF ETHICS & CONDUCT

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## **CODE OF ETHICS AND CONDUCT**

This Code applies to all those involved in golf and related activities at every level, including participants, officials, coaches, instructors, administrators, parents, spectators and media. All such individuals have a responsibility to act according to the highest standard of integrity and to ensure that the reputation of golf in particular and sport in general is beyond reproach. Allegations of a child protection nature and concerns about poor practice relating to the breaking of this code must follow the reporting procedures as contained in this policy.

Those involved in golf and related activities must respect the rights, dignity and worth of every person, participant and non-participant alike, treating everyone equally within the context of the game. In particular, to be aware of the special needs of young people, their well being including difficulties or possible abuse experienced from within the game or from other sources.

The Malta Golf Association has a duty to ensure that every child and young person involved in golf and related activities is able to participate in an enjoyable and safe environment and be protected from abuse.

The Malta Golf Association is committed to maintaining the highest possible standards of behaviour and conduct at all the game's activities, training sessions, competitions and events.

### **Equity and Humanity**

The Malta Golf Association opposes discrimination of any form.

All those involved in golf and related activities must respect the rights and choices of all human beings (provided that these do not impinge on the rights of others), treating everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

The following Codes of Conduct must be adhered to at all times so that all can enjoy the game of golf and its related activities.

### **Instructors and Coaches**

This code should be used in conjunction with ALL other policies, procedures or recognised standards contained in the Child Protection Policy documents.

Through this code, coaches and volunteers accept their responsibility to participants, parents and families, employers and all other colleagues.

### **Relationships**

The instructor/coach is concerned with:

- Ensuring participants and relevant people are aware of his qualifications and experience;
- The safety, well being and protection of all individuals in his charge, ensuring that all training and competing demands are not detrimental to the social emotional, intellectual and physical needs of the individual;
- Respecting the rights of participants to choose to participate in the level which is most appropriate to them;



- Encouraging independence through guiding participants to accept responsibility for their own behaviour and performance within training and competition;
- Ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between instructor/coach and participant is necessary within practice;
- Refraining from public criticism of other instructors/coaches, or officials - the definition of public in this instance means criticism expressed before, during and after training or competition and in any branch of the media, in a lecture or seminar.

### **Integrity**

The instructor/coach should:

- Abide by the applicable rules and policies;
- Follow fair play and ethical guidelines;
- Ensure that all training is suitable and relevant dependant on the age, maturity, experience and ability of participants;
- Promote the prevention and education regarding the misuse of performance enhancing drugs and illegal substances;
- Present, upon request, details of their training qualifications and services;
- Claim, in a truthful and accurate manner, an affiliation, sponsorship or accreditation with any organisation;
- Declare, to the appropriate body, any criminal convictions.

### **Confidentiality to discuss with data protection commission**

The instructor/coach and participant must abide by the procedures outlined in this policy regarding the handling of confidential information. Confidentiality does not preclude disclosure of information to persons who can be judged as having a right to know. For example:

- Evaluation for selection purposes;
- Recommendations for employment;
- In matters of discipline within the game;
- In matters of disciplinary action by a sports organisation against one of its members;
- Legal and medical requirements;
- Recommendations to parents/family where the health and safety of participants might be at risk;
- In pursuit of action to protect children and young persons from abuse.

### **Personal Standards**

Instructors/coaches within the coaching/competing environment must not attempt to exert undue influences and pressures in order to obtain personal benefit and reward.

Instructors/coaches must display high personal standards that project a favourable image of golf and related activities and should:

- Project a professional image of health, cleanliness and functional efficiency by good personal appearance and behaviour;
- Never smoke when in the coaching environment;
- Refrain from drinking alcohol whilst coaching and whilst they have a duty of care to young people;
- Not use foul and demeaning language.



## **Competence**

All instructors/coaches:

- Must be appropriately qualified according to recognised standards;
- Should regularly seek ways of increasing their personal and professional development;
- Must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work;
- Must be able to recognise and accept when to refer or recommend participants to other coaches or structures;
- Must be responsible, as far as possible to:
  - Assess the individual abilities of all participants;
  - Verify the competence and integrity of any other persons or structure to which they refer the participant.

## **Safety**

Within the limits of their control, instructors/coaches have a responsibility to:

- Establish a safe working environment;
- Ensure as far as possible the safety of the participants with whom they work;
- Protect children and young people from harm and abuse;
- Fully prepare their participants for the activities and make them aware of their personal responsibility in terms of safety;
- Ensure all activities undertaken are suitable for the experience and ability of the participants and in keeping with the approved practices;
- Collaborate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their participants' medical and psychological problems.

