

GUIDANCE FOR PERSONS HOSTING OR TAKING INDIVIDUALS/TEAMS TO AWAY EVENTS



FOREWORD

This pack is intended as guidance for persons hosting events and for those persons taking teams/individuals to Away events.

The pack includes the following:

- Squash Wales Checklist for Hosting/Away Events (including guidelines);
- Squash Wales Procedure for Missing Participants;
- Squash Wales Code of Ethics and Conduct for Coaches and Referees;
- Squash Wales Code of Conduct and Commitment Statement for Squad Players and Managers;
- Squash Wales Code of Conduct for Participants (to be completed by persons representing their County/Country);
- Squash Wales Parental Consent Form (for participants attending an Away event);
- Accident Report Form;
- Incident Record Form (to record episodes of Child Protection/misconduct).

It is intended that all responsible persons hosting events OR taking participants to Away events will adhere to the guidance contained in this document.

SQUASH WALES Checklist for Away/Hosting Events

NOTE: Please refer to the guidelines on pages 3 to 6 when filling in this form

Purpose of Trip	<ul style="list-style-type: none"> • Competition, training, social, combination 	
Planning	<ul style="list-style-type: none"> • When? • Where? • Who/ • Risk Assessment of the activity 	
Communication with Parents	<ul style="list-style-type: none"> • Pick up times • Destination and venue • Competition dates • Kit and equipment list • Emergency Procedures, home contact • Consent form • Code of Conduct 	
Accommodation	<ul style="list-style-type: none"> • What type? • Catering, special diet, allergies • Suitability for group, accessibility • Room lists 	
Hosting or being hosted	<ul style="list-style-type: none"> • Hosts vetted • Hosts aware of special requirements • Transport arrangements • Telephone contact • Local map and information 	
Transport	<ul style="list-style-type: none"> • Journey time and stopping points • Supervision • Suitability and access • Drivers checked • Insurance 	
Supervision and staffing	<ul style="list-style-type: none"> • Ratio of staff to participants • Male/female • Specialist carers • Staff checked • Staff relevant child protection training • Responsibilities 	

Emergency Procedures	<ul style="list-style-type: none"> • First Aid • Special Medical Information • Medications • E111 form (EU visits) 	
Insurance	<ul style="list-style-type: none"> • Liability • Accident • Travel • Medical 	
Costs	<ul style="list-style-type: none"> • For trip • Payment schedule – deposit, staged payments • Extra meals, refreshments • Spending money • Security 	
Documentation	<ul style="list-style-type: none"> • Travel tickets • Passports, visas • Check non EU nationals 	
Preparing participants	<ul style="list-style-type: none"> • Local Culture, Language • Food and drink • Currency • Telephone • Maps of area 	
Arrival	<ul style="list-style-type: none"> • Check rooms, meal times, phones, valuables • Check sporting venue • Collect money, valuables • Information on medications • Arrange group meeting(s) • Confirm care and child protection procedures with group/staff • Rules, curfews 	
Photography		

BRIEF GUIDELINES IN RELATION TO HOSTING/AWAY EVENTS

1. Planning

Communication with parents/carers.

When taking JUNIORS to away events, the following should be communicated with the parents/carers:

- | | |
|----------------------------|--------------------------------------|
| * Method of transport | * Pick-up points and times |
| * Estimated time of return | * Destination and venue |
| * Competition details | * Name and details of contact person |
| * Costs | * Kit |

Transport

If children are to be transported by coach, the following should be considered:

- Use only a reputable company providing transport with all necessary insurance.
- Ensure sufficient supervisors (team manager/coach/parents) are on each coach.
- All participants have a seat and seat belt regulations are adhered to.
- All supervisory staff are issued with all relevant information of passengers. I.e. contact name and number, name of person to collect child, participants are not left unsupervised, when child will be dropped off.

If children are to be transported by private cars, the following should be considered:

- The vehicle must be roadworthy.
- The driver must have the appropriate licence and insurance cover.
- All relevant documentation (of driver, if not a parent/carer) should be seen and recorded.
- The driver must ensure that the passengers use seat belts.
- Parental consent should be sought for children to be carried in other parent's cars.
- Ideally, central picking up and dropping off points should be arranged.

It is advisable that adults driving children are not put in a position where they are alone with the child. If this is unavoidable:

- Permission from parents must be obtained.
- The child should travel in the back of the car.

There should be a list of group members, so that a simple head count or register can be easily taken. Access to parents contact numbers should be available.

2. Supervision of Children and Young People

In general, supervisory people are expected to take the role of a responsible parent, i.e. acting in *loco parentis*, and have a general duty of care towards children. The following points should be considered:

- Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential.
- It must be clear at all times who is responsible for supervision.
- For events involving children under 8 years of age, the supervision ratios are set out in 'Out of School Care'.
- For children and young people over 8 years of age, a ratio of one adult to ten participants is the minimum requirement.
- In the event of an incident, accident or injury requiring one member of staff/volunteer to leave the group, the numbers must be manageable by the remaining adult(s).
- The responsible person must ensure that there is clear guidance on reporting missing participants and what action staff/volunteers should take. As general guidance, where a child is reported missing, there should be a maximum of 20 minutes before the police are called. This may be reduced where young children are involved.
- It is advisable that when mixed teams are taken away, they should always be accompanied by both a male and a female official/responsible adult. If this is not possible, parents must always be notified.
- At tournaments or residential events, coaches/managers should not share rooms with children and should not enter children's rooms or invite children into their rooms without good reason. This should then be undertaken on an accompanied basis.

3. Codes of Conduct for Participants and Staff/Volunteers

All those responsible for implementing the Child Protection Procedures, should ensure that all participants taking part in events are aware of the principles of the policy and have agreed to abide by the Codes of Conduct. It is suggested that these are discussed at the pre-event briefing. Currently, registered coaches and referees sign the relevant Squash Wales Code of Ethics and Conduct. Squash Wales also have a Code of Conduct and Commitment Statement, which is required to be signed by National Squad Players and Teams, Centre of Regional Excellence Squad Players, Team Managers and Squad/Team Coaches. Participants who represent teams will also be required to complete a Squash Wales Code of Conduct, which outlines the behaviour expected of players when representing their Country/County. These Codes of Conduct will be presented to the players at the start of the season.

Most governing bodies and coaching organisations require volunteers to sign up to their codes of conduct and ethics, and this will be introduced by Squash Wales in the near future.

The Codes of Conduct outline good practice when working with children/young people. An environment that allows bullying, shouting, racism or sexism is not acceptable. The Codes of Conduct give clear guidance about the behaviour that is inappropriate in a relationship between adults and young people, and between young people and their peers.

The main principles of each Code of Conduct should include respect for the rights of children and young people, the promotion of relationships with participants based on openness, honesty, trust and respect, the demonstration of proper professional behaviour, the provision of a safe environment which maximises benefits and minimises risks, and the respect of differences in terms of gender, race, ethnicity, disability, culture and religious belief systems.

4. Breaches of Codes of Conduct, Complaints and Disciplinary Procedures

All breaches of an events' Code of Conduct, whether by adults or participants, must be reported through the event procedures, but will also need to be reported through their own sport's structure. At an event, it will remain the overall responsibility of the Event Co-ordinator, to decide on an appropriate response. For the purposes of event safety, it will be the Event Co-ordinator who decides if a member of staff/volunteer or participant should be removed from the event.

Squash Wales have made clear in the Codes of Conduct, the mechanisms present to ensure that any incidents related to breaches of the codes in relation to gross misconduct/child protection issues, the use of performance enhancing drugs, illegal drugs and substances, complaints about bullying or poor practice will result in possible disciplinary proceedings, dealt with by the disciplinary panel. This process applies to both staff and participants/players. All matters should be reported to the National Governing Body Director of Coaching and Development, Mike Workman.

The following examples of gross misconduct are not exhaustive or exclusive:

- Theft
- Falsification of reports or accounts
- Breaches of confidentiality
- Violence

Any conviction of a Squash Wales Official in a court of law is capable of reflecting adversely on the profession, and Squash Wales. Members should report any conviction to Squash Wales at the earliest opportunity. Squash Wales currently make use of a personal disclosure form. Registration with the WCVA CRB Unit is in the process of being completed.

