

Rossendale Golf Club Junior Section

Policies and Procedures

The purpose of this information is to provide you with relevant information about how Rossendale Golf Club promotes golf for young players. You will note that there is also a junior handbook which is given out at the induction meeting and which gives supplementary information.

Should you want to know more or want to help in anyway please contact the Junior Secretary or the Club.

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Structure to support young golfer development at Rossendale Golf Club

- Rossendale Golf Club Junior Committee
- Secretary and administration
- Professional training/coaching team
- Captain and Lady Captain committee representation
- Junior Organiser and welfare officer

2. Who's Who at Rossendale Golf Club

Junior Committee:

Mr. Derek Cropper (Chair & Team Manager)	Tel: 01706 214241
Mr. Steve Bolton (Secretary)	Tel: 07976 363550
Mr. Peter Lord (Comps Sec)	Tel: 07813199149
Miss Bev Dodd (Development)	Tel: 07980 896690
Mr. Ross Irwin (Parent rep)	Tel: 07703 475645
Mr Andrew Nicholls (Treasurer)	Tel: 01706 828287

Child Welfare Officer

Miss Bev Dodd Tel: 07980 896690

3. Child Protection Procedures

3.1 Recruitment and training

Rossendale Golf Club will endeavour to ensure that all volunteers and staff working with children are suitable to do so, and that they have all the information they require to perform their job effectively and appropriately.

We ask that all volunteers and staff who are in a position of responsibility with regard to children, particularly those who will supervise children, provide the following:

- A current enhanced DBS check
- A self-disclosure of their criminal record
- A Volunteer Personal Details Form
- References as appropriate
- Basic personal details and information of their previous experience with children

The Club Secretary and Welfare Officer hold copies of the necessary forms and contact information.

All staff and volunteers will be offered access to appropriate child protection training. The SportscoachUK 'Safeguarding & Protecting Children' workshop is recognised by the Children in Golf Strategy Group as the most appropriate training for coaching staff and volunteers within golf clubs.

Rossendale Golf Club recommends this workshop and will ensure that all volunteers and staff who have significant contact with children attend it.

All staff and volunteers involved within children will be asked to read and become familiar with the club child protection policy and procedures.

3.2 Complaints, concerns and allegations

If a member, parent, member of staff or volunteer has a concern about the welfare of a child, or the conduct of an adult (whether they are a parent, coach, member of Rossendale Golf Club or otherwise), these concerns should be brought to the attention of the Club Welfare Officer (CWO), even if the person concerned does not consider the concern to require immediate attention.

The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass information to the Club Welfare Officer.

The Club Welfare Officer is Bev Dodd - 07980 896690

All concerns should be treated in confidence. Details should only be shared with those who can help with the management of the concern. The number of club personnel involved will be kept to a minimum.

The CWO will report concerns to the England Golf Compliance Manager, and will seek advice on further action. The England Golf reporting process will be followed in the handling and referral of concerns and allegations.

Concerns will be recorded on the concern/allegation recording form, sent to the England Golf Compliance Manager and retained confidentially within the club. Rossendale Golf Club will work with the national governing body and other external agencies to take appropriate action in the case of abuse or serious poor practice. The England Golf and PGA disciplinary procedures apply and will be followed where possible by Rossendale Golf Club.

In the event of a child making a disclosure, the following guidance is given:

- Reassure the child that they have done the right thing to share the information
- Do not make promises that cannot be kept, such a promising not to tell anyone else
- Do not question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action
- Record what the child has said as soon as possible
- Report the information to the Club Welfare Officer in the first instance
- Do not notify the parents unless you have first sought advice from the Rossendale Golf Club Welfare Officer or the England Golf Compliance Manager
- The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public. No referrals are made from the calls. Those with concerns are encouraged to use this service.

What to do if you are worried that a child is being abused outside of the club (but the concern is identified through the child's involvement in golf) Concern identified about a child

If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern
Report your concern to the Rossendale Golf Club Child Welfare Officer, who will refer that matter to Social Services/Police without delay. If they are not available, report your concern to the England Golf Compliance Manager
Make a record of everything that child has said and /or what has been observed with dates and times, using the Rossendale Golf Club Recording Form
If neither the Rossendale Golf Club Child Welfare Officer or the England Golf Compliance Manager is available refer the matter directly to Social Services/Police.
Remember delay may place the child at further risk
Complete a report form and copy it to Social Services/Police and to the England Golf Compliance Manager within 48 hours

What to do if you are worried about the behaviour of any member, volunteer, staff, Pro, coach or official in Golf or affiliated organizations.