## **Complaint Procedures**

Any individual or organisation wishing to make a complaint against an instructor/coach/volunteer within the context of this code should report the matter to the employer of the coach and to the Malta Golf Association Child Protection Officer.

NB. Employer in this instance refers to the organisation that commissioned the instructor/coach to do the coaching whether this engagement is paid or unpaid.

Complaints that refer to the protection of children and young people should be dealt with in accordance with the procedures laid down in the Child Protection Policy and Procedures.

## **Participants**

All participants must:

- Treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural and social background, sexual orientation, religion or political affiliation;
- Know and abide by the laws, rules and spirit of the game of golf;
- Accept the decisions of the officials without question or complaint and avoid words or actions that may mislead an official;
- Respect the officials at all times;
- Exercise self-control at all times and do not use illegal or dangerous tactics;



- Do their best to give maximum effort and strive for the best performance during a training session or competition;
- Learn to accept success and failure, victory and defeat with humility and dignity respective and without excessive emotional displays;
- Abide by the instructions of the instructor/coach and officials, provided they do not contradict the spirit of this code;
- Treat team-mates and competitors, instructors/coaches, and officials with respect and consideration at all times;
- Not attempt to improve individual performance by the use of banned substances or banned techniques;
- Not use foul, sexist, racist or demeaning language at any time;
- Be a good sport, applaud good performance, whether by your team or the competitor;
- At the end of a competition, thank competitors and officials.

### **Spectators**

Spectators must:

- Remember that participants are taking part primarily for their own enjoyment;
- Never use any form of sexist or racist language or harass participants;
- Never use any form of verbal abuse with participants, officials and instructors/coaches;
- Not ridicule participants who make mistakes;
- Not overemphasise the importance of winning;
- Acknowledge good performance and fair play by competitors as well as their own participants;
- Show respect for competitors and officials.

### **Parents**

Parents should:

- Teach their children to treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural and social background, sexual orientation, religion or political affiliation;
- Encourage, but not force, an unwilling child to take part in sport and physical activity of their choice;
- Encourage children always to play by the rules and respect the officials;
- Remember that young people are involved in sport for their own enjoyment - not their parents;
- Never ridicule or shout at their children for making a mistake or losing a competition;
- Teach children that effort is as important as victory, so that the result of each competition is accepted without undue disappointment;
- Support all efforts to remove all forms of abuse from sport and physical activity;
- Turn defeat into victory by helping young people towards skill improvement and good sportsmanship;
- Remember young people learn best by example;
- Not question publicly the judgement and honesty of officials;
- Respect the decision of the instructors/coaches. They know the game and the young persons ability and capability;



- Recognise the value and importance of volunteers, instructors/coaches, administrators, officials and club officials - they give their time, energy and resources to provide recreational activities for your child;
- Insist on fair and disciplined play;
- Should not tolerate foul play, cheating, foul, sexist and racist language.

## **Officials**

Officials must:

- Treat everyone equally and sensitively regardless of his or her age, gender, ethnic origin, cultural and social background, sexual orientation, religion or political affiliation;
- Be consistent, objective, honest, impartial and courteous when applying the rules of the game;
- Avoid situations where conflicts of interest may arise;
- Not travel alone with young people to competitions. It is advisable that another adult travels with alt teams;
- Compliment all competitors on good performance when the opportunity arises;
- Use common sense to ensure the spirit of the sport is not lost;
- Show patience and understanding towards participants who may be learning the game;
- Must be knowledgeable of, and follow scrupulously and conscientiously, all rules and regulations published by the game's governing bodes;
- Make every effort to prepare fully for a competition, both physically and mentally;
- Not be afraid to make decisions. An official should be firm and fair at all times, and must resist any possible influence from protests on the part of participants, team officials, parents or spectators;
- Show respect towards participants and team officials;
- Decline to be appointed to a competition if not completely mentally and physically fit (because of illness, injury, or for family or other reasons);
- Inform the person or body directly responsible if unable to officiate for any reason;
- Refrain from accepting any hospitality considered to be excessive, as this could be misconstrued as a form of bribe;
- Always have regard to the best interests of the game, including where publicly expressing an opinion on the competition or any particular aspect of it, including others involved in the competition;
- Do not tolerate or use foul, sexist, demeaning or racist language;
- Must comply with the decisions of any superior within their authority;
- Specify the true facts and not attempt to justify any decisions, particularly in written reports;
- Refrain from publicly expressing any criticism of fellow officials;
- Assist with the development of less experienced officials;
- Uphold the authority and dignity of their organising and governing bodies.