5. Reporting of Child Protection Incidents

The Squash Wales Child Protection Policy and Procedures have a clear policy statement about child protection and provide clear reporting procedures. Everyone involved in Squash Wales should know what to do if a child protection concern arises.

The Squash Wales Incident Record Form is available to record any referral in relation to child protection concerns.

The Co-ordinator of each event (i.e. hosting or away events) will have a copy of the Squash Wales Policy and Procedures, together with ideally their local area Child Protection Guidelines/Procedures.

Police/Social Services involvement in relation to an allegation/concern about abuse will follow the local Area Child Protection Committee procedures.

6. The Criminal Records Bureau (CRB) and 'Safeguarding Checks'.

The Criminal Records Bureau (CRB) enables employers of organizations in England and Wales to do checks related to the applicant's suitability to work with children. Squash Wales intends using the umbrella organization, WCVA as a one-stop shop service.

The latest information on CRB disclosures can be found on the CRB web site www.crb.gov.uk.

The CRB disclosure certificate has a limited period of validity, so it is recommended that a disclosure should not be accepted if it is more than three years old.

Squash Wales has guidelines on the recruitment of personnel that are included in the Child Protection Policy and Procedures. Guidance on recruitment and safeguarding checks, are provided in the policy.

7. Guidelines on the use of Photography

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs, or film footage of young and disabled sports people, in vulnerable positions. It is advisable that all staff be vigilant, with any concerns to be reported to an official or responsible person, at an event.

It is important to ensure that any photographers commissioned at an event are clear about the expectations placed on them in relation to child protection.

Identification must be worn at all times.

Parents and participants must be informed that a photographer will be present at an event, and consent to both the taking and the publication of films or photographs must be received.

Unsupervised access to participants or one to one photo sessions at events must not be permitted.

There is no intention to prevent coaches and tutors from using video equipment as a legitimate coaching aid, however, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing of such films.

Guidance must be taken by an Event Co-ordinator regarding the use of mobile phones and parents using video cameras

