

# KETTERING GOLF CLUB

## Junior Membership - Application Form

<b>APPLICANT - Name in full:</b>
Address:
Post Code:
Contact:
Phone: Home _____
Phone: Mobile _____
Email: _____
Date of Birth
Previous Club – if applicable:
Handicap – if applicable:

<b>PARENT/GUARDIAN.: Name in full:</b>
Address: (if different from above)
Contact:
Phone: Home _____
Phone: Mobile _____
Email: _____

<ul style="list-style-type: none"><li>• <i>I consent to receive correspondence from Kettering Golf Club via email and post,</i></li><li>• <i>I understand my contact information will be visible to fellow members unless I opt out.</i></li></ul>
<ul style="list-style-type: none"><li>• <i>In the event of illness Injury or other circumstances refunds of subscriptions in full or in part will not be granted.</i></li></ul>
<ul style="list-style-type: none"><li>• <i>I have read and wherever required signed the attached extracts from the 'Children and Young People Safeguarding Policy and Procedures' document. (A Full copy of the Policy document is either attached or available to view in the clubhouse, on the website and on the members hub).</i></li></ul>
<ul style="list-style-type: none"><li>• <i>I agree to comply with the Rules of Kettering Golf Club as they may apply at any given time.</i></li></ul>
<b>Junior Applicant Signature:</b>
<b>Parent/Guardian Signature:</b>
<b>DATE:</b>

## **Appendix 5**

### **Code of Conduct for Young People**

Kettering Golf Club wishes to provide the best possible environment for all young people involved in the sport. Young people deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. These participants have rights, which must be respected, and responsibilities that they must accept. Young people should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

#### **Young players are entitled to:**

- Be safe and to feel safe.
- Be listened to.
- Be believed.
- Have fun and enjoy golf.
- Have a voice in relation to their activities within golf.
- Be treated with dignity, sensitivity, and respect.
- Participate on an equitable and fair manner, irrespective of ability, disability, gender, religion, social class, etc.
- Experience competition at a level at which they feel comfortable.
- Make complaints and have them dealt with.
- Get help against bullies.
- Say No.
- Protect their own bodies.
- Confidentiality.
- 

#### **Young players should always:**

- Treat Sports Leaders with respect, (including professionals, coaches, conveners, club officials, etc.)
- Look out for themselves and the welfare of others.
- Play fairly at all times, do their best.
- Be organised and on time, tell someone if you are leaving a venue or competition.
- Respect team members, even when things go wrong.
- Respect opponents, be gracious in defeat.
- Abide by the rules set down by team managers when travelling to away events, representing the club, school, province, or country, etc.
- Behave in a manner that avoids bringing golf into disrepute.
- Talk to the Lead Officer within the club if they have any problems.

**Young players should never:**

- Cheat
- Use violence or engage in irresponsible, abusive, inappropriate or illegal behaviour.
- Shout or argue with officials, teammates or opponents.
- Harm team members, opponents or their property.
- Bully or use bullying tactics to isolate another player or gain advantage.
- Take banned substances, drink alcohol, smoke or engage in sexual behaviour.
- Keep secrets, especially if they have been caused harm.
- Tell lies about adults / young people.
- Spread rumours.
- Discriminate against other players on the basis of gender, age, disability, social class, religion, race, etc.

Please remember that if any young person has an issue or worry of any kind, to speak to a Golf Club Leader or the Welfare Officer immediately, so that they can be supported, and issues can be resolved in a fair, prompt and respectful manner.

Child Signature:

Print Name:

Date:

Parent/Guardian Signature:

Print Name:

Date:

## **Appendix 6**

### **Code of Conduct for Parents/Carers of Young Golfers**

#### **As parents you are expected to:**

- Positively reinforce your child and show an interest in their chosen activity
- Do not place your child under pressure or push them in to activities they do not want to do
- Be realistic and supportive
- Promote your child's participation in playing sport for fun
- Complete and return the Player Profile Form and Consents pertaining to your child's participation in activities at Kettering Golf Club (KGC)
- Report and update KGC with any changes relevant to your child's health and wellbeing
- Deliver and collect your child punctually before and after coaching sessions/competitions
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure your child has appropriate equipment, plus adequate food and drink
- Ensure that your child understands the rules of Golf
- Teach your child that they can only do their best
- Ensure that your child understands their Code of Conduct
- Behave responsibly at KGC and on the golf course; do not embarrass your child
- Show appreciation and support the coaches, volunteers and staff at KGC
- Accept the decision and judgement of the officials during events and competition