### **Club Administrators**

Club administrators must:

- Treat everyone equally and sensitively regardless of his or her age, gender, ethnic origin, cultural and social background, sexual orientation, religion or political affiliation;
- Accept the special role that they have to play in the establishment of standards by setting a good example of behaviour and conduct at all times;
- Not manipulate the rules in order to benefit personally or as an organisation;
- Encourage participants and instructors/coaches to abide by the rules and spirit of the game of golf;
- Not use foul, sexist, demeaning or racist language;
- Use their official position to take action against spectators who harass, abuse or use foul, demeaning, sexist or racist language towards participants, officials or instructors/coaches;
- Ensure that proper supervision is provided with suitably qualified instructors/coaches and officials who are capable of promoting good behaviour and good technical skills;
- Ensure all equipment and facilities meet safety standards;
- Respect the rights of other organisations;
- Show respect to officials, instructors/coaches, participants and others involved in the game;
- Not endeavour to influence the result of a competition by any actions that are not strictly within the rules of the game;
- Remember that the game is enjoyed for its own sake;
- Always have regard to the best interests of the sport, including where publicly expressing an opinion on the competition or any particular aspect of it, including others involved in the competition;
- Resist illegal or unsporting influences, including banned substances and techniques;
- Promote ethical principles;
- Accept the decisions of the officials without protest;
- Avoid words or actions, which may mislead an official.

### **Media**

Familiarise yourself with differences among adult sport, professional sport, recreational sport and sports for young people.

- Give equal time and space to reporting both female and male sports;
- Respect your audience by providing truthful facts;
- Focus on players' abilities, fair play and honest effort. Do not place unfair expectations on athletes;
- Do not highlight isolated incidents of inappropriate sporting behaviour;
- Avoid reinforcing stereotypical views, over-generalizations and biased comments.
- Respect the rights, dignity and worth of every person regardless of their gender, race, ability, cultural background and religion.
- Abide with the guidelines for photography and filming at events and competitions.



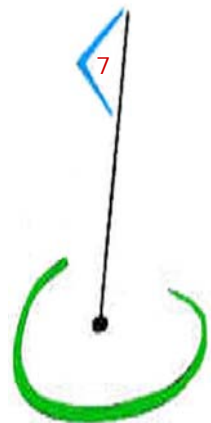
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# CHILDREN IN GOLF

JUNIOR GOLFER MEMBERSHIP & PROFILE FORM

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*A copy of this form must be kept by the person in charge of the event /activity.*







## JUNIOR GOLFER MEMBERSHIP & PROFILE FORM

*The form is issued annually to all the juniors so that all their details can be updated as it is important that the contact details on all the junior members are kept up to date. It is also the responsibility of the junior members and their parents and/or guardians to notify of any important changes in the details.*

Name of Child: .....

Date of Birth: ..... Age: .....

Gender:      Male                  Female   

Address: .....

.....

..... Postcode: .....

Parent/Guardian Name: .....

Home telephone: .....

Mobile telephone: ..... Work telephone: .....

Emergency Contact 1 - Name: .....

Relationship to Junior: ..... Mobile telephone: .....

Home telephone: ..... Work telephone: .....

Emergency Contact 2 - Name: .....

Relationship to Junior: ..... Mobile telephone: .....

Home telephone: ..... Work telephone: .....

### Medical Information

I. Child's Doctor's Name: .....

Mobile telephone: ..... Clinic telephone: .....



2. Does your child experience any conditions requiring medical treatment and or medication?

\* YES

NO

\* If YES please give details.

3. Does your child have any allergies?

\* YES

NO

\* If YES please give details.

4. Does your child have any specific dietary requirements?

\*YES

NO

\* If YES please give details.



5. Please provide any further information that you feel is appropriate

--

- ◆ *I have received the comprehensive details of the golf or related activity and I am aware of the Child Protection Policy and Procedures.*
- ◆ *I consent to my child taking part in the activity and to receive golf coaching and mentoring by the appointed coaches and volunteers.*
- ◆ *I agree to be at the drop off/pick up point at the established time.*
- ◆ *I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.*
- ◆ *I agree to notify you should the above details need to be updated/changed and if my child should not be participating due to illness or injury.*

Signed - Parent/Guardian:	
Print name:	Date:

*The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.*



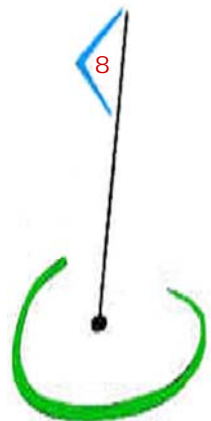
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# CHILDREN IN GOLF

PARENTAL CONSENT FORM FOR EMERGENCY MEDICAL TREATMENT

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*A copy of this form must be kept by the person in charge of the event/activity.*





**PARENTAL CONSENT FORM FOR  
EMERGENCY FIRST AID / MEDICAL TREATMENT**

*Should your child suffer an injury or become ill whilst playing golf it may not always be possible to contact you. Please complete and return the authorization if you agree that your child is provided first aid and/or given emergency treatment should you not be available to give your consent at the time.*

Name of Child: .....