Concerns identified

If the child requires immediate medical attention call an ambulance and inform the doctor.
If there is a child protection concern, report incident/concerns to Rossendale Golf Club Child Welfare Officer who will:

- Complete the Rossendale Golf Club Incident Report Form
- Report to the England Golf Compliance Manager

Individuals working with the Rossendale Golf Club Junior Section will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues which may come to light.

Rossendale Golf Club will work in partnership with parents to review and implement child protection and welfare procedures.

Rossendale Golf Club's policy and procedures are based on the principles of UK and International legislation and government guidance.

4. Code of Conduct for Staff, Members, PGA Professionals, Coaches and Volunteers

The code of conduct has been designed to ensure that all adults have a point of reference providing the minimum standards expected when participating in golfing activities with juniors. All adults should ensure that they are fully conversant with the code and should strive to meet the code at all times. All staff and volunteers involved with the junior section should sign the code of conduct and their names and the date on the form should be include on the Safeguarding register

5. Expectations from Parents / Carers of Junior Golfers

Rossendale Golf Club Junior Section expects parents / carers to:

- Encourage your child to learn the rules of Golf and play within them.
- Support your child's involvement and help them to enjoy their sport.
- Encourage fair play

- Help your child to recognise good performance, not just results and applaud the good performances of all.
- Always accept officials' judgments and decisions graciously.
- Never punish or belittle a child for losing or making mistakes.
- Never force your child to take part in sport.

Specific information for parents/carers

- Introduce yourselves to the adults involved in the supervision of the junior section
- Spend some time talking to the Junior Organiser, PGA Professional/Coach and child welfare officer
- Find out what the club has to offer; what is the package? When are coaching sessions and junior competitions; are there any playing restrictions for children who are beginners?
- Obtain any good practice guidance for children from the club and go through it with your child
- Know whether there are any age restrictions regarding children playing on their own on the course
- Be punctual when dropping off and picking up your children for/from coaching and competitions
- Take an interest in who your son/daughter is playing with, introduce yourself if it is an adult you do not know
- Have clear lines of communication to keep up with your child's progress
- Ensure that the club has an emergency contact number for you when you are away from the club, a mobile would be preferable, and that you leave your mobile switched on so that you can be contacted in an emergency
- Advise the club Welfare Officer/Junior Organisers if your child has any particular needs (e.g. allergies, learning disabilities) to ensure they are provided for in the best way possible

6. Code of Conduct for Young Golfers

The code of conduct has been written to make sure that all young golfers at Rossendale Golf Club know the standards of behaviour that are expected of them when playing golf or attending coaching. This will help the volunteers, coaches and staff at the club look after them and make sure that every young person is able to enjoy their time at the club. All juniors will be required to read and sign the code of conduct at the welcome meeting when joining the club.

7 Anti Bullying Policy

At Rossendale Golf Club we believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms which can be categorised as;

- Physical – hitting, kicking, theft
- Verbal – homophobic or racist remarks, threats, name calling
- Emotional – isolating an individual from activities or a group

- All forms of bullying include;

- Deliberate hostility & aggression towards an individual(s)
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful & distressing for the victim

- Bullying behaviour may also include;

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature

The Club and its staff, volunteers and coaches will not tolerate bullying in any of its forms during club matches, competitions, coaching or at any other time while at the club.

We are intent that we will;

- ◆ Provide a point of contact where those being bullied can report their concerns in confidence
- ◆ Take the problem seriously
- ◆ Investigate any and all incidents and accusations of bullying
- ◆ Talk to bullies and their victims separately along with their parents/guardians
- ◆ Impose sanctions, which may include expulsion from the club for bullies
- ◆ Inform all members of the club about the incident and action taken if appropriate.
- ◆ Keep a written record of all incidents and the action taken

8 Changing Room Policy

Adults should try to avoid changing or showering at the same time using the same facility as young people. If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club.

If young people need to share changing facilities with adults their parents are allowed to supervise them whilst they are changing.

Players aged 10 and under must be supervised at all times in changing rooms by two members of the club, of the same gender as the players.

Mixed gender teams must have access to separate male and female dressing rooms.

If young people are uncomfortable changing, no pressure should be placed on them to do so.

Disabled players and their carers will be involved in deciding how, if applicable, they wish to be assisted to change and they will provide full consent to any support or assistance required.