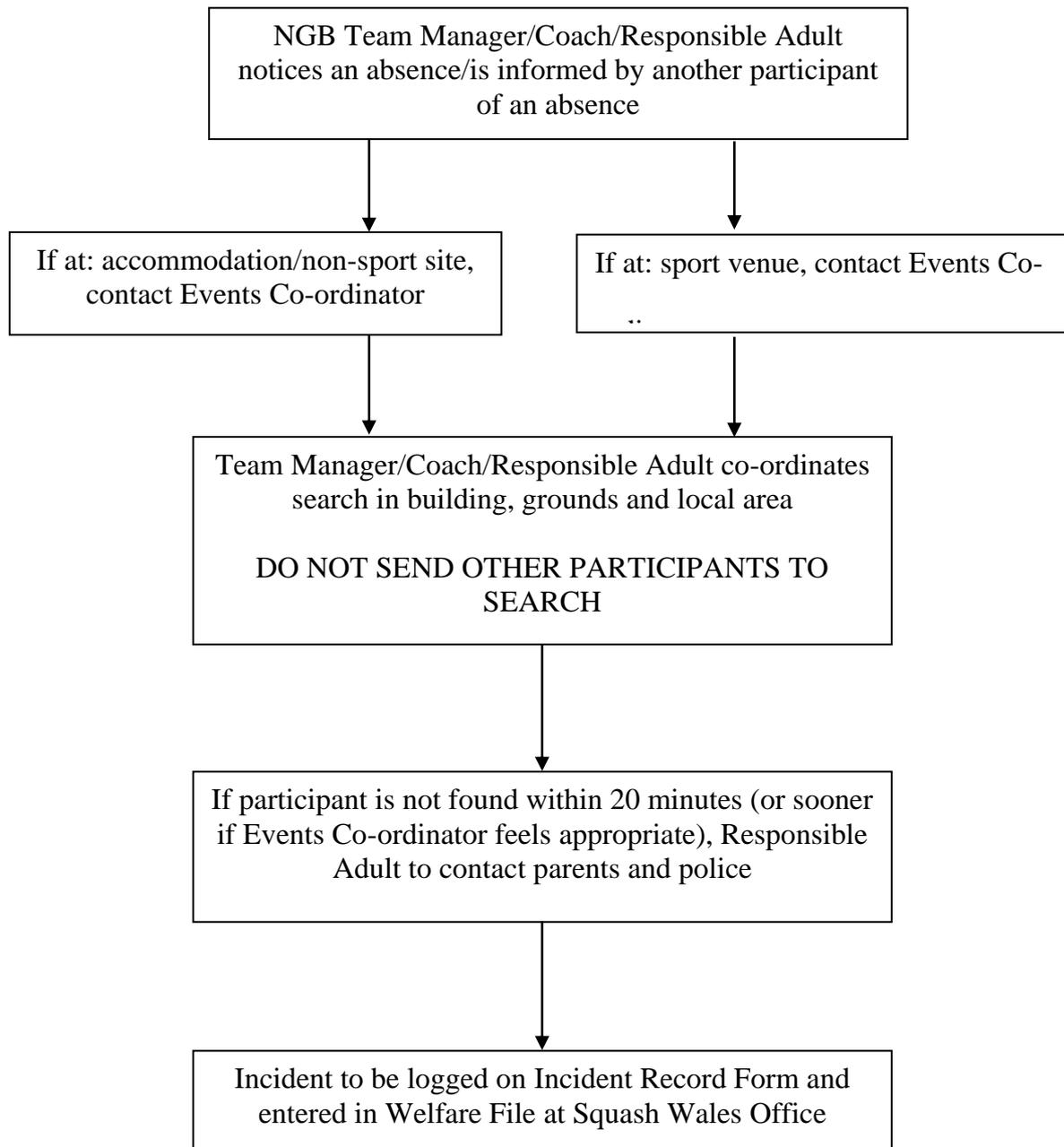
8. Insurance

Squash Wales have an annual Travel Policy, which covers county and national teams travelling to away events.

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

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

SQUASH WALES Procedure for Missing Participants



SQUASH WALES CODE OF ETHICS AND CODE OF CONDUCT

ALL REGISTERED COACHES AND REFEREES MUST SIGN THIS CODE OF ETHICS AND CODE OF CONDUCT

SQUASH WALES OFFICIALS relates to Coach, Referee and Volunteer in the wording of this document.

1 Code of Ethics

1.1 Introduction

The purpose of this Code of Ethics is to establish and maintain standards for sports coaches and to inform and protect members of the public using their services.

Ethical standards comprise such values as integrity, responsibility, competence and confidentiality. SQUASH WALES OFFICIALS (Coaching Register/Referees Register), in assenting to this Code, accept their responsibility to performers, colleagues, their governing body, and to society.

In pursuit of these principles, SQUASH WALES OFFICIALS subscribe to standards in the following areas:

- Issues of Responsibility
- Issues of Competence

This Code of Ethics is a framework within which to work. It provides a series of guidelines rather than a set of instructions.

1.2 Issues of Responsibility

SQUASH WALES OFFICIALS deliberately undertake responsibility and are responsible for the observation of the principles embodied in this Code of Ethics. Misconduct – bad timekeeping; unreasonable or unexplained absence; lack of application; wilful damage to property or equipment.

1.3 Humanity

SQUASH WALES OFFICIALS must respect the rights, dignity, and worth of every human being and their ultimate right to self-determination. Specifically, SQUASH WALES OFFICIALS must treat everyone equally, with in the context of their activity, regardless of sex, ethnic origin, religion, age, sexual persuasion or political persuasion.

1.4 Relationships

The good SQUASH WALES OFFICIAL will be concerned primarily with the well-being, health and future of the individual performer and only secondarily with the optimisation of performance.

A key element in relationships is the development of independence. Performers must be encouraged to accept responsibility for their own behaviour and performance in training, competition and in their social life.

SQUASH WALES OFFICIALS are responsible for setting and monitoring boundaries between a working relationship and friendship with their players. This is particularly important when the SQUASH WALES OFFICIAL and player

are of the opposite sex and/or when the player is a young person. The SQUASH WALES OFFICIAL must realise that certain situations or friendly action could be misinterpreted, not only by the player, but by outsiders motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

The relationship between the SQUASH WALES OFFICIAL and player relies heavily on mutual trust and respect. In detail this means that the performer should be made aware of the coach's qualifications and experience and must be given the opportunity to consent or decline at any time.

