

# **The Cheshire Union of Golf Clubs**



## **CUGC JUNIOR GOLF POLICY AND OPERATING PRACTICES.**

**Document Ref :** 01/10  
**Issued By :** C.F. Shadbolt  
**Approved By :** County Executive Meeting 02.02.10  
**Date of Issue :** 2nd February 2010.



## **CUGC Junior Golf Policy and Operating Practices.**

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## **1. Introduction and Background.**

The County Union was established in 1920, to both represent the interests of Affiliated Clubs with the “National Governing Body” (NGB) for golf, ie The English Golf Union (EGU); and to promote the development of “Men’s Golf” at the highest possible standards within Cheshire. Since those early days, and most particularly during the last 50 years, “Boys Golf”, has, and will continue to, evolve as an increasingly important area of the County’s activities. Although a close interest is maintained with the introduction of young persons to the sport and more generally, with “Club Junior Golf”, the principle responsibility of the County, is specifically directed towards the golf development of the most talented boys, together with the provision of competitive opportunity at the “Elite” level. It should be recognised that an equivalent body operates within the County, addressing the interests of Ladies and Girls “Elite Golf”; the Cheshire County Ladies Golf Association, this organisation in fact pre-dates the establishment of the Men’s County Union by some 13 years.

In very recent years increasing attention and concern for the welfare of “Young Persons” has developed nationally, following of a number of well publicised tragic cases of abuse. Golf, just as all other Sports has therefore had to address these issues, such that we now operate within an environment where it is not acceptable to continue any regular programme of activities involving young persons, adopting traditional, essentially informal, methods and approaches. The EGU have now approved guidance on this topic which is directed towards both County organisations and individual Clubs, the document “Safeguarding Children in Golf” was released for general publication at the beginning of March 2008. The CUGC have accepted the general principles embodied within this publication and has as a result adopted the Policy and Procedures defined below, as setting out its approach to County Junior Golf Operations.

## **2. Scope and Applicability.**

The Policies and Procedures defined within this document, refer to all Junior Golf activities; both as organised directly by the County and as may take place through participation in “Representative”, Regional and National events. The Boys involved will be Members of Affiliated Clubs; or as otherwise permitted within the County’s “Constitution and Rules”. Details of which are published in the County Handbook. The approach adopted by the County has been designed to reflect, where appropriate, that boys engaged in County Golf are experienced players, who will have developed a high standard of golfing competence, skills and familiarity with the golfing environment, prior to any involvement in County activities. In the context of “Child Welfare” it is generally recognised that “Young Persons” are defined as those under the age of 18. It must be clearly understood, that as boys become 18 during their final year, whilst certain aspects of our procedures may cease to be relevant, the requirements of the Player Code of Conduct remain entirely applicable, whilst they continue to participate in County Junior Golf. The designation of “Parent” within this document should also be understood as referring to the “Legal Guardian” of the boy concerned. In certain cases the older County Boy Players, may from time to time, be invited to join County Men’s Squad activities or they may enter Men’s Championships, in so far as they may reasonably be applied, the provisions of this Junior Golf Policy and Practice document, shall be considered to control such participation at senior level.

## **3. CUGC Junior Golf Policy.**

3.1 The County recognise the importance of the safety and welfare of all young persons engaged in “Golf” and appreciates the concerns which exist within modern society. Whilst boys are under our specific care or supervision, the CUGC will act in a responsible and professional manner, ensuring that reasonable and practicable measures are taken to consider and manage the potential risks which may be involved. A County Official, normally the Chairman of the Junior Committee shall be the “Designated Person”, responsible for child welfare issues associated with County Golf activities.



3.2 The County having considered the risks and requirements involved in conducting its Junior Golf operations together with the guidance of the NGB, will establish, review and develop written operational practices which are designed to address the established areas of concern, in such a way that a clear understanding of the approach, roles and responsibilities of the Boys, their Parents and County Representatives including Coaching Staff can be established. The County will ensure that its Junior Golf Policies and Procedures are openly available to relevant interested parties.

3.3 It is a requirement of the County that all Boys involved in County activities together with their Parents, County Employees, Volunteer Staff, Coaching Staff and any other persons acting regularly on the County's behalf are made aware of and undertake to comply with the requirements of these Policies, Operating Practices and Codes of Conduct.

3.4 The County will monitor the on-going effectiveness of its Policies and Procedures, take account of developing legislation which may apply, together with any guidance which may be issued from time to time by the NGB. The "Designated Person" is responsible for the maintenance of this document and as a minimum ensure that a biennial review is undertaken. Appendix 3.6 gives the Form of Audit Record to be completed during the review.

3.5 The County Policy and Procedure documentation has been formally adopted by a Meeting of the Executive Committee of the County, as appropriate revisions to the Document shall be approved by the Executive at the earliest opportunity. The Constitution and Rules of the County recognise the responsibility of the Executive to maintain and operate these Policies and Procedures, as defined by Rule 17 which was adopted by the Council of the Union at its AGM on the 3rd February 2009.

3.6 The County will not tolerate inappropriate behaviour by any persons who may be directly engaged in, attending or otherwise associated with any County Golf Activity. The County believe that all Boys engaged in County Golf Activities regardless of their background are entitled to protection from abuse and that all possible measures should be taken to ensure their welfare. Similarly, it is an absolute requirement that all boys and their parents display appropriate respect and courtesy to County, Club and other Officials, guests and service providers, acting at all times in accordance with the provisions of the County Code of Conduct, as set out in section 5 of this document.

3.7 Where considered appropriate formal disciplinary measures will be conducted by the County, employing the protocols as recommended and published by the EGU. In more serious cases involving abuse or suspected abuse the County may directly notify the Authorities and/or the appropriate contact at the NGB. County Staff will not investigate or decide whether any disclosure is child abuse. The County will be guided entirely by the recommendations of the NGB.

3.8 The County shall ensure that appropriate routes are available for reporting any concerns which may develop. All such communications, together with other Player Information disclosed to the County will be treated with the utmost respect and the necessary confidentiality.