9 Transport Policy

The ultimate responsibility for transporting young golfers to and from matches, away days and other organised events is the **parent/carer**. However there may be occasions when parents/carers have given permission for the player to be transported by another responsible adult. If that is the case the parent/carer must have completed a player profile form giving that permission and given to Junior Secretary

Principles

- Unless a parent/carer intends to convey a child to all home and away events, authority for other drivers to be used must be given at the start of the season via the player profile form.
- **Parents/carers must** ensure they know where their child is and how to contact them.
- **Parents/carers should** tell the child that he/she has the right to say 'no' if they are not comfortable with the arrangements for transport.

What Rossendale Golf Club will ensure:

- If a private car other than a parent's car is being used to transport young golfers the car will be registered with the Rossendale Golf Club Committee.
- Any driver will ensure that all passengers are safe by ensuring the car is roadworthy, and that a valid driving licence and insurance cover are held.
- All drivers will ensure that seat belts are used at all times and that drivers are aware of their legal obligations, especially having due regard for speed and that drivers will observe speed limits at all times.
- A driver who is a staff member, professional or volunteer will not normally be alone in a car with a young person at any time. If in an emergency this has to happen then drivers will ensure the young person is in the back of the car.
- All persons involved with young persons' golf development will have been DBS checked.
- Clear information will be supplied on all fixtures which will include the expected

- time of departure and arrival and this will be communicated to parents/carers in good time
- Any driver over the age of 18 years and under 21 years old will have to seek special permission from the club to carry any other young player and if this is the case the driver will be checked by a member of the Junior Committee and permission will be sought from parents.
 - If any parent/carer or young person is concerned at any time please inform the club Welfare Officer, Junior Secretary or Rossendale Golf Club Secretary in the club office
 - **All parties should have relevant emergency contact numbers**

10 Photographic Policy

Rossendale Golf Club 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 or used without your consent. This consent will be obtained on the parental consent form.

Rossendale Golf Club will follow the guidance for the use of images of children as detailed within the respective Child Protection Policy and Procedures.

Rossendale Golf Club 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 Rossendale Golf Club

IF YOU BECOME AWARE THAT THESE IMAGES ARE BEING USED INAPPROPRIATELY YOU SHOULD INFORM THE GOLF WELFARE OFFICER IMMEDIATELY

The photographs may be available on the Rossendale Golf Club websites

If at any time either the parent/guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to the Child Welfare Officer after which the data will be removed.

11 Confidentiality

Details of juniors shall be kept on file by the Club Secretary, Junior Secretary, Team Manager and PGA Golf Professional. From time to time the county bodies may also ask for details of promising juniors, these will be passed on as part of our commitment to developing a junior members golfing talent.

13 Protocol, emergencies and incidents

Player Profile/ Medical Consent Forms will be obtained and retained by Rossendale Golf Club for all children who are members or attending coaching at the club. These forms will be available at all times and reviewed each year. They will be treated in confidence and only shared with those who require the information they contain to perform their role effectively.

In the event of a child requiring medical attention:

- The parents will be contacted immediately
- In the event of failure to contact parents, the alternative emergency contacts will be used
- The consent form will be consulted to establish whether parents have given their consent for a club representative to act in loco parentis

- An adult club representative will accompany the child to seek medical attention, if appropriate a record of the action taken will be made and retained by Rossendale Golf Club.

Where a parent is late in collecting their child from the club the following procedure will apply:

1. Attempt to contact the parent/carer using the contact details on the Player Profile Form
2. Attempt to contact the first, then the second emergency contact nominated on the Player Profile Form
3. Wait with the young person(s) at the club with, wherever possible, other staff/volunteers or parents.
4. If no one is reachable, contact the Club Welfare Officer or the Secretary for advice.
5. The local police will be contacted to enquire about the best course of action.

Staff, members, PGA Pros and volunteers should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Sending the child home with another person without permission.

Remind parents/carers of the policy relating to late collection, within the good practice guidance for parents/carers.

Rosendale Golf Club Junior Section

Reference Form

Dear

.....has expressed an interest in becoming
and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important if you have any reason to be concerned about this applicant that you do not complete the following but please contact myself on:

Telephone Number:

Name:

Rosendale Golf Club Child Welfare Officer

Any information disclosed in this Reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: *(Please tick one box for each question)*

	Poor	Average	Good	Very Good	Excellent
Sense of Responsibility	<input type="checkbox"/>				
Self Motivation	<input type="checkbox"/>				
Can Motivate Others	<input type="checkbox"/>				



Rossendale Golf Club

Ewood Lane Head, Haslingden, Lancashire, BB4 6LH
Office: 01706 831339 Pro: 01706 213616
E-Mail:-admin@rossendalegolfclub.net
Web Site:-www.rossendalegolfclub.net

Volunteer/PGA Coach Personal Details Form

This form must be completed by all volunteers working regular with juniors and the PGA Golf Professionals

Name :- _____ Address :- _____

Previous surname :- _____

D.O.B :- _____

Telephone No :-(h) _____
(m) _____

Email address :- _____

Relevant experience/Qualifications of working with children

What experience do you have working with children:-

Do you have any coaching qualifications? Yes/No, if yes, please detail:-

What skills/experience do you have that can be utilised by the golf club?

