

[insert host Member logo here or use host/club letterhead]

TEMPLATE LETTER TO PARENTS

***FOR EACH EVENT THIS LETTER SHOULD BE ADAPTED AS NECESSARY
DEPENDANT ON WHETHER SENT OUT ON BEHALF OF THE HOST COUNTRY BY
WCF SECRETARY-GENERAL OR BY THE HOSTS CHILD PROTECTION OFFICER.***

MAY BE REPLACED BY HOST LETTER IN AGREEMENT WITH WCF MC.

Date

TO PARENTS OF UNDER 18 PARTICIPANTS IN THE U21 GOLF CROQUET WORLD CHAMPIONSHIP

Dear Madam/Sir,

The *[enter name of Member]* will be hosting the *[insert year]* U21 Golf Croquet World/European Championship on behalf of the World Croquet Federation.

As your child will be under 18 during the event, your child must be accompanied by either yourself or your designated deputy.

The *[name of host]* Child Protection Officer is: *[insert name here]*

They will be responsible for ensuring that all *[insert relevant country]* laws, with respect to the Safe Guarding of Under-18 participants are fully complied with during the Championship.

The WCF Child Protection Policy can be found here:

The Child Protection Policy applicable to the tournament can be found here:

A Local Area Safeguarding Officer (LSO) with authority over the tournament venue will be present throughout the tournament and will be responsible for overseeing the safeguarding measures in effect at the tournament site and ensuring they work effectively. Contact details of the LSO will be provided in due course.

As your child will be under the age of 18 at the start of the above tournament, you are required to complete, sign and return the attached form via email to: *[either to the S-G or to nominated host official]* by *[insert date]* at the latest.

The form requests you to:

- nominate a Responsible Adult in case you are not accompanying your child,
- provide consent for photos and videos to be taken,
- provide details on any medical conditions and your emergency contact details.

Please see the below Appendix: Responsible Adult Definition. This summarizes the duties and responsibilities of a Responsible Adult accompanying your child.

The form is a condition of entry and without it your child will not be allowed to compete in the event.

Yours Sincerely,

Either SG Signature or Host Officer

Appendix: Responsible Adult Definition

A Responsible Adult, for the purposes of the WCF child safeguarding policy and its supporting procedures, is an adult who has been given delegated authority and responsibility by an Under-18 Player's parents or guardian, to make decisions and to take actions to manage the safety of the Under 18 Player when that Player is not accompanied by a parent.

He or she may be a coach, team manager or other adult who will be present at the event. They must not be a fellow competitor. They must have agreed to undertake the role of Responsible Adult.

The Responsible Adult should be briefed on their responsibilities by the parent or guardian of the child concerned.

The Responsible Adult is required to:

- Be present at all times when acting as a Responsible Adult for the child.
- Ensure that travel and overnight accommodation arrangements have addressed all safeguarding requirements.
- Is aware of the Parent/Guardians approvals with respect to the videoing / live streaming and photography of the child and will work with the host club(s) administrators to ensure compliance.
- In coordination with the event organiser, respond to and report any safeguarding incidents involving the child for whom they are the Responsible Adult.

Acting as a Responsible Adult is a temporary role and does not supersede or replace parental authority. Desirably a parent or legal guardian should give informed consent to urgent medical treatment should the need arise. For this reason, the emergency contact details for parents and/or guardians are required, and all attempts to contact them should be made, should such a situation arise. Only if a delay would cause serious harm or be life-threatening, *or specific authority is or has been given by the parents in advance*, should the Responsible Adult authorise such treatment.