1.5 Commitment

The SQUASH WALES OFFICIAL should clarify in advance with players and/or employers the number of sessions, fees (if any) and method of payment. They should also explore and agree with players and/or employers the expectations of the outcome of coaching.

The SQUASH WALES OFFICIAL has a responsibility to declare to their player and/or employers, any other current coaching commitments. SQUASH WALES OFFICIALS should also find out if any prospective client is receiving guidance from another teacher/coach. If so, that teacher/coach should be contacted to discuss the situation.

SQUASH WALES OFFICIALS who become aware of a conflict between their obligation to their players and their obligation to their governing body or other organisation employing them, must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

1.6 Cooperation

SQUASH WALES OFFICIALS should communicate and cooperate with other sports and allied professions in the best interests of their players. An example of such contact would be the seeking of educational and career advice/counselling for young players whose training impinges upon the performance of their studies.

SQUASH WALES OFFICIALS should communicate and cooperate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their players' medical and psychological problems.

1.7 Advertising

Advertising by SQUASH WALES OFFICIALS in respect of qualifications and/or services shall be accurate.

SQUASH WALES OFFICIALS shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

1.8 Integrity

SQUASH WALES OFFICIALS should refrain from unfair criticism of fellow SQUASH WALES OFFICIALS.

SQUASH WALES OFFICIALS must not encourage players to violate the rules of their sport and should actively seek to discourage such action. Furthermore, SQUASH WALES OFFICIALS should encourage players to obey the spirit of such rules.

SQUASH WALES OFFICIALS must not compromise their players by advocating measures that could be deemed to constitute seeking to gain an unfair advantage. Above all, SQUASH WALES OFFICIALS must never advocate the use of prescribed drugs or other banned performance enhancing substances.

SQUASH WALES OFFICIALS must treat opponents **and officials** with due respect in victory and defeat and should encourage their players to act in a similar manner.

SQUASH WALES OFFICIALS should undertake to discourage inappropriate behaviour from their players.

1.9 Confidentiality

SQUASH WALES OFFICIALS inevitably gather a great deal of personal information about players in the course of a working relationship. SQUASH WALES OFFICIALS and players must reach agreement as to what is to be regarded as confidential information (ie not divulged to a third party without the express approval of the player).

1.10 Abuse of Privilege

The SQUASH WALES OFFICIAL is privileged on occasion, to have contact with player and to travel and reside with players in the course of coaching and competitive practice. A SQUASH WALES OFFICIAL must not attempt to exert undue influence over the player in order to obtain personal benefit or reward.

1.11 Personal Standards

The SQUASH WALES OFFICIAL must consistently display high personal standards and project a favourable image of their sport and of coaching/officiating – to players, other coaches, officials, spectators, the media and the general public.

Personal appearance is a matter of individual taste, but the SQUASH WALES OFFICIAL has an obligation to project an image of health, cleanliness and functional efficiency.

SQUASH WALES OFFICIALS should never smoke when coaching/officiating.

SQUASH WALES OFFICIALS should not drink alcohol so soon before coaching/officiating that the smell will still be on their breath when working with players.

1.12 Safety

SQUASH WALES OFFICIALS have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control

All reasonable steps should be taken to establish a safe working environment.

The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport.

The activity being undertaken should be suitable for the age, experience and ability of the players.

The players should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

1.13 Issues of Competence

SQUASH WALES OFFICIALS shall confine themselves to practice in those areas of the sport in which they have been trained/educated and which are recognised to be valid. Valid areas of expertise are those directly concerned with squash coaching/officiating. Training includes the accumulation of knowledge and skills thorough both formal coach/officiating education courses and by experience at a level of competence acceptable for independent coaching/officiating practice.

SQUASH WALES OFFICIALS should be able to recognise and accept when to refer players to other agencies.

SQUASH WALES OFFICIALS should regularly seek ways of increasing their professional development and self-awareness.

SQUASH WALES OFFICIALS should welcome evaluation of their work by colleagues and be able to account to players, employers and Squash Wales for their actions.

SQUASH WALES OFFICIALS have a responsibility to themselves and their players to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or withdraw from coaching,/officiating whether temporarily or permanently.

2 Code of Conduct

2.1 Introduction

This Code of Conduct is intended to provide more specific information and guidance in the implementation of the principles embodied in the Code of Ethics.

SQUASH WALES OFFICIALS shall adhere at all times to standards of personal behaviour which reflect credit on Squash Wales and the whole process, and practice of coaching/officiating.

It is not possible to specify in precise terms all those actions that could be deemed to be prejudicial to the practice of coaching/officiating and the best interests of Squash Wales. The following provide an indication of the types of incident that are likely to be considered as breaches of this section of the Code.

2.2 Public Criticism of SQUASH WALES OFFICIAL

SQUASH WALES OFFICIALS should refrain from unfair criticism of fellow SQUASH WALES OFFICIALS.

2.3 Misrepresentation

SQUASH WALES OFFICIALS must ensure that they do not in any way misrepresent their qualification, affiliations, or professional competence to any client or prospective client in any publication, broadcast, lecture or seminar.

2.4 Commitment

When SQUASH WALES OFFICIALS enter into a commitment with an employer, a team, or an individual player, the nature of that commitment should be specifically agreed.

2.5 Confidentiality

SQUASH WALES OFFICIALS should not divulge confidential information relating to a player, as specified in the Code of Ethics, to any third party unless with the expressed approval of the player concerned.

2.6 Criminal Conviction

Any conviction of a SQUASH WALES OFFICIAL in a court of law is capable of reflecting adversely on the profession and Squash Wales. Members should report any conviction to Squash Wales at the earliest opportunity. Cases of a minor personal nature should not be reported.

2.7 Personal Misconduct

Personal misconduct may still give rise to disciplinary action by Squash Wales if such conduct is deemed to be a misconduct or gross misconduct, even if such misconduct does not give rise to disciplinary proceedings by an employer or lead to conviction in a court of law.

The following examples of gross misconduct are not exhaustive or exclusive:

- Theft
- Falsification of reports or accounts
- Breach of confidentiality
- Violence
- Misuse of alcohol or drugs

2.8 Good practice

- Be aware of the SQUASH WALES policy and your responsibilities.
- Avoid spending time alone with young players and vulnerable adults away from others.
- It is not appropriate to have an intimate relationship with a young player or a vulnerable adult.
- Avoid any horseplay/sexually suggestive comments or language.
- Never ridicule a child of vulnerable adult or reduce them to tears.
- Never do things of a personal nature for a child or a vulnerable adult that they can do for themselves.
- Never allow allegations made by a child or a vulnerable adult to go unchallenged un recorded or not acted upon.

2.9 Child Protection Issues

Report in writing to SQUASH WALES' CHILD PROTECTION OFFICER behaviour which you feel contravenes SQUASH WALES CHILD PROTECTION POLICY, such as:

- Verbal bullying by coaches/parents/spectators
- Physical abuse by coaches/parents/spectators
- Inappropriate or aggressive contact by an adult or young person
- Verbal abuse directed at the official by young people or adults

2.10 Officiating young players

2.11 When officiating young persons, officials should

- Recognise the importance of enjoyment
- Explain decisions in an appropriate manner
- Be a positive role model – behave in an exemplary manner and provide a role model for excellent behaviour
- Never tolerate verbal abuse - use code of conduct
- Treat all players equally with respect and dignity
- Keep up to date with your knowledge and officiating skills
- Only work within the level of your competence and qualification
- Administer the rules where appropriate as regards to illness and injury

2.12 Complaints Procedures

Any individual or organisation wishing to make a complaint against a SQUASH WALES OFFICIAL within the context of this Code of Ethics and Conduct should in the first instance contact:

The Director of Coaching and Development
Squash Wales
Sport Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW

Detailed procedural guidelines will be issued thereafter to all parties concerned in the complaint.

I have read and understood the above and agree to abide by the guidelines at all times.

signed..... date.....

nameplease print

SQUASH WALES CODE OF CONDUCT AND COMMITMENT STATEMENT

FOR

National squad players and Teams
Centre of Regional Excellence (CORE) squad players
Centre of Local Development (COLD) squad players
Team Managers
Squad/Team Coaches

CODE OF CONDUCT

Personal Appearance

This shall be appropriate to the circumstances, and as indicated by the Manager/Coach

Team kit and equipment as issued, shall be worn as directed by the Manager/Coach when competing and training, when assembling or travelling, at official team function or other occasions as notified.

Attendance

Accommodation and transport as allocated by the Manager/Coach must be used.

Members must attend all ceremonies, parades, meetings and other functions as directed by the Manager.

Punctuality on all occasions is essential, and any curfew must be observed.

Behaviour and Personal Conduct

Behaviour and personal conduct must, at all times, be of a high standard, and designed to reflect favourably on the sport. Any other behaviour is totally unacceptable.

Language in public, or relevant group situations, must always be appropriate and socially acceptable.

Alcohol/smoking is forbidden for players under age as defined by law. It must not be consumed by team/squad members whilst on route, prior to and during event.

Bullying, which can take the form of physical, verbal or emotional activities, will not be tolerated, and appropriate action will be taken as necessary against the bully.

The Manager/Coach must approve all media interviews, and be present or represented where and when appropriate. It is recognised to be in the best interest of the sport, and of individual players, that a good working relationship be established with the media. All interviews should be designed to reflect favourably on the sport.

It is important that information on all medication being currently taken, should be reported to the Manager/Coach who will pass it on to the relevant medical personnel.

With regards to Performance Enhancing Drugs, Squash Wales retains a list of banned drugs,- details of which will be distributed to team/squad members. Use of drugs on this list is prohibited, including use by coaches/managers.

With regards to Illegal/Social Drugs and Substances, the use of these drugs and substances, (even though they may not appear on the official banned substance list in respect of enhancing performance drugs), is not permitted.

Statement of Commitment

Agreement for Consultation

Squash Wales, in consultation with technical staff, agrees to arrange consultation in advance on matters of programme planning, selection for competition/squads and training. Discussions will also be initiated on any other matters, considered available for the development of the sport with the following:

- Squad Coach/Team Manager, on an individual basis
- Team/Squad coaching management and support services, on a group basis
- Team/Squad members, through team/squad captains, and individuals, as required or requested
- The personal coaches of individuals, as required or requested
- The appropriate coaches through regions, as necessary

Notice to Players/Coaches

Squash Wales undertakes to inform with adequate notice, squad/team members, and appointed staff, of all relevant squads/training programmes, and levels/competitions and tournaments necessary for selection procedures, and the criteria for selection.

Commitment from Players

Squash Wales requires the following commitment from players and coaches, on acceptance of selection to squads and teams.

- Participation/attendance in the relevant National Championships (see attached list).
- Participation/attendance in other events, designated for selection purposes and development (see attached list).
- Participation/attendance in other representative events for which selected. E.g. County, regional, international, club (see attached list).
- Participation/attendance at squad/team sessions and meetings/training camps as required (see attached list).

- Notification of relevant health and fitness conditions, which may affect anticipated performance objectives in any competition for which selected.
- Adequate notification of any factors that may necessitate declining to participate in any element of the programme for which selected, or eligible for selection. This may involve education, employment situations or previous commitments. In many instances, an early official approach to Squash Wales may enable the individual's release from work/commitments.
- Willingness to attend, wherever possible, any promotional or public relation projects on behalf of Squash Wales.
- Willingness to adopt, develop and sustain a positive attitude towards personal and team objectives in training, competition and social situations.
- Willingness to co-operate with other team/squad members and staff, in training and competition, to achieve team objectives.

Breach of Conduct

Breaches of the Code of Conduct above shall be dealt with in the following manner:

Firstly, by the Team Manager/Coach/Responsible Person

Secondly, by the Management Committee, - depending on seriousness of breach

Thirdly, by Disciplinary Panel, for breaches involving performance enhancing drugs, illegal drugs and substances, and gross misconduct/child protection issues

Name of Player.....please print

Name of Coach.....please print

Signature of Player.....

Signature of Parent (if player under 19).....

Date.....

SQUASH WALES CODE OF CONDUCT For Participants

I am aware that I am an ambassador for my family and my sport, and I take full responsibility for my actions. I have read this contract with my parent/guardian, understand the guidelines set out below and agree to comply with the following contract.

I agree that I will not:

1. possess or consume alcohol or illegal or performance enhancing drugs
2. smoke
3. engage in sexual activity
4. use foul language
5. tolerate or be involved in discrimination of any kind, which includes bullying
6. leave the campus during the event unless agreed by the responsible person
7. enter any accommodation block other than your own
8. engage in criminal activity
9. display behaviour other than that of a high standard

Breach of Conduct

Breaches of the Code of Conduct above shall be dealt with in the following manner:

Firstly, by the Team Manager/Coach/Responsible Person

Secondly, by the management committee – depending upon seriousness of breach

Thirdly, by Disciplinary Panel, for breaches involving Performance Enhancing Drugs, Illegal Drugs and Substances and Gross Misconduct/Child Protection issues.

NAME of Participant.....please print

Childs Signature.....

Parents Signature.....

SQUASH WALES PARENTAL CONSENT FORM

For Away Events

The information on this form will only be used by the person responsible for taking players to away events. It will provide important information in the event of accident, illness or other emergency.

PERSONAL DETAILS	
Last Name:	First Names:
Address:	
	Post Code:
Telephone numbers for participant:	Home: Mobile:
Age:	Date of Birth:

Name of School:	School year:
Town:	
Name of Squash Club:	
Address:	

EMERGENCY CONTACT DETAILS	
Last Name:	First Names:
Address:	

Post Code:	
Telephone numbers for participant:	Home: Mobile: Work:
Relationship to participant:	

MEDICAL INFORMATION	
Please list any medical details that you feel we should know about, such as asthma, heart complaints, diabetes, epilepsy, injury etc	
Is the participant on any medication to treat the above conditions: If so, please include details	
Does the administration of these medications need to be monitored:	
Doctors Name and address:	Doctors Telephone number:
Does the participant have any known allergies such as reaction to penicillin: Please list:	

PARENT or GUARDIAN CONSENT DECLARATION

My child is in good health and I consider him/her capable of taking part in the event. I have completed the medical details and consent that, in the event of any illness/accident, any necessary treatment can be administered to my child, which may include the use of anaesthetics. I also understand that while coaches and team personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered.

I give my permission for my child to be carried in other persons vehicles and to be driven alone if the situation becomes unavoidable.

Parent/Guardian Name:.....please print

Signature of above named person.....

CONSENT FOR USE OF EVENT PHOTOGRAPHS AS PUBLICITY

I give consent to my child’s performance being publicised as necessary and that such material can be contained on the Internet. I am also aware that photographs may be taken during the event for promotional purposes, such as use on the Squash Wales Website.

I do/do not (please delete as applicable) give consent for my child to feature in such photos.

Parent/Guardian Name:.....please print

Signature of above named person.....

Once completed, please return the form to the Squash Wales Responsible Person as follows:

SQUASH WALES ACCIDENT FORM

Full Name of injured person:	
Venue of accident:	Location of accident:
Date of accident:	Name of individual/s who dealt with accident:
Nature of the accident:	
Details leading up to the accident:	
Details of events after the accident:	
Details of First Aid treatment given:	

Responsible Adult	Signature: Print Name:	Date:
First Aider	Signature: Print Name:	Date:
Venue/Site co-ordinator	Signature: Print Name	Date:

THE SQUASH WALES INCIDENT RECORD FORM

Name of person making referral:	
Position of person	Date of referral:
Contact details of person making referral:	
Brief outline of reason for referral, giving date and time of incident:	

Section A: Please complete if referral is specifically related to a child/children

Childs name/s	Date of Birth:
Childs address	
Parents/carers names and address/es:	
Record exactly what child/person referring said. Continue on a separate sheet if necessary.	
Actions taken:	

Section B: Please complete if referral is specifically related to a parent/staff member/volunteer in squash

Persons name	Age
Address	
Parents address if above named person is under 18.	
Club details/county/national details:	
Record nature of referral. Continue of separate sheet if necessary.	
Actions taken	