3.9 Where cause for concern arises over a disciplinary issue/inappropriate behaviour, or a case of potential abuse involving Junior County Golf, the circumstances should be referred to the County Secretary and/or the County "Designated Person" responsible for child welfare. In their own judgement, or in consultation with other County Officials, appropriate action will be determined. Where the matter may involve consideration of formal disciplinary proceedings, or potential need to refer the details to "The NGB" and/or "The ISA", an "Incident Review Meeting" comprising; The County President, The County Secretary, The County Designated Person and The Boy's Team Manager will consider the circumstances and specify the subsequent action to be taken. Where a formal disciplinary inquiry is deemed to be necessary, the meeting shall decide the composition of the Disciplinary Panel according to the procedures set out by "The NGB". In other cases the meeting may conclude that the matter should be referred directly to "The NGB" and/or "The ISA". In the initial consideration of any incident, the Review Meeting may seek necessary information and interview relevant parties; but only as necessary to determine the most appropriate manner to proceed. In any case which may involve suspicions of abuse the Review Meeting will not attempt to investigate the matter, it will simply direct it for the attention and guidance of "The NGB" and subsequently "The ISA" as may be required. In exceptional circumstances involving possible abuse, the members of the Review Meeting as defined above, shall if deemed necessary, directly contact an appropriate agency, ie The Police; NSPCC or Local Authority, to implement an immediate response to the difficulty. During the progress of resolving any incident, The County Secretary, shall to the extent deemed prudent and respecting necessary confidentiality, keep the County Executive informed of the action being taken.



## **4. County Junior Golf Operating Practices.**

### 4.1 Recruitment :

The recruitment procedures of the County are subject to ongoing review as the enhanced procedures specified as a result of "The Safeguarding Vulnerable Groups Act 2006", are progressively introduced under "The Vetting and Barring Scheme" - "VBS", by the "Independent Safeguarding Authority" – "The ISA". The initial provisions of the Scheme came into effect in October 2009 and will continue to evolve during a transitional period currently planned to extend up to July 2015. The CUGC are a "Regulated Activity Provider" – "RAP", under the "VBS". The CUGC recognise that it is now a criminal offence to allow a "Barred" individual to be involved in "intensive or frequent" (as meant by the "VBS") Junior Golf Activity of The County. County Staff ie employees, volunteers and support staff involved in these "intensive or frequent" activities shall be defined as "Regulated County Staff" – "RCS". Subject also to the ongoing guidance of the "NGB"; the specific measures which must be adopted (currently or to become requirements within the validity of this Document Issue) by The County to comply with the "VBS" are as follows :

#### **With Immediate Effect; (Introduced 12th October 2009).**

- In any circumstance (as envisaged by the guidance notes of the "VBS"), where The County determine that any person being an "RCS" should no longer be allowed to participate in any Regulated Junior Golf Activity, the details shall be referred to the "ISA". The County may elect to seek advice from "The NGB" prior to any such referral. Guidance notes and the required Form of Referral are available on [www.isa.gov.org.uk](http://www.isa.gov.org.uk).
- Subject to the ongoing agreement and guidance of "The NGB", The County will seek to obtain an "Enhanced CRB Clearance and a "Barring Check" for all new persons appointed in an "RCS" role. It may be noted that at this stage these measures are not mandatory, but are considered to be good practice and in the best interests of The County. Note; the mechanism to obtain the Barred List checks is provided via the EWGA at the same time as requesting a CRB Clearance.
- Should The County have any reason to question the "Barring" status of any existing RCS, a new Enhanced CRB Clearance and Barring Check will be applied for.

#### **From 1st November 2010.**

- "VBS" check becomes mandatory for new personnel moving into Regulated activities, ie the procedure noted above regarding obtaining a "Barring Check" for new "RCS" appointees is no longer optional. New individuals moving into these posts must also ensure that they are personally "Registered" with the "ISA", as a person engaged in a Regulated Activity, failure to do so is a criminal offence from this date. Note details of the process for an individual to Register is subject to further clarification at this time.

#### **From 1st April 2011 up to 31st July 2015.**

- This is the transitional period during which time all existing "RCS" must become Registered with the "ISA", and the County must verify this via a "Barring Check". The phasing and details of the process involved remains to be announced but again will be facilitated by the NGB.

#### **Important Note :**

It should be appreciated that whilst "CRB Clearances" and "Barring Checks" are independent measures, they will generally be applied for at the same time via the NGB, (in this case EWGA on behalf of the EGU); it is only the "Barring Check" which is a legal obligation, in terms of golfing activities. However, based on the guidance of the NGB; "good practice" recommendations and to protect the interests of The County, the established policy of obtaining "CRB Clearances" for "RCS" will be maintained. The Clearance obtained will be the "Enhanced Disclosure"; the acceptable period for the validity of a "CRB Clearance" shall become 3 years. By the end of the "VBS" transitional period The County will ensure that all "RCS" will have a valid "Enhanced CRB Clearance" satisfactory to The County. Where an existing, or newly appointed "RCS", has been required to obtain an "Enhanced CRB Clearance" in connection with a directly related role, eg with an Affiliated Club or the NGB, this



will be accepted by The County within its period of validity, subject to a copy being made available for The County's records.

It is anticipated that due to the ongoing monitoring of individuals registered with the "VBS", that there is no requirement for periodic "Barring Checks" to be confirmed. The obligation currently effective requiring The County to notify the "ISA" of any important information relating to registered individuals under the "VBS duty to refer" is a continuing fundamental requirement.

County Employees, Volunteers, Coaching Staff and other persons (The County Staff), who may be regularly involved in the operation of County Golf, shall be issued with a copy of these Policies and Procedures and be advised that compliance with the applicable requirements is mandatory. An undertaking in the form specified within Appendix 3.1 is to be completed by all County Staff and retained on file by The County Secretary. Volunteers nominated for election to the County Executive at an AGM, shall be required to provide the undertaking prior to the date of the AGM, any person not prepared to provide such undertaking in the form required by The County cannot be put forward for election. Confirmation of any appointment as a County Employee, Volunteer, Coach or any other capacity involving regular association with Junior Golf, shall be conditional upon providing the required Undertaking. The Undertaking shall include an agreement to submit an application for any "CRB Clearance" and "Barring Check" that may be considered appropriate by the County Secretary and the County Executive having designated responsibility for Child Welfare issues. In the event of Clearance being denied/unacceptable or notification that an individual is "Barred", is received at any time from the "ISA"; the person concerned will be advised of the result and unless resolved to the satisfaction of the Authorities, an appointment as "RCS" shall be terminated or refused as applicable.