#### **As a parent/carer you have the right to:**

- Be assured that your child is safeguarded during their participation in the sport
- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have consent sought for issues such as trips and photography
- Contribute to the decisions of the club
- Have any concerns about any aspect of your child's welfare listened to and responded to

Any breaches of this code of conduct will be dealt with immediately by The General Manager? at KGC. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/carer continue to breach the code of conduct may be the KGC regrettably asking your child to leave the session, event or club.

Signed:	Date:
PRINT NAME:	

## Appendix 10

### Junior Profile and Parental Consent Forms – Kettering Golf Club

(For Players Under the age of 18)

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

In compliance with the Data Protection Act 2018, GDPR and all relevant data protection legislation, all efforts will be made to ensure that information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of England Golf where necessary.

It is the responsibility of the junior and their parent to notify the Club Welfare Officer (CWO) or Secretary if any of the details change at any time.

Junior Name		
Date of Birth		
Address		
Telephone Number		
<b>Parents' Names</b>		
Address		(If different)
Home Telephone No		
Mobile Telephone No		
Work Telephone No		
<b>Emergency Contacts</b>		
<b>Contact 1 Name</b>		
Relationship to child		

Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	
<b>Contact 2 Name</b>	
Relationship to child	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number	

Please confirm details of all those with Parental Responsibility for the Child.	
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### Medical Information

Child's Doctor's name	
Doctor's Surgery Address	
Telephone Number	

Does your child experience any conditions requiring medical treatment and/or medication? **YES** ☐  
**NO** ☐

\*If yes please give details, including medication, dose and frequency.

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Does your child have any allergies? **YES** ☐ **NO** ☐

\*If yes please give details.

Does your child have any specific dietary requirements? **YES** ☐ **NO** ☐

\*If yes please give details.

What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

### **Disability**

The Equality Act 2010 defines a disabled person as ‘anyone with a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities’.

Do you consider your child to have a disability? **YES** ☐ **NO** ☐

\*If yes what is the nature of the disability?

Does your child have any communication needs e.g. non-English speaker/ hearing impairment/ sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully.

**Consent from Parent/Legal Carer:**



- 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 the Club of any changes to this information. ☐
- I give my consent that in an emergency situation, the club may act in my place (loco parentis), if the need arises for the administration of emergency first aid and/or other medical treatment which, in the opinion of a qualified medical practitioner, may be necessary. I also understand that in such an occurrence all reasonable steps will be taken to contact me, or the alternative adult named in this form. ☐
- The attached signature will denote that my child has my permission to be on the golf club's premises. ☐
- I acknowledge that the club is not responsible for providing adult supervision for my child, except for formal junior golfing coaching, matches or competition. ☐
- I agree to my child being transported by club representatives to and from venues when he/she is representing the club. ☐

(Please tick the boxes if agreed)

By signing this document, I confirm that I have legal responsibility for .....; I am entitled to give this consent and I am aware of how the information I have provided may be used.	
<b>Signed – Parent/Carer</b>	
<b>Print name</b>	
<b>Date</b>	

## Appendix 11

### Photography Consent

This form is to be signed by the legal carer of a child under the age of 18, together with the child. Please note that if you have more than one child registered you will need to complete separate forms for each.

Kettering Golf Club (KGC) recognises the need to ensure the welfare and safety of all children in golf. As part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken (except where some incidental inclusion may not be possible to avoid) or used without your consent.

KGC will ensure that any image of a child where consent has not been obtained will not be published.

KGC will follow the guidance for the use of images of children as detailed within the Club's Safeguarding Children and Young People Policy.

KGC will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of the club.

If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately.

