

Memorandum

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SUBJECT ▷	INSURANCE – PGA RECOMMENDATIONS FOR THE USE BY MEMBERS OF GOLF LESSON WAIVER FORM
TO ▷	ALL PGA MEMBERS
FROM ▷	Stuart Hergt – General Manager Finance & Admin

In regard to the PGA Insurance coverage for members, it is a recommendation of both the insurer & the PGA that the signing of Disclaimer / Waiver forms occurs in respect to all group lessons involving minors. When conducting golf teaching clinics, all members should have the parent or legal guardian sign the attached Disclaimer / Waiver form for all students under 18 years of age (juniors). This signed form will extend to cover all junior clinics undertaken between the professional and the junior(s). Please note it is also recommended that the forms be used for one-on-one lessons; please contact the PGA if individual forms are required.

Important aspects of what constitutes a lesson / junior clinic in terms of the situations which the "Disclaimer / Waiver Form" should be completed and retained can be summarised as follows:

1. A junior clinic is defined as a formal organised period of tuition for which the professional and the clients/juniors (2 or more) have both agreed to enter into
2. A junior clinic may be for reward (i.e. monetary payment or similar from either the juniors or a third party), or maybe as part of an exhibition, promotion or similar for which there is no payment between the student and the professional (e.g. free lessons at School Fete, no charge for juniors at the clubs junior clinic, etc where the Professional has volunteered their time free of charge). There is a fine line between exhibitions / promotions and lessons /clinics – if the actual direct (one on one) instruction period for each individual at an exhibition / promotion was to exceed a maximum of approx. 5 minutes the forms would be required, if under 5 minutes they are not required
3. Lessons may take the form of a "playing lesson" whereby the professional is engaged to play (as per point 2) with the juniors during a round of golf for the purpose of offering tuition and advice.
4. Junior clinics at schools, promotional days etc. Please note specific recommendations apply to clinics conducted at schools. If any school refuses to have their children's parents sign the disclaimer, please have the school put this in writing prior to allowing the children to participate in a lesson. In this situation you must retain all documentation pertaining to that school, including your correspondence to them, and their letter refusing to have the forms signed.

The following situations which are deemed not to be junior clinics and therefore do not require the completion of a "Disclaimer / Waiver Form", would include the following:

1. A professional playing with junior amateur partners as part of an organised "Pro Am" where no advice is given.
2. A professional playing with junior amateur partners as part of an organised "Pro Am" and where the professional may offer advice and "tips" during and after the course

of the round, but no specific arrangement has been entered into in regard that advice

3. A professional playing with junior amateur partners as part of an organised club member's competition day where no advice is given.
4. A professional playing with junior amateur partners as part of an organised club members competition day and where the professional may offer advice and "tips" during and after the course of the round, but no specific arrangement has been entered into in regard that advice
5. Tips/advice given by a professional to a junior during general conversation whether in and around a golf facility or not.

Each junior participating in a clinic should have a "Disclaimer / Waiver Form" which is current for the period the instruction is to be undertaken. The duration a form may remain current is 2 years provided the Form notes the period it is signed for and the junior clinics are on-going and regular.

In regard to the duration for which the Disclaimer / Waiver Form is effective for juniors it is advised to retain the Form for 7 years after the student has reached 18 years of age, as legal cases can be brought many years after the alleged incident of injury. For example a 15 year old student's form would be required to be retained for a total of 10 years, a 12 year old for a total of 15 years.

By completing and retaining the correct documentation you reduce the risk of a successful claim being made against you, which in turn helps to protect your livelihood and assets in the event of an accident for which you are ultimately held responsible.

OCCUPATIONAL HEALTH AND SAFETY

BEST PRACTICE GUIDE TO UNDERTAKING A GOLF LESSON

Teaching

Teaching is often an important component of a golf shop operation and has Workplace Health & Safety issues on a number of levels. Firstly, there are the Workplace Health & Safety issues for staff undertaking teaching in an external environment. Secondly, there are issues with respect to the health and well being of the persons you are teaching. Thirdly, there is the health and well being of others, either involved in a clinic situation or others in proximity to the teaching being conducted. Therefore a number of procedures should occur to ensure all of these levels and issues are appropriately addressed.

Staff

With the increased incidence of skin cancer it would be appropriate for the employer to ensure that staff in an external teaching environment be protected from sun damage. It would be advisable for the employer to ensure that they have supplied staff with sunscreen, appropriate protective clothing, and eye protection. Prevention of dehydration should also be considered and attention should be given to access to fluids and scheduled breaks.

Client

If the client is a minor under the age of 18 years (a junior) and they are taking part in a group clinic (2 or more juniors), they are requested to complete a "Disclaimer / Waiver Form" which must be signed by their parent or legal guardian. This Form incorporates a client information record, (as per the samples provided on the PGA Web Site) which would have the client list any medical problems that may need to be considered during golf instruction. This should outline ailments such as back problems, muscle or tendon injuries etc. It should also include medical conditions such as diabetes etc. This is to ensure that the member of staff teaching the client can take necessary precautions to ensure the health and well being of the client whilst under instruction.

Others

It is the responsibility of the teaching staff to ensure that the safety of others is not jeopardized during the undertaking of teaching a client. All staff undertaking teaching should be instructed in safe teaching procedures to ensure steps are taken to provide a safe teaching environment to others.

Clinics

Clinics require special consideration with regard to the safety of participants and individual circumstances may vary due to facilities available, and clientele. For instance, conducting a clinic of juniors may require slightly different considerations to controlling behaviour than a clinic of beginner adults. Although the clientele may differ somewhat, when conducting clinics a number of guidelines should be adhered to ensuring safety and well being of participants.

Staff Teaching Procedure

Staff to wear approved sunscreen on exposed areas of the body at all times while teaching outdoors.

Staff to wear protective clothing at all times while undertaking teaching activities outdoors. This would primarily include a wide brimmed hat, but could also include long sleeve golf shirts if the wearing of sunscreen is not desirable.

Staff to wear adequate eye protection such as sunglasses approved to Australian Standards.

Client information sheet to be completed prior to lesson commencing.

Staff to discuss and clarify any information obtained that may be relevant to the health and well being of the client during the course of the golf lesson.

Client to be taken through warm up exercises.

Staff must ensure that it is safe for the client and others to commence hitting golf balls by ensuring-

- Client has been prepared for the exercise by warming up and stretching.
- The area around the client is safe from danger from obstructions.
- The designated teaching area is clear of others in a proximity to the client swinging and the target area.

Clinic Procedures

Clinics are to be conducted with all participants in one line equally distant from the target.

Left handers are to be placed at the end of the participant line ensuring their backswing swings away from other participants (If staff stand and face target, left handers are to be placed at the right hand end of participant line).

Participants must advance through a warm up routine prior to commencing the hitting of golf balls.

Participants must be informed of the following safety instructions-

- Prior to commencing a golf swing check that other participants are not in danger of being struck by your equipment during your golf swing.
- Do not commence swinging until informed to do so.
- Do not step forward of the participant line to retrieve any golf balls unless instructed to do so.
- If after being struck, a golf ball is in danger of hitting someone, yell "FORE" loudly.
- Golf clubs are to be left at the hitting area while any golf ball retrieval process takes place.
- Each participant is to move 2 meters behind and away from participant line upon completing the hitting of their golf ball allocation.
- When clinics are being conducted in bunkers or similar specific on-course or simulated situations a hitting area is to be defined for participants. No participants are permitted within the hitting area unless instructed to do so by the professional. More than one participant may be permitted in the area at any one time provided sufficient room is provided in the bunker (or similar) as per notes above