Date of Birth: ..... Age: .....

Gender:      Male                      Female   

Address: .....

.....

..... Postcode: .....

Child's Doctor's Name: .....

Mobile telephone: ..... Clinic telephone: .....

My child suffers from the following allergies / conditions:

- |                     |                          |                   |                          |
|---------------------|--------------------------|-------------------|--------------------------|
| Asthma              | <input type="checkbox"/> | Fits or Blackouts | <input type="checkbox"/> |
| Epilepsy            | <input type="checkbox"/> | Diabetes          | <input type="checkbox"/> |
| High Blood Pressure | <input type="checkbox"/> | Heart Problems    | <input type="checkbox"/> |
| Migrane             | <input type="checkbox"/> | Other             | <input type="checkbox"/> |

Please record below other medical conditions, allergies or any medication prescribed for your child:



Record medication that you know **SHOULD NOT** to be administered:

--

\* My child is under 16 years of age.

I hereby authorise for my child to receive essential medical treatment from a qualified medical practitioner at a hospital or other medical centre, where necessary.

\*My child is 16 years of age or over.

I acknowledge that he / she has the right to decide for himself / herself on the treatment to be received or the need to attend hospital or medical centre.

In the event of any medical attention being administered, I understand that I will be informed of the action taken.

Signed - Parent/Guardian:	
Print name:	Date:

\* *Delete as necessary*

*The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.*



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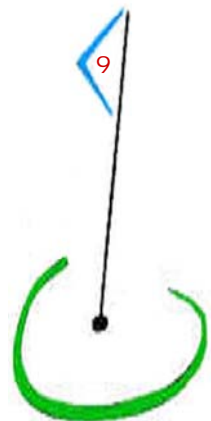
# CHILDREN IN GOLF

PARENTAL CONSENT FORM FOR AWAY COMPETITIONS / EVENTS

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*To be used when taking young people on away competitions or events.*

*A copy of this form together with a copy of the parental consent form for emergency medical treatment must be kept by the person in charge of the event /activity.*





## PARENTAL CONSENT FORM FOR AWAY COMPETITIONS / EVENTS

Name of Child:
Date of Birth:
Name of Association / Club:
Competition / Event:
Date/s of Competition / Event:

- ◆ *I have received comprehensive details of the above competition/event and I am aware of the Children in Golf Child Protection Policy and Procedures.*
- ◆ *I consent to my child taking part in the activity and agree to be at the drop off/pick up point at the agreed time.*
- ◆ *In my absence, I consent to my child being provided First Aid and/or given emergency treatment and have submitted the appropriate parental consent form for such medical treatment.*

Signed - Parent/Guardian:	
Print name:	Date:

*The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.*





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# CHILDREN IN GOLF

PARENTAL CONSENT FORM FOR TRANSPORT

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## PARENTAL CONSENT FORM FOR TRANSPORT

*There may be occasions where junior players will travel to other events. Where parent are unable to attend or transport their own child to these events, appointed volunteers may be able to provide transport in their own private vehicles. When volunteer transport is supplied, every effort will be made to ensure that a child does not travel alone with an adult and that a third party, be it another adult or child is present.*

*If you are content for the appointed volunteers to transport your child to these venues please complete the parental authorisation below.*

---

### Parental Authorisation

I hereby give/refuse\* permission for.....

whose date of birth is ..... to be transported to golf events/related activities by adult coaching staff and/or other appointed volunteers.

Signature of Parent/Guardian: .....

Name (Print): .....

Address: .....

.....

.....Post Code: .....

Contact Tel No: .....

Alternate Contact Tel No: .....

\* Delete as appropriate

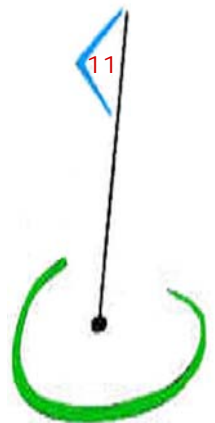


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# CHILDREN IN GOLF

PARENTAL CONSENT FORM FOR PHOTOGRAPHY

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## **PARENTAL CONSENT FORM FOR PHOTOGRAPHY**

We recognise the need to ensure the welfare and safety of all children and young people in golf and related activities.

In accordance with our Child Protection Policy we will not permit photographs, video or other images of children and young people to be taken or used without the consent of the young persons themselves and of their parents or guardians.

We will take all necessary measures to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of our activities (e.g. press releases, website, billboards, TV clips, adverts, magazines, newsletters).

You should inform us immediately, if you become aware that these images are being used inappropriately.

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## **FORM OF CONSENT FOR THE USE OF PHOTOGRAPHS OR VIDEO**

I consent / do not consent \* for the appointed coaches and volunteers, for the purposes of golf coaching and related activities, videoing or photographing my child:

.....

Signature of Parent/Guardian: .....

Name (Print): .....

I consent / do not consent \* for the appointed coaches and volunteers videoing or photographing my involvement in golf and related activities.

Signature of Child:.....

Name (Print): .....

\* Delete as appropriate



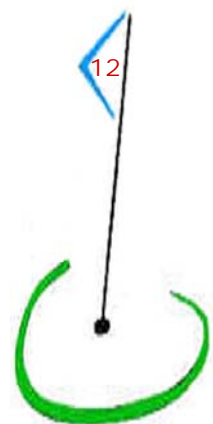
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# CHILDREN IN GOLF

COACH / VOLUNTEER APPLICATION FORM

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*Please note that you must also complete a Self Disclosure Form.*





**COACH / VOLUNTEER APPLICATION FORM**  
**- CONFIDENTIAL -**

**Position applied for:**

**I. Personal Details:**

Title: Mr / Mrs / Miss / Dr / Other - *please specify*

Full Name & Surname:

Any Previous Surname:

Date of Birth:

ID No:

Place of Birth:

Telephone Numbers:

Mobile No:

Email Address:

Present Address:

Post Code:

Previous Address (if you have moved in the last three years):

Post Code:

**2. Current Occupation \***

Name and address of Organisation:

Role:

Start Date:



### 3. Previous Occupation \*

Name and address of Organisation:

Role:

Start Date:

### 4. Experience \*

Relevant Experience:

Previous Experience of working with children and young people:

Qualifications:

Academic:

Vocational:

Sporting:

*\* Please use additional A4 paper if required to elaborate on qualifications achieved and courses attended and attach any relevant certificates and documents.*



Reason for applying:

References:

*Please provide the names and addresses of two people who know you well (who are not related to you) who have first hand experience of you working with children and who we can contact to obtain a reference. With your approval, we will also contact your employer (where appropriate) to obtain a reference.*

Name:

Address:

Tel. No:

E-mail:

Capacity in which they know you:

Name:

Address:

Tel. No:

E-mail:

Capacity in which they know you:

I am a member of a golf club / association: YES  NO

Please provide details of which golf club / association you are a member of and your membership number if applicable:.....

*I declare that the information provided in this form is, to the best of my knowledge correct, true and complete. I agree to abide by the Children in Golf Codes of Conduct.*

Signed:

Date:

*The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.*



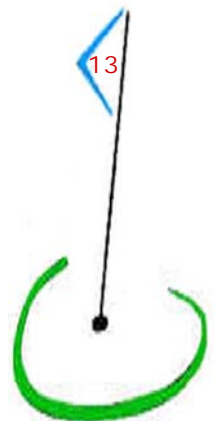


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# CHILDREN IN GOLF

SELF-DISCLOSURE FORM

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## SELF-DISCLOSURE FORM

*You have the right to access to any information held on you and other rights under the Data Protection Act.*

### **PART A** (to be completed by the applicant)

Title:		ID No:	
Name:			
Previous names by which you may have been known:			
Address:			
		Postcode:	
Telephone No.:			
E-mail:			
Gender:		Date of Birth:	
Club:			
Please give details of the positions which you currently hold or wish to fulfil, or relevant job title:			
Start Date:			
Please give details of any other clubs you are or have been a member of and give details of any positions held:			

*Please use additional A4 paper if required to elaborate on qualifications achieved and courses attended and attach any relevant certificates and documents.*



**PART B** (to be completed by the applicant named in Part A)

<b>1. Have you ever been convicted or cautioned for any criminal offences or received a reprimand or written warning?</b>	YES	NO
If Yes, please supply details:		
<b>2. Are you a person known to the Child Protection Services and/or the Police as being an actual or potential risk to Children?</b>	YES	NO
If Yes, please supply details:		
<b>3. Have you had any disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse?</b>	YES	NO
If Yes, please supply details:		
<p><i>I certify that all information in this form is true and correct to the best of my knowledge, and realise that any false information or omissions may lead to termination of my services. I agree to give notification of any pending prosecution/cautions/warnings/reprimands or convictions whilst I remain in post.</i></p> <p><i>I have read and understood the Child Protection Policy and Procedures and consent to a record check if so required and to verify any information provided by the Child Protection Services (CPS Appogg) and the Police.</i></p> <p><i>I agree to abide by the Child Protection Policy Code of Ethics and Conduct.</i></p>		
Signed:		
Print Name:		
Date:		