It is currently the practice of The County, that all members of the County Junior Committee and The County Secretary together with the County Coaching Staff are designated as "RCS". Coaching Staff are expected to comply with the CRB clearance requirements specified by the PGA, but are subject to "Barring Checks" by The County.

The need to satisfy ourselves as to the suitability and integrity of potential new employees and volunteers requires that appropriate references are taken up prior to confirmation of appointment. In the case of volunteer appointments, typically as County Executive, the reference should be taken from the nominating Club's Secretary or responsible official, confirming that the individual has been known by the Club for a minimum of two years and that no reason is known to suggest that he may not be suitable to work with "Young Persons". The following form of wording to this effect should be included on the Executive Nomination Form.

I can confirm that the Nominee for a position on the County Executive has been personally known to me for a period in excess of two years and that we are not aware of any circumstances which might suggest that he is not a suitable person to be engaged in an activity which may involve substantial access to Young Persons.

To be signed by the Secretary or Responsible Official of the Nominating Club.

With respect to the engagement of any new County Employee who may reasonably be expected to become a designated as a "RCS", a minimum of two independent written references should be obtained, prior to any appointment being confirmed. A request for such reference should ask the referee to provide a similar statement to that given above, indicate the capacity in which he was known, the duration thereof and any experience that he may have gained in connection with activities concerning Young Persons. It should be stressed that any information provided will be treated in confidence. We should also point out that, as the position may involve substantial access to Young Persons, it is important that should the referee have any cause to be concerned about the applicant, he should contact us directly in writing.



Where a potential County Employee has previously served in a Voluntary capacity or otherwise well known to the County for a period of at least two years, additional references may be dispensed with if desired.

#### 4.2 Training :

On at least an annual basis, the County's requirements for training in relevant Child Welfare issues shall be reviewed by the County Junior Committee. The general principle should apply, that at least one Executive Member of the Junior Committee shall have attended a course in the form recommended by the NGB, within the last two years. The required training activity is to be funded by the County and a record in the form specified in Appendix 3.2 is to be maintained on file (see para 4.3).

#### 4.3 Communication, Access and Maintenance of Policy and Procedural Documentation :

Details of the contact points within the County for general administrative and Child Welfare issues are given within Appendix 1. Should the circumstances arise, where a parent or boy may have a concern or issues regarding child welfare, which they may feel reluctant or that it is inappropriate, to discuss with a County Official, the matter should be reported directly to the member of the EGU Staff appointed for this purpose, contact details are again given in Appendix 1. The designated County Executive responsible for Child Welfare shall normally be the Chairman of the Junior Committee, he is required to maintain these Policy and Procedure documents ensuring their on-going effectiveness, taking account of new and revised legislation or guidance issued by the NGB, such review should be undertaken on a two year cycle as a minimum. The County Secretary shall establish and maintain a "Master File" comprising the following :

- i.) Current issue copy of the "Junior Golf Policy and Operating Practices" document.
- ii.) The original "Undertakings" completed by County Employees, Executives, Coaching Staff and others as specified in para 4.1 above. These records are to be retained throughout the engagement of each individual and for a minimum period of 2 years thereafter.
- iii.) The CRB Clearance/Barring Check returns together with any supplementary information as provided by the NGB for the individuals specified at para 4.2 above.
- iv.) The "Register" specified at para 4.2 containing records of attendance by County Staff at recognised Courses and Workshops etc pertaining to Child Welfare or related issues.
- v.) A "Register" providing a record of development of these Policies and Procedures, these modification and Audit Records shall be constructed in the form given at Appendix 3.3.
- vi.) The originals of "Player Information and Parental Consent Forms" as specified at para 4.12, these forms shall be retained for a period of one season following the year in which they were initially provided.
- vii.) The "Register" specified at para 4.11 providing a record of incidents of significance, or issues of serious concern which may arise from time to time, including related correspondence and details of any action which may have resulted.
- viii.) The biennial review of these Policies and Procedures shall be undertaken as a system Audit process and recorded in the form given at Appendix 3.6.

As the "Master File" will contain confidential information, access is to be restricted to the County Secretary and the Executive responsible for Child Welfare, together with, but subject to their specific approval, such other persons who may from time to time reasonably require sight of the information.

The main Junior Golf Policy and Operating Practices Document shall be an openly available publication, a copy of which may be obtained on reasonable request to the County Secretary, it will also be displayed on the County website; [www.cheshiregolf.org.uk](http://www.cheshiregolf.org.uk). Individual copies shall be supplied to County Employees; Executives; Coaching Staff and persons regularly engaged in supporting County Junior Golf events. A copy will also be provided to those Boys and their Parents selected for major Junior Squad activities, as determined by the Boys Team Manager and the County Secretary, they are required under para 4.12 to provide an Annual Player Information and Parental Consent Return.

It is the County objective that a very clear understanding is developed with the boys and their parents, as to the manner in which the County sets out to protect the welfare of the boys, together with any limitations which may apply, the responsibilities of parents and our expectations of the boys themselves. Boys or parents who may have any concern with, or would like further explanation of the County's Junior Golf Policies and Procedures, are therefore encouraged to seek necessary



clarification, by contacting the most appropriate Official as noted in Appendix 1. Completion of the Player and Parental Consent Form given at Appendix 3.5 signifies understanding and acceptance of the “Declarations” given at Appendix 2.

#### 4.4 County Junior Golf Event Planning :

During the preparation for County Golf events involving young persons, arrangements for transportation, accommodation where this may be necessary, and the facilities of the host location, in so-far as they are within our control are considered. Relevant general operating practices of the CUGC are summarised below for your guidance. Whilst “Golf” is generally a relatively low risk activity, you should recognise that it is conducted in a rather “open environment”; and in the case of County Events on premises which are not directly controlled by the CUGC. Players must particularly remain aware of potential hazards which may arise through inclement weather conditions and in connection with difficult or rough ground, ensuring at all times that appropriate care is exercised.