Please provide details of at least 1 person who can act as a reference (this must be someone who can confirm your suitability to work with children or in a professional capacity)

1. Name:-
Relationship:-
Telephone No:-
Email address:-
Address:-

2. Name:-
Relationship:-
Telephone No:-
Email address:-
Address:-

In order to comply with National Governing Body Guidance, we request the disclosure of any criminal records/convictions.

1. Have you ever been convicted of any criminal offences?
Yes/No (if yes, please detail below :-)

Are you known to any social services dept. as being at risk with working with children?
Yes/No

2. Is there anything else we should be made aware of that you feel we should know about which might affect you working with children? Yes/No (if yes, please detail below:-)

I certify that I have completed the above to the best of my knowledge. I confirm that I have provided relevant details above and beyond what may have been asked.

I consent to completing an enhanced DBS check and have been made aware that the disclosure number and date will need to be provided to the club on arrival.

I also confirm that I have read and understood the Club's child protection policy, procedures and codes of conduct.

Name (please print):-

Signature:-

Date :-

Witnessed by: -

Date:-

Sign:-

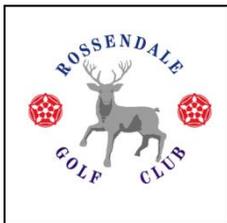
To be completed by the Club's Junior Organiser or Secretary

I confirm that I have been given a copy of the DBS clearance form England Golf

Name: -

Sign: -

Date:-



Rossendale Golf Club

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INCIDENT REPORT FORM

Details of Recorder

Name:

Address:

Post Code:

Details of Child

Name:

Address:

Post Code:

Details of Complainant

Name:

Address:

Post Code:

To whom was the Incident referred? (e.g. Junior Committee Chairman, Junior Welfare Officer, Junior Secretary etc)

.....

Details of the Allegations (include date, time, location and nature of incident)

Additional Information / Witnesses / Corroborative Statements

Action Taken

Date and Time of Notification:

Signature of Complainant:

Signature of Recorder:

Date:



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ACCIDENT / INJURY FORM

Name of Recorder:

Position Held.....

Name of Person Injured:

Address:PostCode:
.....

Tel:

Type/Nature of injury
sustained:.....

Where did the injury occur?
.....

State briefly how the injury
occurred:.....
.....

Were others involved? Yes/No

Give names and, if possible, contact numbers:
.....
.....

Were there any witnesses to this accident? Yes/No

If so, give
details:.....
.....

What action was taken / treatment administered?
.....
.....

State by whom treatment was given :.....

Were other agencies invoked? (e.g. Ambulance service) YES / NO

If so who?

Have the parents/guardians been contacted? YES / NO

Was the incident referred to the County Secretary? YES / NO

Signature of Recorder:.....

Date:Time:



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PARENTAL CONSENT FORM AND PLAYER PROFILE

Details of Child

Forename(s): Surname:

DoB:

Emergency Contact 1.....

Name: Relationship to Child:

Address:

.....

Post Code:

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

Emergency Contact 2

Name: Relationship to Child:

Address:

.....

Post Code:

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

Child's Doctor;Tel:

Please indicate any medical dietary or other physical requirements that the Junior Committee Chairman, or his delegate, may need to be aware of:

.....

I give consent for my child to receive essential medical treatment when administered by a person qualified to do so.....

I am aware of Rossendale Golf Club's Child Protection Policies and Guidelines relating to organised events. Yes/No

I give consent to my child taking part in the events organised by Rossendale Golf Club. Yes/No

I agree to be at the pick-up and drop-off points at the agreed time. Yes/No

I consent to photographing or videoing under the stated rules and conditions. Yes/No

I agree that my child may be transported to away matches if required Yes/No

I confirm I have legal parental responsibility for this child and am entitled to give this consent. Yes/No

Signed: Print Name:

Date:



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Rossendale Golf Club

Junior Transport Policy

Volunteer Driver register

Purpose

To register the private vehicles used for the transport of children in connection with golf away fixtures or tours.