**PART C:** (to be completed by an official who can attest the submitted documents)

<i>I confirm that I have seen identification documents relating to the above person and I confirm to the best of my ability that these are accurate.</i>	
Please provide details of the documents	
Signature of Official:	
Print Name:	
Position:	
Date:	

*The data in this form will be processed solely for the said purposes and  
will remain strictly confidential in line with the Data Protection Act.*

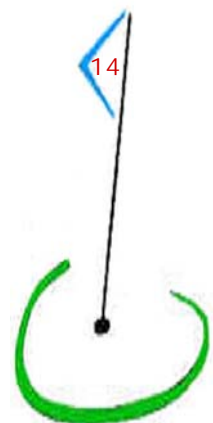


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# CHILDREN IN GOLF

VOLUNTEER REFERENCE FORM

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**VOLUNTEER REFERENCE FORM**  
**- CONFIDENTIAL -**

*The following person has expressed an interest in becoming a volunteer junior helper and has given your name as a referee. This post involves substantial access to children and young people, and as an organisation committed to the welfare and protection of children and young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people. If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.*

Name of Applicant: ..... ID No.:.....

Address:.....

..... Postcode:.....

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Do you have any reason at all to be concerned about this applicant being in contact with children and young people?      YES                          NO   

**If you have answered "YES" we will contact you in confidence.**

How long have you known this person? .....

In what capacity? .....

What attributes does this person have that would make them a suitable volunteer?

.....  
.....  
.....  
.....

How would you describe their personality?

.....  
.....  
.....  
.....



Please rate this person on the following? (please tick one)

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Can motivate others					
Commitment					
Energy					
Trustworthiness					
Reliability					

If you can add any other comment that might be appropriate, please do so below:

.....

.....

.....

.....

Finally, would you please sign below and enter the date.

Signature:.....Date:.....

Print Name:.....

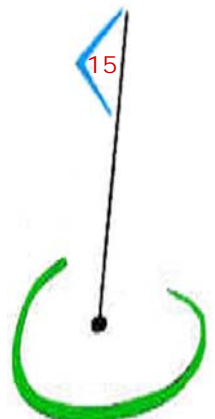


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# CHILDREN IN GOLF

INCIDENT REPORT FORM

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## INCIDENT REPORT FORM

**Under no circumstances should any staff/volunteer attempt to deal with the problem of abuse alone.**

**Please ensure that confidentiality is maintained as far as possible.**

**Only discuss your concerns on a need to know basis.**

### I. Recorder's Details

Title:	Mr / Mrs / Miss (delete as appropriate)
Name:	
Address:	
	Postcode:
Position:	ID No:
Club:	Tel. No:
Signature:	Date:

### 2. Details of young person/s

Name of young person:	
Address:	
	Postcode:
Date of Birth:	Age:
Club:	Gender:
School:	
Parents' Name(s) and contact details of parents (if different from above)	



### 3. Information regarding person relating to the concern/allegation

Title:	Mr / Mrs / Miss (Delete as appropriate)
Name:	
Address:	
	Postcode:
Tel No:	ID No:
Position/relationship to young person(s):	
Are you reporting your own concerns <input type="checkbox"/>	
or responding to concerns raised by someone else <input type="checkbox"/>	

### 4. Specific details of the concern/allegation \*

Date/Time/Location of any incidents:
How did the concern/allegation come to your attention?
Nature of allegation/concern:
Observations made by you or to you: e.g. changes in behaviour, inappropriate actions, injuries, etc



**5. Record of conversation \***

Record details of exactly what was said **to** you, what was said **by** you:

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**6. Action(s) taken \***

Have you spoken to the child: YES  NO

If yes please provide details of what was said:

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Have you spoken to the parents: YES  NO

If yes please provide details of what was said:

--

Have you spoken to the person the allegations are being made against:  
YES  NO

If yes please provide details of what was said:

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Please provide details of further action taken to date:

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*\* Please use additional A4 sheets if necessary*



### 7. Contacts made:

Have you informed the statutory authorities:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Child Protection Services (CPS-Appogg)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Police:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Commissioner for Children:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other:		

If yes, please provide the name of the person(s), their position and contact numbers and any advice received:

Signature:

Print Name:

Date:

Time:

*You may wish to discuss your concerns with someone outside the organisation to gain reassurance. The Agenzija Appogg can help with this, and is confidential. National Support Helpline: **179**.*

*The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.*



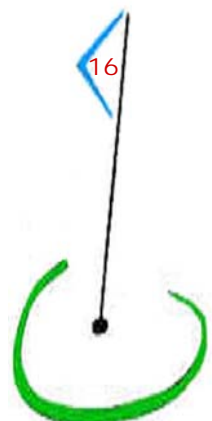
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# CHILDREN IN GOLF

EVENT PHOTOGRAPHY / FILMING REGISTRATION FORM

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*Please complete and return to the Event Organiser.*





## EVENT PHOTOGRAPHY / FILMING REGISTRATION FORM

*This form should be completed by any media person or professional taking photographs or recording images at an event.*

Name: .....ID No.....