Without doubt the most commonly encountered serious hazard which you may face on a golf course is from “lightning strikes”, resulting in a significant number of fatalities each year throughout the world. The County will suspend play in response to a perceived lightning threat and will endeavour to communicate such information as effectively as possible, boys should make themselves familiar with the recognised procedures to minimise the danger from lightning. Should a player, for example in a remote part of the course, become aware of lightning in the area and has not received instructions to suspend play, he should discontinue play immediately and take the most appropriate precautions. Should you have particular concerns or require further guidance, please feel free to discuss these issues with us.

Wherever possible the County will seek to determine any unusual risks which may be a characteristic of a particular venue, if appropriate special procedures or guidance will be prepared to mitigate any potential hazard as far as may be practical, or within our reasonable control.

County Junior events which may include the participation of boys outside of the main County Squad structure remain the subject of these Policies and Procedures, eg County Boys and Junior Championships. To ensure that entrants and their parents are aware of our operating practices, the appropriate “Entry Form” or “Letter of Invitation” shall include the following statement.

This event will be conducted in compliance with the County’s Junior Golf Policy and Operating Practices, full details of these provisions are available for inspection on the County Website [www.cheshiregolf.org.uk](http://www.cheshiregolf.org.uk), or a copy may be obtained by request to The County Secretary, enclosing a large SAE. Entry to this event (acceptance of this invitation (as relevant)), is conditional upon your acceptance of these requirements. Please ensure that we are advised of any special medical or other information, which we may need to be aware of relating to participation in this event.

Note : “Championship Entry Forms” and “Acceptances of Invitations” should be signed by both the Player and a Parent.

#### 4.5 Supervision and Staffing :

At County Golf fixtures an adequate number of County Officials will be present to properly manage the event, the County Secretary/Boy’s Team Manager/Chairman of the Junior Committee/Duty County Executives as most appropriate to the circumstances should be approached in the event of difficulty or concerns arising.

#### 4.6 Transportation :

Generally, the County requires that the Parents of young persons participating in a County Golf Activity make their own arrangements to transport the player to the venue and subsequently collect him, ensuring that timing guidelines issued by the County are complied with. The arrangements made, must recognise the importance of collecting young persons on time, exceptionally in the event of



difficulty you must keep us informed of your situation. Please use the telephone number given at Appendix 1 for The County Secretary which will normally be re-directed to his location, otherwise contact should be made via the Clubhouse at the venue. The County Official on duty will consider the individual circumstances and take the most sensible and responsible course of action. You have to recognise that the precise timing of an event completion is subject to many influences, most of which are beyond our reasonable control. Both your arrival at and departure from a venue should be indicated to the appropriate County Official.

For particular events, the County may elect to arrange transportation from/to a defined meeting point. In these circumstances the County will take reasonable measures to ensure the suitability of the arrangements, details of which will be notified to you. Other than in response to exceptional situations, we will avoid young person travelling alone in a vehicle with an adult. Note also the requirements of our Players Code of Conduct, para 5.9, relating to the use of motor vehicles by older boys.

The County does not believe that it can effectively monitor or maintain records, relating to the licensing, insurance, or the condition of individual private vehicles which may be used by County Staff, or Parents/Boys (who may be carrying other boys as passengers), in connection with transportation arrangements used for County Junior Golf events. However County Staff are required to provide an assurance within their general undertaking at Appendix 3.1, that any vehicle used by them in connection with the transportation of young persons will be properly licensed, insured and operated in accordance with relevant legislation and appropriate care. Parents or boys providing transport are also expected to recognise the need to comply with these requirements.

#### 4.7 Accommodation :

Where an event requires the provision of overnight accommodation, relevant details will be supplied. Boys will typically share a twin bedded room, we would not permit a young person to share a room with an adult, other than a fellow Boy's Squad member who may have just passed his eighteenth birthday. You should ensure that we are advised of any special dietary requirements or medical conditions etc which we may need to be aware of in connection with overnight stays, as per para 4.12. Boys should take particular note of their obligations under the Player Code of Conduct in relation to hotel stays etc. The Boys are representing The County, their Clubs and Families; good behaviour and respect for both other people and the hotel facilities is demanded at all times.

#### 4.8 Changing Room Situations :

The County recognises the sensitivity of these issues, but realistically has little control over the provision or access to these facilities. Players should immediately report any incidents to a duty Official. Should a boy have any concerns in the use of a Changing Room, would like some support or assistance, do not hesitate to ask.

#### 4.9 Photography and Video Coaching Procedures :

We would prefer that Parents or other spectators do not take photographs of players during the course of play; irrespective of other concerns it may be distracting for adjacent players. In other situations we ask that you respect the privacy and the potential concerns which may exist. Official photographs may include "on-course" situations in addition to Team and Presentation groups, these images may be published and displayed on Official "Golf" websites. During the course of County Coaching sessions the use of video and other photographic techniques may be used from time to time by our Coaching Staff as a legitimate teaching aid. The County will not release copies of any such material to third parties. Completion of our Parental Consent Form is taken as your acceptance and understanding of these operating practices. Should you have particular concerns in these respects please discuss them with us.

#### 4.10 Attendance at Events :

We very much welcome supporters to attend County Events and normally you may accompany play where so desired. We do however insist that supporters maintain a reasonable distance from the play at all times. On no account must "advice" be given to a player during the course of play. Generally you will not be allowed to act as a "caddie" and you should not therefore touch the players equipment.

#### 4.11 Reporting and Recording Incidents and Concerns :

In accordance with the County Policy we encourage parents to discuss with us, any concerns or difficulties which may arise, details of appropriate contact points with the County and the NGB are



given at Appendix 1. These will be updated as necessary as part of our document review process. Further useful information regarding child welfare issues, including guidance on the signs to watch for, which may be indicative of abuse, bullying or other inappropriate behaviour can be found via the "Children in Golf" CiG website [www.childreningolf.org](http://www.childreningolf.org), or via the link from the NGB website [www.englishgolfunion.org](http://www.englishgolfunion.org).

A record of significant incidents and issues of serious concern which may arise from time to time shall be maintained by the County in the form given at Appendix 3.4. Any other matters involving the conduct, attitude or integrity etc of Junior Golfers which may result in formal warnings or disciplinary procedures shall also be recorded.