The photographs may be available on the website <http://www.kettering-golf.co.uk> for the golf season 2020. If at any time either the parent/ carer or the child wishes the data to be removed from the website, 7 days' notice must be given to the General Manager/Club Welfare Officer after which the data will be removed.

#### To be completed by parent/carers

I \_\_\_\_\_ (Parent full name) consent to \_\_\_\_\_ (name of organisation) photographing or videoing \_\_\_\_\_ (name of child) under the stated rules and conditions, and I confirm I have legal parental responsibility for this child and am entitled to give this consent.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### To be completed by child

I \_\_\_\_\_ (Child full name) consent to \_\_\_\_\_ (name of organisation) photographing or videoing child under the stated rules and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 12

### Guidance for parents

The Kettering Golf Club (KGC) is delighted to welcome you and your child to what we hope is the first of many events that you will be taking part in.

The positive effect of your support, as a parent, can't be overstated. Your behaviour has a real influence on the way your child experiences golf.

First things first – why is your child showing an interest in the sport? Is it to learn a new game? To hang out with their friends? Because they did it in school and liked it? Or because you play?

Make sure they're playing for their own reasons, not yours.

To enable us to provide the best possible experience for you and your child, we kindly request that you read through the following guidance and complete the attached forms.

- Take an interest in your child's activity and progress and be supportive.
- Familiarise yourself with the KGC Safeguarding Policy (attached).
- Familiarise yourself with
  - A. Codes of Conduct for parents, coaches, children and young people.
  - B. Transport Policy.
  - C. Changing Room Policy.
  - D. Photography, Videoing and the use of Social Media Policies.
- Complete the attached Parental Consent Form which will enable event organisers to cater for any particular needs that your child may have (e.g. medical conditions and medications, allergies, learning difficulties etc.), as well as contact you in the unlikely event of an emergency.
- Go through the attached Code of Conduct **with** your child and return a signed copy to the club/event organiser.
- Be punctual when dropping off and picking up your child from coaching/ events. It is important to communicate with the club if collecting your child after an event/coaching session may cause a problem.
- Introduce yourself to the adults involved in the supervision of your child.
- When leaving your child, make sure they have the necessary provisions for the day, including the ability to meet the requirements of changing weather conditions. Please ensure that your mobile is switched on when you are away from the club, so that you can be contacted in an emergency.

- Encourage your child to take part and support club activities such as coaching & competitions.
- Help your child to arrange golf with other juniors away from club organised activities so they have someone to play golf with.

As a parent/carer you are encouraged to:

- Discuss any concerns regarding the organisation of activities or the behaviour of adults towards your child with the Club Welfare Officer, who will treat any concerns you or your child may have in the strictest confidence
- England Golf Lead Safeguarding Officer is also available for advice: 01526 351824

## **Kettering Golf Club Welfare Officer**

### **Introduction and overview**

Every Golf Club has a responsibility to make sure that young people under the age of 18 years have their enjoyment, safety and protection at the heart of all planning and activity within the Club.

Here at Kettering Golf Club we make sure that we respond to this responsibility in a number of ways. Very importantly, we are continually developing and updating our Policies and Practices in line with advice and recommendations from England Golf, which includes essential guidance on Child Protection and Safeguarding within the Club. Our full Policies can be found in the Club Office and on the website.

The role of the Club Welfare Officer (CWO) is make sure that The Board, is fully aware and active in its responsibilities towards the safety and protection of all young people, as well as to provide an accessible and approachable person for young people and their parents or carers, where issues or concerns may arise.

Such issues may range from worries about not fitting in or feeling left out, an individual dangerous incident or situation, other adult or young persons' behaviour, or more serious allegations against another person, volunteer, member or Professional at the Club. The CWO is responsible for responding to any allegations, concerns or child protection incidents and for passing on information to the appropriate National Governing Body, Child Protection Services (known as, Local Safeguarding Children's Board) and the Police where appropriate.

The CWO is also an active playing member of Kettering Golf Club who is frequently at the Club and has substantial experience of Safeguarding and Child Protection as part of their career background.

A more detailed explanation of the CWO role can be found in the 'Safeguarding Children and Young People – Policy and Procedures' document.