Address: .....

.....

..... Postcode: .....

Home Tel: ..... Mobile Tel: .....

E-mail Address: .....

Name of Event: .....

Venue: ..... Date: .....

*I wish to take photographs or record images at the above-mentioned event*

*I agree to abide by the Event Organisers' guidelines and confirm that the photographs or recorded images will only be used appropriately.*

Signed:	
Print name:	Date:

*The data in this form will be processed solely for the said purposes and will remain strictly confidential in line with the Data Protection Act.*



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# CHILDREN IN GOLF

GUIDELINES FOR PHOTOGRAPHY & FILMING

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## **GUIDELINES FOR PHOTOGRAPHY & FILMING**

If you are asking the press or a professional photographer to a competition or event, it is important to ensure they are clear about expectations of them in relation to child protection and the welfare of young people.

- Ensure that each professional wishing to take photographs/film at an event completes an Event Registration Form;
- Provide a clear brief about what is considered appropriate, in terms of content and behaviour;
- Issue the photographer with identification which must be worn and visible at all times;
- Inform young people and their parents that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs;
- Unsupervised access to young people or one-to-one photographs/filming sessions at the event should not be permitted;
- Do not approve photographic sessions outside the event.

If parents or other spectators are intending to photograph or video the event, they should be made aware that:

- Young people and parents should be informed that if they have concerns they can report these to the event organiser;
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any child protection concern.

Remember that as an event organiser, you have the right to stop any spectator from using photographic or video equipment at your own discretion.

### **Public Information**

The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and should be announced over the public address system prior to the start of the event.

The recommended wording is:

*“In line with the recommendation in our Child Protection Policy and Procedures, the promoters of this event request that any professionals wishing to engage in any video, zoom or close range photography should register their details with staff before carrying out any such photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organiser’s conditions.”*





If you, as an event organiser, notice someone who is using photographic or filming equipment in a manner deemed inappropriate then you must challenge the individual(s) to ensure and maintain the safety of the children.

You must:

- Approach the individual(s);
- Challenge the individual(s) as to who they are and why they are using photographic or filming equipment;
- Make any professional photographers or cameramen aware that they should have sought permission from the organisers to use their equipment and advise them of the protocol;
- Make them aware that if they are seen to be doing anything untoward, they will be reported to the Police.



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# CHILDREN IN GOLF

JUNIORS AWAY TRIPS GUIDANCE NOTES

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## JUNIORS AWAY TRIPS GUIDANCE NOTES

Even the simplest trip away requires some planning. The key points are:

- Communication with Parent/Guardians

- Method of transport
- Pick-up point and times
- Estimated time of return
- Destination and venue
- Competition details
- Name & details of contact person
- Costs for kit required by the child/young person
- Medical Documentation

- Transport

- Journey times and stopping points
- Driver has appropriate qualifications e.g. full driving licence; mini-bus training
- Supervision requirements
- Insurance
- Seat belts on mini-buses or coaches

**NB:** *In principle, the use of private cars should be avoided and it is advisable that adults driving children and young people are not put in a position where they are alone with a child. However, where this is unavoidable:*

The **vehicle** must be **roadworthy**.

The **driver** must have the appropriate **licence** and **insurance** cover.

The **driver** must ensure passengers use **seat belts**.

**Parents' permission** should be sought for children and young people to be carried in other parents' cars.

Ideally, **central** picking-up and dropping-off points should be arranged and **information** regarding the expected departure and arrival times made available to relevant people.

The child should **travel in** the **back** seat of the car.

- There should be a list of group members so that a simple head count or register can be easily taken.
- Access to Parents' contact numbers should be available.
- Organisation representatives should not travel alone with young people under any circumstances.
- Parents should be informed that it is not the responsibility of the organisation to transport young people to their homes if they are not collected on time.

**In general, supervisory people are expected to take the role of a responsible parent i.e. acting in *loco parentis***



In the case of the parents not being there at the appointed pick up place and time the volunteer(s) should:

- Attempt to contact the parent or the alternative contact person;
- Wait with the young person at the agreed collection point with wherever possible other staff/volunteers;
- Remind parents of the policy relating to late collection.

The volunteer(s) should not: should:

- Take the young person home or to any other location;
- Ask the young person to wait in a vehicle or venue with you alone;
- Send the young person home with another person without parental permission.

In exceptional circumstances, and when there is no other option, the volunteer(s) should call the parents and get their authorisation to transport the child home or to any other location.

## **GENERAL INSURANCE**

The organising committee should be sure that its insurers are aware of the activities in which the juniors/youths will be involved.

### **Public Liability Cover:**

This is the minimum requirement for clubs, though in order to cover all aspects, which may arise due to advice given by committee members, coaches and helpers, this cover may be extended to civil liability.

### **Personal Accident:**

For travel within the country, the organising committee should also consider cover that would give no fault payout in the event of serious injury or death.

### **Car Insurance:**

Passengers travelling in motor vehicles in the country are covered by insurances required under the country's legislation. For self-drive hire vehicles, consideration should be given to accident; breakdown and recovery cover through a reputable motoring service.

### **Travel abroad:**

When groups are travelling abroad it is advised that the following cover should be in place:

- Medical cover, including repatriation expenses (form E111 for European cover)
- Compensation for loss of baggage, passports or money
- Emergency expenses to cover accommodation and transport
- Legal assistance in recovery of claims

The organising committee should check that the travel insurance company is aware that golf will be played, since some general travel insurances exclude sporting activities.



## AWAY FIXTURE CHECKLIST

Communication With parents	pick up times	
	destination & venue	
	competition details	
	Kit	
	other requirements	
Transport	journey time and stopping points	
	Supervision	
	suitability, accessibility	
	private cars – drivers checked, insurance, seat belts	
Supervision / Staffing	numbers of staff / golfers	
	who? male/female, specialists, carers	
	Responsibilities	
Emergency procedures	first aid	
	specific medical details	
	reporting procedures	
Insurance	liability, accident	
Costs	Fares	
	Meals	
Other		



## OVERNIGHT STAYS or DAY TRIPS

Purpose of the trip	competition, training, social, combination	
Planning	When	
	Where	
	Who	
	risk assessment of activity	
Communication with parents	pick up times	
	destination & venue	
	competition details	
	kit and equipment list	
	emergency procedures – home contact	
	remote supervision	
	consent form	
	code of conduct	
Accommodation	what type	
	catering, special diets?	
	suitability for group, accessibility	
	room lists	
Transport	journey time and stopping points	
	Supervision	
	suitability, accessibility	
	private cars – drivers checked, insurance, seat belts	



Supervision / Staffing	numbers of staff / golfers	
	who? male/female, specialists, carers	
	Responsibilities	
Emergency procedures	first aid	
	specific medical details	
	reporting procedures	
Insurance	liability, accident	
Costs	for trip	
	payment schedule – deposit, staged payments	
	extra meals?	
	spending money	
Arrival	check – rooms, meal times, phones, valuables	
	check sporting venue	
	collect in money, valuables	
	information on medications	
	arrange group meeting(s)	
	confirm procedures with staff	
	rules, curfews	
Other		



## TRAVELLING ABROAD OR HOSTING

Purpose of the trip	competition, training, social, combination	
Planning	When	
	Where	
	who	
	risk assessment of activity	
Communication with parents	pick up times	
	destination & venue	
	competition details	
	kit and equipment list	
	emergency procedures – home contact	
	remote supervision	
	consent form	
Accommodation	code of conduct	
	what type	
	catering, special diets?	
	suitability for group, accessibility	
Hosting or being Hosted	room lists	
	hosts vetted	
	hosts aware of special requirements	
	transporting arrangements	
Transport	telephone contact	
	journey time and stopping points	
	supervision	
	suitability, accessibility	
Supervision / Staffing	private cars – drivers checked, insurance, seat belts	
	numbers of staff / athletes	
	who? Male / female, specialists, carers	





	responsibilities	
Emergency procedures	First aid	
	specific medical details	
Insurance	liability, accident, travel, medical	
Costs	for trip	
	payment schedule – deposit, staged payments	
	extra meals?	
	spending money	
Documentation	travel tickets	
	passports, visas – check any non-EU nationals	
	parental consent forms	
	home contact details	
	insurance details including E I I I	
	location of local hospital/medical services	
	contingency money/travellers cheques	
Preparing Golfers	local culture, language	
	food & drink	
	currency	
	telephones	
	maps of area	
Arrival	check – rooms, meal times, phones, valuables	
	check sporting venue	
	collect in money, valuables	
	information on medications	
	arrange group meeting(s)	
	confirm procedures with staff	
	rules, curfews	
Other		