The Register should also contain copies of communications, reports and details of action taken etc, relating to any incident or area of concern which may arise relating to child welfare issues arising in connection with County Golf. The County Secretary together with the Executive responsible for Child Welfare shall decide where it is appropriate to formally record an incident or issue of concern within the Register. This Register is to be treated as confidential, for the sight only of the County Secretary and the County "Designated Person" responsible for Child Welfare and such persons as they may from time to time authorise. Where considered necessary, or following the direction of "The NGB", the circumstances of particular incidents or areas of concern shall be referred to "The ISA", as directed under para 3.9.

#### 4.12 Medical Information – First Aid – Emergency Medical Treatment :

It is vital that the County are provided with essential medical information, which may be reasonably needed in the event of any emergency situation arising during a County Junior Golf event. Boys who may be expected to be selected for major Squad activities during a season, will therefore be required to complete the "Player Information and Parental Consent Form" given at Appendix 3.5, at the start of the season. The consents given will apply to the year's activities, should a parent therefore have any reason to vary their undertaking throughout the year, the County Secretary should be advised of the circumstances immediately in writing. Similarly should additions or modifications be required to the "Player Information" supplied, the details should be provided to the County Secretary in writing, at the earliest opportunity.

Entrants to County Championships, or other golf activities the subject of individual invitation, should provide any necessary information with their Entry Form or invitation reply as appropriate. Again should any additional details develop which we may need to be aware of, this must be communicated directly with the County Secretary. Should Parents wish to discuss any sensitive issues in confidence, please contact us, as may be most appropriate.

As the possibility of overseas travel may arise in connection with a Junior Golf Activity, we recommend that boys obtain a "European Health Insurance Card", the EHIC replaces the old E111 Form and may be obtained on-line at [www.ehic.org.uk](http://www.ehic.org.uk), or by telephone at 0845 606 2030. The County maintain an Annual Travel Insurance Policy, however any unrecoverable costs which the County may incur as a result of individual not having an EHIC, will be the responsibility of the parents concerned. To facilitate possible overseas travel it is useful for the County to maintain a record of boys Passport details, **please ensure that the Boy's name is recorded exactly as it appears on his Passport.**

In the event of an accident or medical emergency arising during County golf events, the First Aid facilities provided by the host club will be employed and where appropriate the "Emergency Services" will be contacted to provide specialist assistance. Where possible the County will arrange for the availability of on-course transport to assist in the recovery, (if deemed sensible to do so), to the clubhouse area, a basic First Aid Kit will also be provided. It should be understood however that the County cannot give an assurance that a "Qualified First Aider" will necessarily be in attendance. Where considered necessary or advisable following an accident resulting in injury, or illness developing, appropriate treatment or attention will be arranged with the Emergency Services or directly with a Doctor or local Hospital according to the circumstances.

Please note that the Parental Consent Form includes for your agreement that the County may authorise the provision essential medical treatment on your behalf. Should a County Golf event be planned for a particularly remote venue, or where other factors may seriously affect the normally expected response available from the Emergency Services, the circumstances will be considered and as far as may be practical, alternative arrangements defined.



#### 4.13 Discipline and Code of Conduct :

The Player Code of Conduct developed by the County is applicable to any boy selected for County Representation, Coaching Programmes; boys entering a County Championship or any other Junior event organised by, or on behalf of the County. Your agreement to participate in any County Junior Golf event signified by the Player/Parental Consent, submission of an Entry Form, or acceptance of an individual invitation can only be made on the basis of understanding and an undertaking to comply without question to these requirements.

Boys and their Parents should appreciate, that if it should be necessary, appropriate disciplinary proceedings will result from serious or repeated failure to comply with these standards. Such proceedings will be conducted according to the County's procedures as recommended by the NGB, penalties may include suspension from County Golf Activities, or suspension of the boy's CONGU Handicap, (precluding any involvement of the boy in competitive golf for the period of the suspension). Any penalty applied by the County would normally be communicated with the boy's Home Club and the NGB. The County Disciplinary Procedure includes appropriate rights of representation and facility to appeal, guideline details may be found on the NGB website, [www.englishgolfunion.org](http://www.englishgolfunion.org) .

Should any Boy or his Parent feel he has been the subject of unfair treatment with regard to a disciplinary matter, (other than that concluded to a conclusion through the formal Disciplinary Procedure), or has other issues he may wish to raise, we would encourage the circumstances to be discussed with the appropriate County Staff in the first instance. If not satisfied The County Grievance Procedure may be followed, again details of this process may be found on the NGB website.

#### 4.14 County Squad Selection Procedure :

Boy's and Parents must appreciate that "Elite Amateur Golf" is inevitably a very competitive activity. The County selection processes will always be conducted in a fair manner taking account of factors including, ability, experience, current form, team spirit and availability.

Players who may experience disappointment from time to time are expected to respond in a professional manner. The Boy's Team Manager will be happy to review aspects of a player's individual performance at any reasonable time, however he will not enter into comparative discussions of other players merits.

### **5. Player Code of Conduct.**

Through your selection to participate in County Squad Coaching Activities or to represent Cheshire as a Boy County player you have been awarded the foremost honour it is possible to achieve in Boys County Golf. Such reward brings with it specific responsibilities and you will be required to observe the highest standard of behaviour. As an ambassador for your County and for the game of golf in general, it is important both you and your parents understand fully what is required of you throughout the entire time you are on duty as a representative of your County, and whilst in the care of the Cheshire Union of Golf Clubs.

By participating in a County Junior Golf event, you are required to agree to accept and undertake the following requirements. The Duty County Official at coaching and representative team events will normally be the Boy's Team Manager.

5.1 Observe any instruction, or restriction, requested by the Duty County Official without dissent.

5.2 Demonstrate the highest standard of behaviour and conduct at all times, both on and off the course, to tournament officials, club members and staff, other players and members of the public. The use of bad language is strictly forbidden at all times.

5.3 Behave in a sportsmanlike manner as befits the conduct associated with a Cheshire County Junior Golfer and display a professional attitude to personal organisation, training and dress.

5.4 Not to be absent from the golf course, golf club or accommodation without the permission of the Duty County Official.



5.5 To accept and abide by any travel arrangements and arrangements for accommodation made on your behalf by the Cheshire Union of Golf Clubs, rooming allocations are not to be changed without the authorisation of the Duty County Official..

5.6 As part of the County fitness routine procedure smoking, drinking alcohol and the use of any drug or performance enhancing or recreational substance is strictly forbidden when representing Cheshire, taking part in Coaching activities or other participation in County Junior Golf events.

5.7 From time to time random drug testing may take place at an event. If you are suffering from any form of medical condition, or are currently taking any prescribed medication, you must inform the Duty County Official immediately, it is important that you retain all details and any labels relating to medication you may be taking.

5.8 Boys are required to comply with any Dress Code requirements which may be advised. Where County clothing or other equipment is provided for players, it is expected that the items will be worn as appropriate to the weather conditions.

5.9 Any motor vehicle used by a boy in connection with a County Event must only be operated with the full knowledge and consent of the owner and the Boy's Parents. Operation of the vehicle must comply in all respects with appropriate legislation and exercising necessary care. It is to be understood that where other young persons associated with a County Event are to be carried as passengers, the prior permission of the appropriate parent, or exceptionally the Duty County Official must be sought. Seat belts must be worn by both passengers and driver.

5.10 Boys using their own, or a parents etc vehicle, attending an event including an overnight stay, are required on initial registration to advise The County Secretary or Duty Executive, the details of the vehicle ie, Make Model, Colour and Registration Number. The names of any other Squad members, passengers in the vehicle should also be notified. It is required that any journeys made during the progress of the event, should be directly between the venue and accommodation, unless The County Secretary/Duty Executive or Boy's Team Manager has been specifically informed and given their approval to any alternative intentions. Boy's travelling independently must also comply with the requirements of para 5.4 of this code.

5.11 The County will not tolerate any form of bullying or other inappropriate behaviour towards any young persons associated with a County Golf Activity. Any suggestion of such behaviour should be reported to the appropriate contact given at Appendix 1, at the earliest possible opportunity.

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**Appendix 1. Contact Details for General Administrative and Child Welfare Issues.****CUGC General Point of Contact :**

Stephen Foster – County Secretary.  
Telephone : 01244 678004.  
E-Mail : [secretary@cheshiregolf.org.uk](mailto:secretary@cheshiregolf.org.uk)  
Address : The Cheshire Union of Golf Clubs  
County Office, Chester Golf Club  
Curzon Park North  
Chester  
CH4 8AR.

**CUGC Executive Responsible for Child Welfare :**

Ray Simm - Chairman of the Junior Committee.  
Telephone : 0151 625 6879 – Mobile ; ?????  
E-Mail : [Raysimm6@aol.com](mailto:Raysimm6@aol.com)

**National Governing Body Contact Point for Child Welfare Issues :**

EGU Lead Child Protection Officer.  
Telephone : 01526 354500  
E-Mail : [info@englishgolfunion.org](mailto:info@englishgolfunion.org)  
Address : The English Golf Union  
The National Golf Centre  
The Broadway  
Woodall Spa  
Lincs.  
LN10 6PU.

**Appendix 2. Player and Parental Declarations.****2. 1 Player's Declaration :**

I am aware of and understand the CUGC Junior Golf Policy and Practices, I agree that in the event of my being in breach of the standards and code of conduct, or by acting in a manner deemed by the Duty County Official to be prejudicial to the reputation of the Cheshire Union of Golf Clubs, then I shall render myself liable to be withdrawn from the event or squad and may be sent home and/or subject to further Disciplinary Proceedings. I accept unequivocally, the terms and conditions detailed above, together with all reasonable instructions and requests made of me by the Duty County Official at all times.

**2.2 Parents Declaration :**

I am aware of and understand the CUGC Junior Golf Policy and Practices, I agree that my son be bound by these standards and code of conduct whilst in the care of the Cheshire Union of Golf Clubs and whilst participating in County Junior Golf activities, and do hereby release the Cheshire Union of Golf Clubs and its representatives from all liability and/or claims for illness, injuries and damage that may arise directly or indirectly as a result of my son breaching the conditions detailed above. I accept that exceptional costs arising in connection with or as a consequence of such breaches will be my responsibility. I confirm that I accept the CUGC Junior Golf Policy and Practices and that I have provided the relevant information the County may reasonably require and will advise you immediately should there be any significant change in these details. I also particularly acknowledge the importance of complying with notified meeting arrangements.

These Declarations are indicated by signature of the Player Information and Parental Consent Form, given at Appendix 3.5 by both the Player and a Parent, or the submission of a Championship Entry Form or acceptance of other invitation to participate in a County Junior Golf event.



# The Cheshire Union of Golf Clubs



## CUGC Junior Golf Policy and Operating Practices Form of Undertaking By County Staff

Name of Applicant : .....

In the event of my appointment to the County Staff in the capacity of ..... I give my Undertaking that I am aware of the CUGC Junior Golf Policy and Operating Practices and that I have received a copy of the Document. I confirm that I understand the provisions and responsibilities set out in the Document and agree without qualification that any involvement which I may have with County Junior Golf Activities will be in compliance with these requirements. I understand that The County may request a "Barring Check" from the "ISA" under the "VBS" and I may be requested to provide details of any Enhanced CRB Clearance obtained for me by another organisation and/or complete a "Self Disclosure Form", for the purposes of complying with this process. I appreciate that this requires that I supply information regarding any previous names by which I might have been known, any criminal offences which I may have been convicted of, whether I am a person "known" to the Child Social Care Department, as being an actual or potential risk to children, or currently under investigation for a child protection related issue. In addition I will be required to provide a suitable form of identification and state if I have been the subject of disciplinary sanction from any sports organisation relating to child abuse or poor practice. I understand that in the event that such Clearance cannot be satisfactorily obtained, I cannot remain a Member of the County Staff except where it may be possible to the satisfaction of the County to provide a suitable appointment having no contact with Junior Golf Activities.

In the event that I agree to use a private motor vehicle for the transportation of Boys, I give my assurance to the County that any such vehicle will be adequately insured for the purpose, taxed and operated with due care and in compliance with applicable legislation. I understand that I must check that all passengers are wearing a seat belt and in any circumstance that it may be agreed that I carry an individual boy, he must sit in the rear of the vehicle.

Signature of Undertaking : .....

Date : .....

Return to : The County Secretary  
The Cheshire Union of Golf Clubs  
County Office, Chester Golf Club  
Curzon Park North  
Chester.  
CH4 8AR.

### Appendix 3.1

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**REGISTER OF POLICY AND PROCEDURES MODIFICATION RECORDS**

**CUGC JUNIOR GOLF POLICY AND OPERATING PRACTICES REF: APPENDIX 3.3 - ISSUE 01/10**

<b><u>DOC. ISSUE REFERENCE</u></b>	<b><u>DETAILS OF ISSUE MODIFICATIONS</u></b>	<b><u>DATE OF ISSUE</u></b>	<b><u>APPROVED BY EXECUTIVE</u></b>
01/08	First Issue as approved by the CUGC Executive Meeting on Tuesday 5th February 2008	8th February 2008	5th February 2008
02/08	Appendices 3.1 to 3.5 incorporated into Word Text File	4th March 2008	Not required, admin change only
01/09	Para 3.5 rewritten to reflect adoption of new Rule 17 in the County Constitution, this recognises Executive responsibility to operate and maintain these Policies and Procedures. Appendix 3.2 updated to reflect CP Training undertaken.	3rd February 2009	3rd February 2009
01/10	<p><b>Significant Changes :</b></p> <p>Introduction amended to reflect publication of CiG Guidance Book.</p> <p>Para 3.1/3.4 amended to clarify "Designated Person".</p> <p>Para 3.4/3.9 renumbered and amended + added content.</p> <p>Para 4.1/App3.1 significantly changed to reflect introduction of the "VBS".</p> <p>Paras 4.3, 4.7 &amp; 4.11 minor changes.</p> <p>Para 5.10 new statement added.</p> <p>Appendix 3.5 mod to E-Mail detail.</p> <p>Appendix 3.6 added to provide record of biennial procedure Audit.</p>	2nd February 2010	2nd February 2010





## ANNUAL PLAYER INFORMATION AND PARENTAL CONSENT FORM

CUGC JUNIOR GOLF POLICY AND OPERATING PRACTICES REF: APPENDIX 3.5 - ISSUE 01/10

<b>PLAYERS NAME</b> (Exactly as in Passport)		<b>HOME CLUB</b>	
<b>HOME ADDRESS</b>		<b>EXACT HANDICAP</b>	
		<b>HOME TELEPHONE</b>	
		<b>MOBILE TELEPHONE</b>	
		<b>DATE OF BIRTH</b>	
<b>E-MAIL ADDRESS</b> – Please take care to enter your address clearly and accurately including any case sensitive details.			
<b>PASSPORT NUMBER</b>		<b>EXPIRY DATE</b>	
<b>DOCTORS NAME</b>		<b>DOCTORS TELEPHONE</b>	
<b>DOCTORS ADDRESS AND TELEPHONE</b>		<b>ALLERGIES</b>	Please enter all relevant details in the space provided below.
		<b>MEDICATION</b>	
		<b>HAVE YOU HAD A TETANUS INJECTION INDICATE DATE</b>	
Please enter below any specific medical/dietary or general additional information which we should be aware of, or may reasonably require in the event of any difficulty arising :			
<b>NAME OF PARENT OR GUARDIAN</b>		<b>ALT. TELEPHONE</b>	
		<b>MOBILE TELEPHONE</b>	
		<b>E-MAIL ADDRESS</b>	
<b>NAME OF ALTERNATIVE CONTACT</b>		<b>TELEPHONE</b>	
		<b>MOBILE TELEPHONE</b>	
		<b>E-MAIL ADDRESS</b>	

Our signatures below, confirm that all relevant information reasonably required has been provided and that we have seen or received a copy and understood the requirements of the CUGC Junior Golf Policy and Operating Practices Document, including the Declaration given at Appendix 2. We therefore consent to participation in events organised by the CUGC. As Parent/Guardian of the Player named above, I also grant permission for a CUGC Duty Official to give the authority on my behalf, for any immediate necessary medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the Doctors opinion, for any delay to be incurred by seeking my personal consent.

Player :

Parent/Guardian :

Date :

Please return this Form without delay to The County Secretary, Mr.S.J. Foster; County Office, Chester Golf Club, Curzon Park North, Chester, CH4 8AR.

In the event of any changes arising in the information contained within this Form, please notify The County Secretary immediately on Telephone 01244 678004 or by E-Mail to [secretary@cheshiregolf.org.uk](mailto:secretary@cheshiregolf.org.uk).



## JUNIOR GOLF POLICY AND PROCEDURES AUDIT REPORT

CUGC JUNIOR GOLF POLICY AND OPERATING PRACTICES REF: APPENDIX 3.6 - ISSUE 01/10

**DATE OF AUDIT**

19th January 2010

**AUDIT CONDUCTED BY :**

**C.F. Shadbolt R. Simm  
J.M. Jones S.J. Foster**

**DOCUMENT SECTION**

**PRACTICE COMPLIANCE**

**CONTINUING RELEVANCE OR NEW REQUIREMENTS TO BE CONSIDERED**

**OBSERVATIONS**

<b>1. Introduction</b>	Satisfactory.	Minor text revision required CiG Booklet was published March 2008.	None.
<b>2. Scope &amp; Applicability</b>	Satisfactory.	No changes required.	None.
<b>3. Junior Golf Policy Para - 3.1</b>	Satisfactory.	Clarification of "Designated Person" required..	Revision made in 01/10 issue.
<b>Para - 3.2</b>	Satisfactory.	No changes required.	None.
<b>Para - 3.3</b>	Satisfactory, specific requirements to inform have been undertaken, documentation also freely available through the website .	No changes required.	Importance of awareness needs to be emphasised, impression that documentation often filed by users without adequate examination.
<b>Para - 3.4</b>	Satisfactory, documentation records checked and biennial Audit undertaken.	New Appendix 3.6 Audit Report incorporated in documentation, reflected in para 3.4.	Documentation changes included in this 01/10 issue, Audit Report completed.
<b>Para - 3.5</b>	Satisfactory, it was noted that this Junior Golf Policy Document was formally adopted by the Council of the County at the Feb 2009 AGM.	No changes required.	Issue 01/10 of this document requires County Executive Approval at Mtg. 2nd Feb 2010.
<b>Para - 3.6</b>	Noted para numbering error 3.6 missing ie was 3.7. Emphasis felt to be needed on applicability to boys/parents and at all County events where Juniors may be involved.	Requirement to clarify these issues incorporated in the documentation. New para 3.9 required.	Revisions made in 01/10 issue. Old para 3.7 split out, creating new 3.6/3.7. Audit refers to corrected sequence.
<b>Para - 3.7</b>	Satisfactory, appropriate actions taken on a number of occasions following essential procedure requirements.	Previous para 3.7 separated to clarify our expectations.	Revisions made in 01/10 issue. Concerns referring to Mng. Authority and need to inform others included in para 4.1 Operating Practices.
<b>Para - 3.8</b>	Satisfactory, County procedures have been followed, confidentiality of records maintained.	No changes required.	Issues have occurred and been dealt with in an acceptable manner.

<b>Para 3.9</b>	New Policy Statement incorporated to clarify Management Authority and Communication responsibilities when handling particularly disciplinary incidents.	Additional need to reflect the role of the ISA under the new VBS regime.	Revisions made in 01/10 issue of documentation.
<b>4. Operating Practices</b> <b>Para - 4.1</b>	County Operations were generally in full conformance with our requirements. It has to be recognised however that more specific attention will be necessary as the VBS transition proceeds.	Procedures required to ensure CRB and Barring Check protocols are implemented within the County Operations.	Significant extension of para 4.1 prepared and included within the 01/10 issue to address these requirements.
<b>Para - 4.2</b>	Satisfactory, three people have attended formal Child Welfare Workshops during the period of this Audit, necessary records available.	No changes required.	Some training is required during 2010, note that there are no suitable Workshops scheduled over the next months, RS to request MF to arrange.
<b>Para - 4.3</b>	Communications and record keeping generally in high conformance, minor issue with some records resolved during the Audit Mtg. Documentation circulated as required and available on the web.	Minor changes needed to reflect requirement for Barring Checks and this Audit procedure.	Revisions made in 01/10 issue.
<b>Para - 4.4</b>	Satisfactory, we have on a number of occasions introduced specific measures to address venue related possible concerns.	No changes required.	None.
<b>Para - 4.5</b>	Satisfactory, - event representation has been acceptable.	No changes required.	None.
<b>Para - 4.6</b>	Generally satisfactory, we have consistently applied our requirements. Noted that we continue to have some worries relating to older boys using their own vehicles.	Agreed that additional attention was required re own cars, new CC para to be introduced, to add emphasis and control.	New para 5.10 added to Code of Conduct in 01/10 issue.
<b>Para - 4.7</b>	Satisfactory; concern expressed over requirement for boys just reaching 18 to have separate rooms. Agreed that this was not really justified, defn. of adult will exclude such Squad boys.	Clarification of para 4.7 required to implement.	Revised statement introduced in 01/10 issue.
<b>Para - 4.8</b>	Satisfactory, there have not been any issues relating to changing room situations.	No changes required.	None.
<b>Para - 4.9</b>	Satisfactory, we have never received parent comment or observed photographic use giving rise for concern.	No changes required.	Requires ongoing vigilance.
<b>Para - 4.10</b>	Satisfactory.	No changes required.	None.
<b>Para - 4.11</b>	Satisfactory, there have been issues, one requiring ref to the NGB. Situations handled in an acceptable manner and necessary confidentiality maintained.	Reference required to referral of matters of concern to the ISA. Contact details require updating at Appendix 1.	Revised statements introduced in 01/10 issue.
<b>Para - 4.12</b>	Satisfactory.	No changes required.	None.

<b>Para - 4.13</b>	Satisfactory, noted that one incident although handled in accordance with the County Policy indicated a need to consider communications improvement.	Clarifications included in policy statements 3.7/3.9.	Revisions incorporated in 01/10 issue.
<b>Para - 4.14</b>	Satisfactory.	No changes required.	None.
<b>5. Code of Conduct</b>	Satisfactory but due to continuing concern over the use of boy's vehicles additional control felt to be desirable.	New para 5.10 introduced to Code of Conduct.	Revised statements incorporated in 01/10 issue.
<b>Appendix 1.</b>	Required updating.	Change of Designated Person effective 2nd Feb. 2010 and NGB Contact changed to generic.	Revisions incorporated in 01/10 issue.
<b>Appendix 2.</b>	Satisfactory.	No changes required.	None.
<b>Appendix 3.1</b>	Satisfactory.	Reference to the ISA required..	Revisions incorporated in 01/10 issue.
<b>Appendix 3.2</b>	Satisfactory.	No changes required.	None.
<b>Appendix 3.3</b>	Satisfactory.	Reference to issue 01/10 required.	Revisions incorporated in 01/10 issue.
<b>Appendix 3.4</b>	Generally satisfactory, disciplinary record was filed with documents but not noted in App. 3.4 Master File.	Record needed entering.	Details included in Master File copy.
<b>Appendix 3.5</b>	Satisfactory. Noted difficulty experienced in accurately reading E-Mail addresses in Forms returned.	More space required on Form and emphasis of need to write clearly.	Form revised in 01/10 issue, returns to be monitored for improvement..
<b>Appendix 3.6</b>	A Report Format required to complete Audit Review process.	This Appendix 3.6 added and used for Jan 2010 Audit.	New Appendix added to 01/10 issue.

**AUDIT CONCLUSIONS :**

It is believed that the County have a robust structure of Child Welfare Policies and Procedures which effectively address the concerns which we encounter within our County Junior Golf Operations. We have concluded that our actual compliance with the designated requirements has been of a very satisfactory standard, where incidents have occurred, they have been handled in an acceptable manner. Important developments are occurring in the legislative framework regarding Child Welfare, principally the introduction of the VBS under the new authority of the ISA. As appropriate changes to our documented Policies and Procedures have been developed and incorporated in the 01/10 issue of our documentation. All persons involved in our Junior Golf need to pay continuing attention to these practices.

C.F.S. – R.S. – J.M.J. – S.J.F. January 2010.