I declare that:-

- I have the relevant insurance
- I have a valid and up to date driving license
- My car is roadworthy with an up to date MOT and Road tax
- I am over 21
- I have agreed to transport junior golfers to and from golf activities
- I understand that it is not good practice to transport a lone junior unless in an emergency

Name	Address	Contact number	Signature	Team Manager signature



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Code of Conduct for Staff, Members, PGA Professionals, Coaches and Volunteers

This code of conduct has been designed to ensure that all adults have a point of reference providing the minimum standards expected when participating in golfing activities with juniors. All adults should ensure that they are fully conversant with the code and should strive to meet the code at all times.

- Respect the rights, dignity and worth of every person within the context of golf
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with young people, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Know and understand the Children in Golf (CiG) Child Protection Policies and Procedures
- Respect young people's opinions when making decisions about their participation in golf
- Inform players and parents of the requirements of golf
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working with young people in the Club. This reflects a negative image and could compromise the safety of the young people
- Do not give young people alcohol when they are under the care of the Club
- Hold relevant qualifications and insurance cover
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of golf e.g. fair play
- Display high standards of behaviour and appearance
- Follow CiG guidelines set out in the CiG Policy and any other relevant guidelines issued
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people
- Report any concerns you may have in relation to a young person, follow reporting procedures laid down by CiG or Contact Rossendale Golf Clubs Junior Section Welfare Officer

Signature:

Name (printed):

Position:

Date:



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ROSSENDALE GOLF CLUB JUNIOR SECTION
Code of Conduct for Young Golfers

This code of conduct has been written to make sure that all young golfers at Rossendale Golf Club know the standards of behaviour that are expected of them when playing golf or attending coaching. This will help the volunteers, coaches and staff at the club look after you and make sure that every young person is able to enjoy their time at the club. Please ensure that you are fully conversant with the code and should strive to meet the code at all times.

- Treat all other golfers, whether adult or junior with the same respect and fairness you would like them to show you
• All golfers should be able to participate in golf without fear of ridicule, harassment or restriction. Uphold this value in all that you do.
• Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity and religious beliefs between yourself and others
• Always accept officials' judgments and decisions graciously
• Challenge discrimination and prejudice
• Look out for yourself and the welfare of others
• Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour
• Challenge behaviour that falls below the expected standards of the club
• Speak out if you are concerned about anything, your own needs or the needs of others
• Be organised and on time
• Do not leave the club following a coaching session, match or competition without the knowledge and permission of the Junior Organiser or person in charge
• Always behave responsibly and appropriately complying with the rules of the club at which you are playing.
• Listen to the junior organiser and other representatives of the club and comply with their requests. They have your best interests and those of the whole group in mind.
• Demonstrate the highest standards of behaviour at all times
• Advise the junior organiser or coach of any medical conditions which may affect your standard of play
• You must not:- Consume alcohol or illegal and performance enhancing drugs, smoke, use foul language, engage in sexual behavior, gamble (e.g. on gaming machines)

I agree to abide by the above code of conduct while in the care of, or representing Rossendale Golf Club

Signature of Junior Member:

Name (printed): Date:

I understand and agree that my child must abide by the above code of conduct.

Signature of Parent/ Guardian:



Rossendale Golf Club Limited
Ewood Lane Head, Haslingden, Rossendale, BB4 6LH
(Registered in England No. 134025)

Secretary: 01706 831339 Fax: 01706 228669 Professional: 01706 213616 Clubhouse: 01706
831686

Caterer: 01706 227126 e-mail:admin@rossendalegolfclub.net Web: www.rossendalegolfclub.net

APPLICATION FOR JUNIOR MEMBERSHIP

Full name of junior applicant:

Address:.....

.....

Post Code:..... Home Tel. No..... Mobile Tel No.....

E-Mail:..... Date of birth:..... Age:.....

Present school or college.....

Are you or have you been a member of another golf club? Yes/No – if yes please give club:.....

Reason for wanting to join Rossendale Golf Club.

.....

I wish to become a junior member of Rossendale Golf Club .If elected I will accept and obey the rules of the Club. I will behave in a sensible, safe and courteous manner at all times. I realise my membership may be stopped if my behaviour is unacceptable.

Signed:.....Date

I, the parent/guardian, fully support my son/daughter’s application for membership. I undertake to pay all subscriptions as required. I understand that it is my responsibility to ensure his/her safety at all times.

Name of parent/guardian

Signed:.....Date:.....

Application received:

Approved: