



**NORTHERN IRELAND TENPIN BOWLING
FEDERATION**

**Safeguarding Children and Young People Policy
2009**

Revised November 2013

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Safeguarding Children and Young People Policy 2009

This Safeguarding policy is based on guidelines and legislation outlined in the following documents:

- Code of Ethics and Good Practice for Children's Sport, Sport Northern Ireland 2006.
- Children (NI) Order 1995.
- Our Duty to Care NI, DHSSPS 2007.
- Getting It Right, DHSSPS 2004.
- Co-operating to Safeguard Children DHSSPS 2003.
- Protection of Children and Vulnerable Adults (NI) Order Information Notes 1 -3.
- Area Child Protection Committee – Regional Child Protection Policy 2005.
- Safeguarding Vulnerable Groups (NI) Order 2007.

Safeguarding or Child Protection

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as **“Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This includes:

- Guidelines for volunteers/coaches who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning tournaments/leagues involving children and putting measures in place to minimise the risk of safeguarding issues occurring.

The following is a Safeguarding Policy and is used in conjunction with rules and regulations of BTBA and Federation Internationale des Quilleurs

Date Agreed by NITBF: 24 November 2013

Date for Review: 23 November 2016

NORTHERN IRELAND TENPIN BOWLING FEDERATION POLICY STATEMENT

We at **NITBF** are committed to good practice which protects children from harm. The committee and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a designated person to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt safeguarding guidelines through Codes of Conduct for members, coaches, volunteers and parents/guardians.
- Ensure careful recruitment, selection and management procedures. These procedures will include support and supervision for members/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography.
- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

Alan Smith
President NITBF

24 November 2013
Date

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children. Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in **NITBF** - coaches, committee, volunteers, members, parents and young people.

NORTHERN IRELAND TENPIN BOWLING FEDERATION EQUALITY STATEMENT

The **NITBF** is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

- NITBF respects the rights, dignity and worth of every person and will treat everyone equally within the context of tenpin bowling, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- NITBF is committed to everyone having the right to enjoy tenpin bowling in an environment free from threat of intimidation, harassment and abuse.
- All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- NITBF will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.

To address the vulnerability of children with a disability, coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at **NITBF** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding Policy Statement is available on the website www.nitbf.org.uk for all interested parties to read (click on Child Protection Icon on right hand side of Home age).

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for NITBF is the issue of safeguarding our young members within the operation of the Federation. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the NITBF are of an equal importance for the safety and well being of that child.

Co-operating to Safeguard Children 2003 formally recognises four types of abuse:

1. Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

2. Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or the

production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4. Neglect

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

PEER ABUSE AND ANTI BULLYING POLICY

Though bullying is not formally a form of abuse, Co-operating to Safeguard Children (DHSS) 2003 places a responsibility on all institutions to “**protect children from bullying and to have policies and procedures in places to do so**”

We at **NITBF** recognise that bullying is behaviour usually repeated over time that intentionally hurts another individual or group, physically or emotionally and can occur by one person or a group bullying others. It can occur either face to face between individuals or groups online, using IT equipment such as computers or mobile phones.

Coaches should challenge bullying in any form i.e. physical or emotional. Bullying is not an accepted behaviour towards anyone at NITBF be they child, coach, volunteer, or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

Bullying can include:

- Verbal teasing or making fun of someone;
- excluding children from games and conversations;
- pressurising other children not to be friends with the person who is being bullied.

- spreading hurtful rumours or passing round inappropriate photographs, images or drawings;
 - shouting or verbally abusing someone;
 - stealing or damaging someone's belongings;
 - making threats;
 - forcing someone to do something embarrassing, harmful or dangerous;
 - harassment on the basis of race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

Bullying causes real distress and can affect a person's health and development and, in the extreme, can cause significant harm. People are often targeted by bullies because they appear different from others.

The purpose of the policy is to prevent bullying from happening in NITBF as much as possible and when it does happen, to make sure it is stopped as soon as possible and that those involved receive the support they require and provide information to all members, volunteers and children what we should all do to prevent and deal with bullying.

NITBF will:

- Recognise our duty of care and responsibility to safeguard all members from harm;
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures;
- seek to ensure that bullying behaviour is not accepted or condoned;
- take action to investigate and respond to any alleged incidents of bullying;
- ensure that coaches are given access to information, guidance and/or training on bullying.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available;
- respect the feelings and views of others;
- recognise that everyone is important and that our differences make each of us special and should be valued;
- show appreciation of others by acknowledging individual qualities, contributions and progress;
- be committed to the early identification of bullying, and prompt and collective action to deal with it;
- ensure safety by having rules and practices carefully explained and displayed for all to see;
- report incidents of bullying they see – by doing nothing you are condoning bullying.

ALAN SMITH
President NITBF

24 November 2013
Date

This policy applies to all those involved in NITBF - coaches, committee, volunteers, members, parents and young people.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none">• Unexplained bruising in soft tissue areas• Repeated injuries• Black eyes• Injuries to the mouth• Torn or bloodstained clothing• Burns or scalds• Bites• Fractures• Marks from implements• Inconsistent stories/excuses relating to injuries	<ul style="list-style-type: none">• Unexplained changes in behaviour<ul style="list-style-type: none">- becoming withdrawn or aggressive• Difficulty in making friends• Distrustful of adults or excessive attachment to adults• Sudden drop in performance• Changes in attendance pattern• Inappropriate sexual awareness, behaviour or language• Reluctance to remove clothing

Guidelines for Responding to a Disclosure

There is not one simple set of rules to follow when responding to these situations. However the following key points should guide the actions of NITBF members who are told of abuse:

Always

- Record in writing what has been said as soon as possible
- Remain sensitive and calm
- Reassure child that they:
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously
 - Let child talk - do not interview
 - Listen and hear, give the person time to say what they want
- Ensure a positive experience

- Explain that you must tell, but you will maintain confidentiality
- Tell child what will happen next
- Involve appropriate individuals immediately
- Stay calm
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

Never

- Panic
- Question unless for clarification
- Make promises you cannot keep
- Enquire into the details of the abuse
- Make the child repeat the story unnecessarily
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility, consult one of the Child Protection Officers so you can begin to protect the child and gain support for yourself

***Note** – It is essential that the exact information is recorded rather than recording your interpretation of the child's statement.

Dealing with concerns about a child:

A member may have concerns about a child's behaviour or something they have told them. These may be vague concerns and not evidence that child abuse has occurred. It is important that these are taken seriously.

It is essential that:

- A written record is made of concerns that result from observations made or information received. That record may be made jointly with a Child Protection Officer after discussion.
- The Child Protection Officer immediately informs the appropriate organisation (i.e. Social Services, NSPCC, PSNI etc).
- If the child is in immediate danger or injured, contact emergency services.

If there are concerns that a child is perhaps being abused:

- Never do nothing and assume someone else will deal with it.
- Never question or push the child for more information or an explanation. This could affect any subsequent criminal investigation.
- Never discuss the concerns with the person whom the allegation is made against. This could have implications for criminal proceedings. In addition, there is always the possibility that the person might threaten the child to make them deny anything has happened.

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

- Record all incidents reported or observed on an Incident Form (**Appendix 4**).
Inform Isobel Smith or David Seay ASAP.
- One copy to designated person within 24 hours.
- Ensure confidentiality - only "need to know basis" (reference confidentiality statement).
- Inform parents, unless to do so may put the child at further risk.
- The designated person will be responsible for storing any report in a safe and secure environment.

***See flow charts at Appendix F and G for further guidance**

Dealing with Concerns about a Colleague

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that NITBF creates a culture that makes members willing and comfortable to voice their concerns, particularly those about someone they know. Again the Child Protection procedures should be followed.

Inappropriate or unacceptable behaviour or communication, favouritism or negligence are examples of what may constitute a concern about the conduct of a member. An allegation occurs when a child, parent or other member reports specific unacceptable behaviour where a child has been harmed or abused in some way.

- In all circumstances an allegation must be reported directly to a Child Protection Officer.
- In the case of an allegation against one of the officers, this should be reported to the President or Secretary.
- As a result of any allegation being received the matter will be reported immediately to the HSCT/NSPCC for advice.
- During the investigation, support should be given to both the individual who voices the concern and the person at the centre of the allegation. The person at the centre of the allegation has the right to know about the allegation as soon as reasonably possible in the circumstance.

Subject to advice from the necessary authorities consideration will be given to:

- Whether the member is suspended from the Federation while a full investigation is carried out by the authorities.
- Should a Police investigation or Social Services investigation take place, NITBF will seek information from these parties.
- Suspension of the person at the centre of the allegation from the Federation.
- The person at the centre of the allegation may be banned by the NITBF.

Members need to know:

- What constitutes a concern, disclosure and allegation
- Who to report to and their contact details
- How to access the proformas used for reporting concerns, disclosures and allegations
- Contact details for the Child Protection Officers (**Page 14**)
- NITBF will support them through the reporting procedure
- Their primary concern as the first person to suspect or is told of possible abuse is to report it to a Child Protection Officer and ensure the concern is taken seriously

***Under no circumstances should any member attempt to deal with the problem of abuse alone.**

False Allegations

Members working with children may feel vulnerable to accusations of child abuse. Allegations may be made because of a misunderstanding of what has happened or a genuine mistake. If allegations are made it is important to:

- Stay calm
- Co-operate with the investigation
- Seek advice and support
- Ensure that clear records are kept of any meeting attended, discussions or correspondence about the allegations
- Avoid discussing the allegations with the person who made them.

Designated Child Protection Officers, President and Secretary

The Designated officers within **NITBF** are **Isobel Smith and David Seay**

Contact Details:

Isobel Smith: Mobile – 07551 863810 or Email: Isobel.smith@NITBF.org.uk

David Seay: Mobile – 07912 552395 or Email: david.seay@NITBF.org.uk

Alan Smith: Mobile – 07879436438 or Email: alan.smith@nitbf.org.uk

Karen Payne: Mobile – 90484781 or Email: Karen.payne@nitbf.org.uk

Isobel Smith and David Seay shall be made known to young members, coaches and parents alike; as the designated people to whom concerns will be addressed. If the concern is about one of the designated people please report to the other officer or to **Alan Smith (President) or Karen Payne (Secretary)**.

Guidelines for recording/dealing with incidents/accidents will be outlined later in this Policy document.

RECRUITMENT PROCEDURES FOR VOLUNTEERS IN REGULATED POSITIONS

- Volunteers are carefully selected and trained. The committee must vouch for new volunteers/coaches' potential involvement and their participation must be ratified by the unanimous approval of Executive Committee.
- All new coaches/volunteers working with children or young people must complete an application form which includes a self declaration section (**Appendix 2**).
- Individuals must complete and sign the Access NI Disclosure Certificate Application Form which gives permission to enable NITBF to administer an Access NI check (proof of identity **MUST** be provided).
- Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval to coach/volunteer to work with young people.
- **ALL** volunteers/coaches must agree to abide by the NITBF Safeguarding Policy and all are required to sign the Code of Conduct. Any concerns or objections with regard to suitability of a coach should be submitted to the Secretary/Child Protection Officer. These matters will be raised with a select committee with appropriate action taken, including a formal response in writing to the concerned party if required. NITBF will not deal with concerns about a coach in isolation.

VOLUNTEERS IN NITBF REGULATED POSITIONS

NITBF will:

- Ensure approved coaching sessions for volunteers/coaches have been scheduled; volunteers should be qualified to USBC Level 1 Instructor or equivalent.
- When appointing volunteers/coaches consider their current or previous experience either playing or coaching Tenpin Bowling.
- Ensure education or training in the basics of safeguarding will apply to all volunteers working with children or young members.
- Safeguarding training should include:
 - Basic awareness of safeguarding issues

- NITBF's Safeguarding Policies and Procedures including our Code of Conduct
- Ensure all new coaches have attended Safeguarding Awareness Workshop within six months of taking up their post. This opportunity should also be made available to other volunteers to enable a culture of a child-focused club to prevail.
- Ensure all volunteers receive training appropriate to their role. Training should be updated and reviewed regularly for new volunteers and in line with changing legislation.

CODE OF CONDUCT

NITBF has a Code of Conduct (**Annex A**). This lets all our members know what behaviour is expected and what is unacceptable. It will also let all involved know that sanctions will be applied for non-compliance with the Code. A written Code of Conduct will be prominently displayed at Bowling Centres used by NITBF, via the website/coaches and issued with contracts. NITBF has a Code of Conduct for coaches/volunteers (**Annex A**), one for parents/guardians (**Annex B**) and one for children (**Annex C**).

RESPONSIBILITY DURING TRANSPORTATION/ TOURNAMENTS

Travelling to tournaments is a regular occurrence for NITBF. Trips may vary from short journeys within NI or involve more complicated arrangements involving overnight stays. Although NITBF is committed to ensuring that we follow certain standards to ensure the safety of our members it is normally the responsibility of the parents/guardians to transport the child/young person to and from a tournament and ensure their safety during a competition and whilst they are not competing.

SUPPORT and SUPERVISION

NITBF recognises that it is good practice to set up a system of support and supervision of volunteers. This will enable volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Volunteers will be offered regular opportunities to review their experiences with NITBF and to identify any training or further support they require.

GUIDELINES FOR REPORTING ACCIDENTS

All coaches, helpers and members should be prepared in the event of an emergency but Bowling Centres have First Aiders on site who deal with accidents. The following procedures are to be complied with:

- Fill in two copies of the Accident Form for **ALL** accidents (**Appendix 4**).
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to the Child Protection Officer for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from senior management officer.
- All accidents, injuries and any untoward event should be recorded in the coach's diary along with a witness statement if thought necessary.
- An attendance book must be kept for each coaching session with the presence of each participant noted appropriately. An incident book must be used to record accidents, injuries and any untoward event.

USE OF PHOTOGRAPHIC EQUIPMENT

There are occasions when NITBF may wish to video a child or young person for training purposes or include a photograph on our website and/or NITBF publication and local newspapers. **Concerns about someone they do not know taking photographs at training sessions should be reported to the coach at once.**

HEALTH AND SAFETY

This NITBF are committed to the safety of all members by ensuring that a risk assessment is completed for activities and endeavouring to ensure that the Bowling Centre provides first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

USEFUL NUMBERS	
Health and Social Care Trust	028 9056 4922
NSPCC Helpline	0808 800 5000
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Childline	Freephone 0800 1111
Sport Northern Ireland	028 9038 1222
Child Protection in Sport Unit (NI)	020 3222 4246

IMPLEMENTATION AND AVAILABILITY OF INFORMATION

It is important there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of NITBF and what we aim to achieve in relation to your child. NITBF will insist that a parent/guardian consent form is completed for each under 18 year old member.

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of NITBF policies will take place through meetings with coaches/volunteers and feedback from children and parents. As a Federation we have developed a plan for implementing our Safeguarding Procedures.

NORTHERN IRELAND TENPIN BOWLING FEDERATION
CODE OF CONDUCT FOR COACHES/VOLUNTEERS

These guidelines have been produced to help protect anyone working with young people in Northern Ireland Tenpin Bowling Federation and should be followed at all times. If you have any queries regarding these, please contact any Committee member or the Child Protection Officers.

- Always be publicly open when working with children. Avoid situations where you and an individual child are completely unobserved.
- If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions when providing manual support if the child is constantly moving. Some parents are becoming increasingly sensitive about touching children and their views should always be carefully considered.
- Parents should be asked to ensure children are collected on time.
- Where mixed teams compete away from home, they should always be accompanied by at least one male and one female adult. If appropriate they must be accompanied by a parent/guardian.
- All should place the well-being and safety of the bowler above the development of performance. Always make sure that you are working at a level commensurate with your coaching qualifications.
- Members working with children should hold appropriate qualifications in coaching, leadership, officiating etc.
- Adults should ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the bowlers eg they should not break rules on suitable competition for age groups.
- Make sure that all bowlers know to inform the coach of any injury or illness before, during and after the activity.
- Adults should always promote the positive aspects of bowling and never condone violations of rules, bad sportsmanship or use of prohibited substances.

- Adults should consistently display high standards of personal behaviour and appearance, as well as an appropriate dress, language and respect for equipment and facilities.
- Adults should never overtly criticise bowlers or officials' judgements or use language or actions which may cause the child to lose self esteem or confidence.
- All members must also be aware that as a general rule it does not make sense to:
 - Spend amounts of time alone with children away from others.
 - Take children alone on car journeys, however short.
 - Take children to your home.
- If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in NITBF and/or a person with parental responsibility for the child.
- Coaches and helpers should be aware that normal car insurance does not cover them for transporting bowlers to and from events.
- All coaches and helpers should try to be on time, and inform an appropriate person if ill or unable to attend a coaching session.
- Members should **NEVER**:
 - Engage in rough physical or sexually provocative games including horseplay.
 - Share a room with a child.
 - Permit or engage in any form of inappropriate touching.
 - Permit children to use inappropriate language unchallenged.
 - Make sexually suggestive comments to a child, even in fun.
 - Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - Do things of a personal nature that a child can do for themselves.
 - Agree to meet a bowler on your own.
- If you accidentally hurt a child or cause distress in any manner, or the child appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague

supported by a brief written report of the incident as soon as possible.
Parents/carers should be informed of the incident.

Non compliance of the Code may result in disciplinary action.

Signature _____ Date _____

Name (in capitals) _____

NORTHERN IRELAND TENPIN BOWLING FEDERATION
CODE OF CONDUCT GUIDELINES FOR PARENTS/GUARDIANS

As parents you are expected to:

- Positively reinforce your child and show an interest in tenpin bowling
- Do not place your child under pressure or push them into activities they do not want to do
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation in Tenpin Bowling (see parental consent)
- Deliver and collect your child punctually before and after leagues/ practice/ tournaments
- Ensure that proper sportswear is worn. Any child not in possession of the fundamental requirements will not be permitted to participate
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach prior to participating
- To inform the organiser prior to bowling if your child is to be collected early
- Encourage your child to play by the rules, and teach them that they can only do their best
- Behave responsibly; do not embarrass your child
- Show appreciation and support the coach
- Ensure your child is punctual
- Be realistic and supportive
- Ensure your child has adequate food and drink.
- Do not enter the playing area
- Promote their child's participation in playing sport for fun

As a parents/guardians you have the right to:

- Know your child is safe

- Be informed of problems or concerns relating to your child
- Be informed if your child is injured
- Have your consent sought for issue such as trips or photography
- Have any concerns you have about any aspect of your child's welfare listened to responded to

Any breaches of this Code of Conduct will be dealt with immediately by NITBF. Persistent concerns or breaches will result in you being asked not to attend if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian continue to breach the Code of Conduct may be the NITBF regrettably asking the child to leave.

Signature of Parent/Carer: _____

Print Name Parent/Carer: _____

Date: _____

NORTHERN IRELAND TENPIN BOWLING FEDERATION
JUNIOR CODE OF CONDUCT

NITBF is fully committed to safeguarding and promoting the wellbeing of all its members. The Federation believes that it is important that members, coaches, volunteers, parents and children associated with NITBF should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club **with Isobel Smith or David Seay - Child Protection Officers.**

NITBF will offer a positive experience for children and young people and where they can learn new things in a safe and positive environment.

As a member of NITBF you are expected to abide by the following Junior Code of Practice:

Children /young people are expected to:

- Be loyal and give their friends a second chance
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team members, offer comfort when required
- Keep yourself safe
- Report inappropriate behaviour or risky situations for youth members
- Play fairly and be trustworthy
- Respect officials and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Respect opponents
- Not cheat or be violent and aggressive

- Make your club a **fun** place to be
- Keep within the defined boundary of the playing/coaching area
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions
- Show respect to other youth members/leaders and show team spirit
- Take care of equipment owned by the bowling centre
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Wear suitable clothing and Bowling shoes for training, leagues, tournaments as agreed with the coach/team manager
- Pay any fees for training or events promptly
- Not smoke whilst representing the club at competitions
- Not consume alcohol or drugs of any kind on the club whilst representing NITBF
- Be aware of NITBF's Child Protection Policy and Procedures

NORTHERN IRELAND TENPIN BOWLING FEDERATION
CONFIDENTIALITY STATEMENT

NITBF treats the issue of confidentiality seriously and is clear on how this is to be respected. We insist that parents and children in contact with the Federation are sure that personal and sensitive details which they have confided about their situation will not be talked about or passed onto others without their consent.

However, the legal principle that the “welfare of the child is paramount” means that considerations of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in NITBF, including children must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a “need to know” basis.

In any situation where there is an allegation or suspicion of abuse, it is important that the rights of the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.

This will mean, at the very least, informing:

- A designated Child Protection Officer
- Where relevant, a statutory Child Protection organisation/PSNI
- The parent of the child
- The person whom the allegation is made against

Informing the parents of the child about whom you are concerned will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency.

Any individual under suspicion has a right to be notified of the cause for concern. This is another matter that will need to be handled in a sensitive way and should only be undertaken in consultation with a statutory agency.

Dealing with the outcome of our initial enquiries, members that have had contact with either the child concerned or the person whom the allegation is made against may need to be given brief details of the incident and subsequent action. The statutory agency will keep you right about who should be told, when they should be told, and the kind of information that is appropriate to share.

All information of a personal nature will be stored in a safe and secure setting.

NORTHERN IRELAND TENPIN BOWLING FEDERATION
PEER ABUSE AND ANTI BULLYING STATEMENT

NITBF expect all members to:

- Respect every child's need for, and rights to an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect for every individuals feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

Bullying and Peer Abuse

Bullying and peer abuse will not be accepted or condoned. All forms of bullying and peer abuse will be addressed.

- Bullying and peer abuse can include:
 - Physical pushing, kicking, hitting, pinching etc
 - Name calling , sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring or individuals
 - Sectarians/racial taunts, graffiti, gestures
 - Sexual comments and/or suggestions
 - Unwanted physical contact
 - Inappropriate behaviour

- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to the form of abuse and may will be targeted
- Everybody has the responsibility to work together to stop bullying and peer abuse – NITBF members, the child, the parent, the coach and the sports official
- Commitment to early identification of bullying and peer abuse and prompt, collective action to deal with it
- Children should be encouraged to take a role in stopping bullying and peer abuse within NITBF

Support the Child

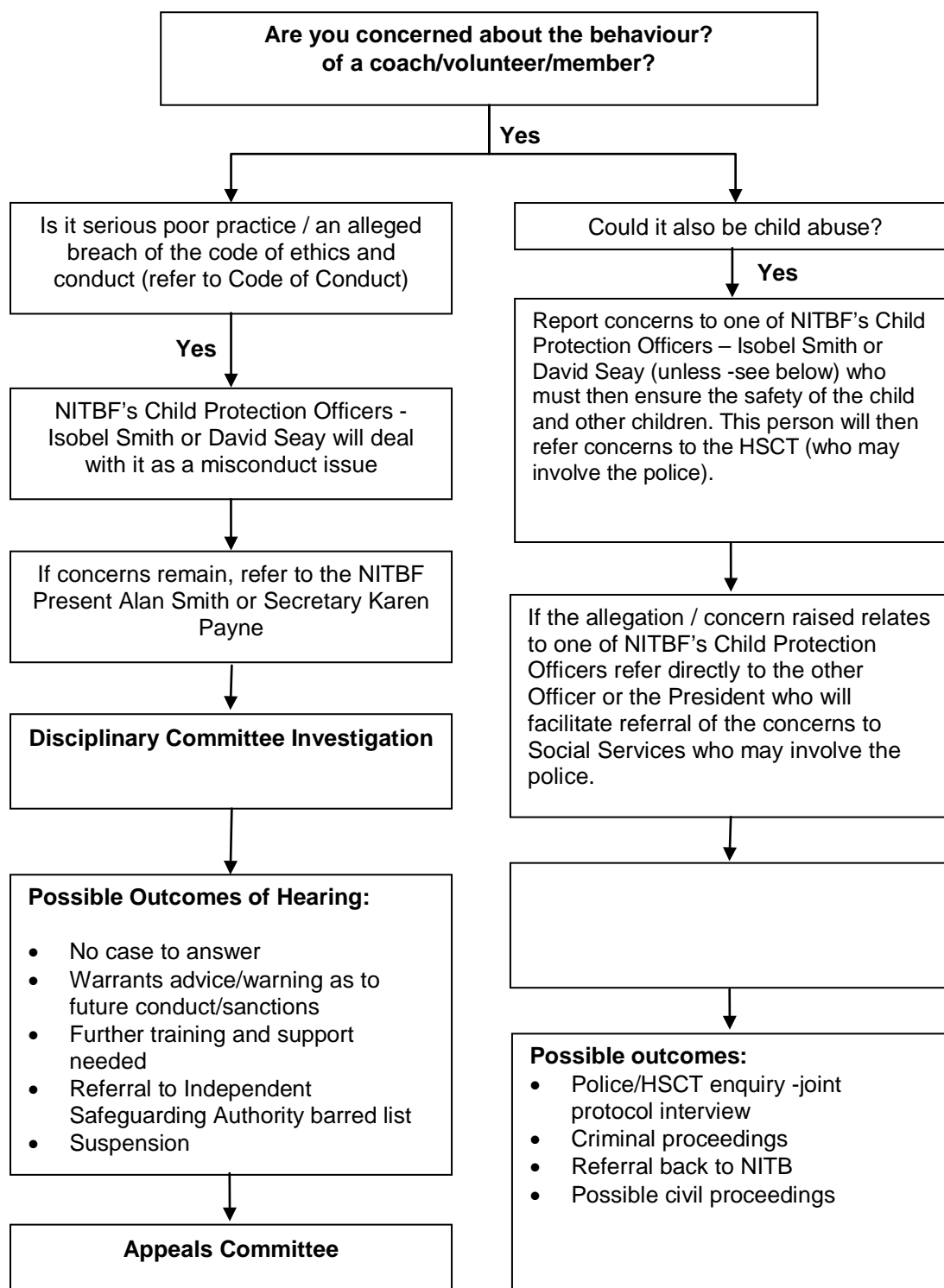
- Children should know who will listen to and support them
- Any advice and assistance should be given by an experienced designated officer
- Children should have access to Helpline numbers
- Children should be told what is being recorded, in what context and why
- Anyone who reports an incident of bullying or peer abuse will be listened to carefully and be supported whether the child is the victim or is the perpetrator
- Any reported incident of bullying or peer abuse will be investigated objectively and will involve listening carefully to those involved.
- Children being bullied or abused will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development
- Those who bully or abuse will be supported and encouraged to stop bullying
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others should be avoided.

Support the Parents

- Parents should be advised on NITBF's policy and practice about bullying and peer abuse
- Any incident of bullying or peer abuse will be discussed with the child's parent(s)

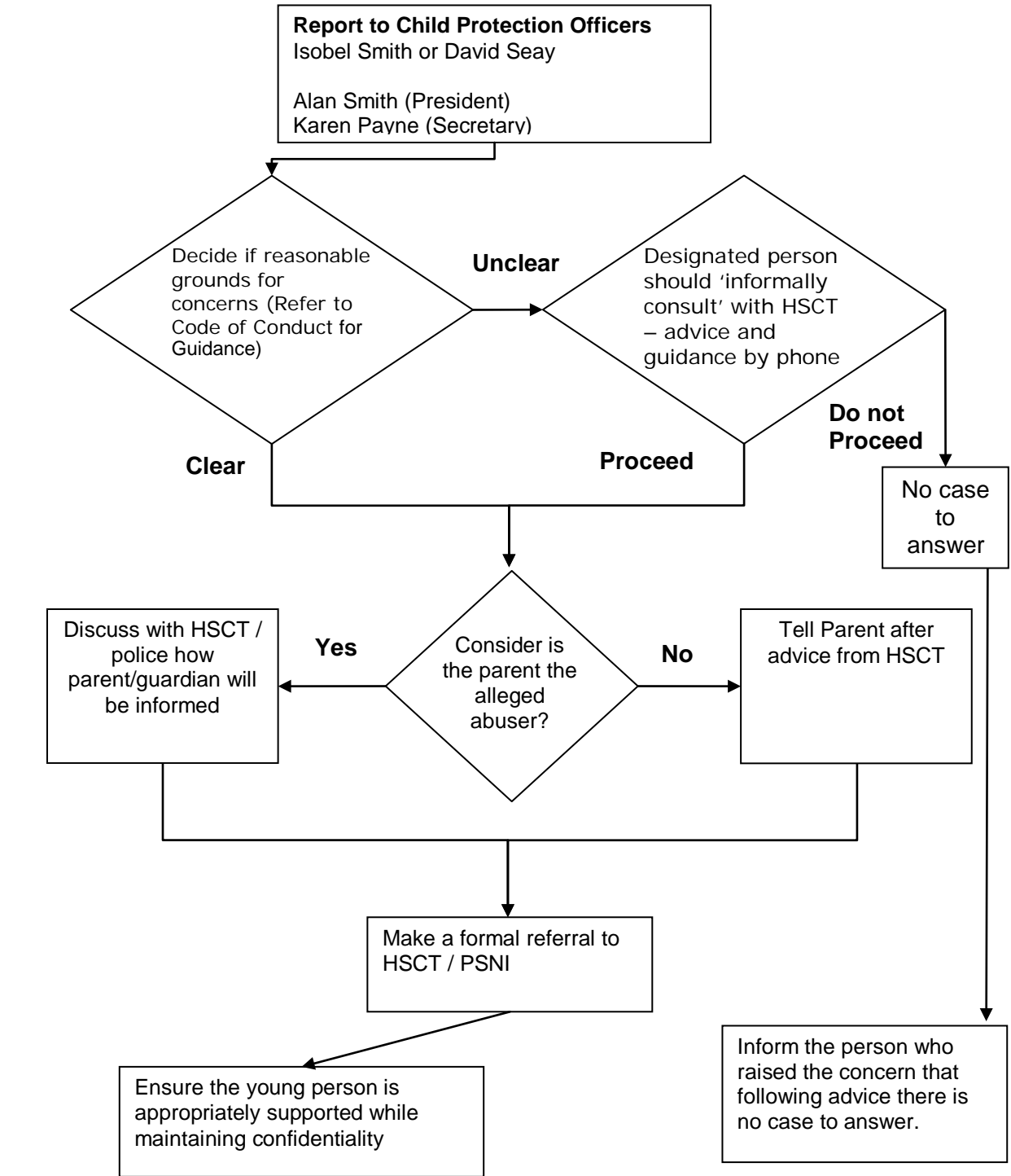
- Parental advice on action will be sought and agreements made as to what action should be taken
- Information and advice on coping with bullying and peer abuse will be given
- Support should be offered to the parent(s) including information on other agencies or support lines.

NITBF INTERNAL REPORTING PROCEDURES FLOW CHART



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process outlined on the previous page in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to NITBF.

NITBF EXTERNAL CONCERNS FLOW CHART
When the concern is about possible abuse outside NITBF:



PHOTOGRAPHY AND VIDEOING GUIDANCE

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and other publications. Photographs can be used as a means of indentifying children when they are accompanied with personal information. The photograph can be adapted for inappropriate use. Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

NITBF will endeavour to use photographs provided by its own members and will ensure the following guidelines are followed when taking and using photographic equipment/material:

- A clear brief about what is considered appropriate in terms of content and behaviour is provided.
- Inform children and parents that photographs or videos will be taken and ensure they consent to both the taking and publication of videos or photographs.
- Do not allow unsupervised access to children or one to one photo sessions.
- Children and parents should be informed that if they have concerns they can report these to a committee member.
- Concerns regarding inappropriate or intrusive photography should be reported to a committee member and recorded in the same manner as any other child protection concern.
- NITBF will take steps to ensure the images are used solely for the purposes they are intended and if parents become aware that they being used inappropriately they should inform a committee member immediately.

Rules to Remember

- The interest and welfare of the child is paramount

- Do not use the Christian and Surname of the individual
- Avoid full face and body shots
- Always ask for permission to use the photograph

NITBF will:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Inform the children and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs
- Do not allow unsupervised access to children or one-to-one photo sessions
- Do not allow/approve the designated photographer to take photo sessions outside the organised event or at the child's home
- If parents or other spectators are intending to photograph or video they should be made aware of the procedures
- Spectators should be asked to register if they wish to use photographic equipment
- Children and parents should be informed that if they have concerns they can report these to the organisers
- Concerns regarding inappropriate or intrusive photography should be reported to the organisers or officials and recorded in the same manner as any other child protection concern
- Parents of children taking part in NITBF activities will be asked to complete a consent form prior to any photos or media coverage being taken of their children. Photographs and other media coverage will only be used if the parents of the children involved give prior written consent. (Appendix 8)

**SAFE RECRUITMENT PROCEDURES
NORTHERN IRELAND TENPIN BOWLING FEDERATION (NITBF)**

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport 2006
- Our Duty to Care DHSSPS 2007
- Getting it Right DHSSPS 2009
- Safeguarding Vulnerable Groups (NI) Order 2007
- Rehabilitation of Offenders (Exceptions) Order (NI) 1979
- **NITBF** guidelines
- Access NI guidance www.accessni.gov.uk

NITBF relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Tenpin Bowling would not exist. The procedures outlined below will be adopted by NITBF for its own purposes.

NITBF will ensure good recruitment procedures by:

- Defining the role the individual is applying for.
- Insisting that a person volunteering for any post of responsibility within NITBF completes an application form.
- Obtaining 2 references in writing.
- Ensuring that the individual completes and signs the Access NI Disclosure Certificate Application Form which gives permission to enable NITBF to request an Access NI check (proof of identity MUST be provided).
- Assessing the individual's experience of working with children or young people and knowledge of safeguarding issues.
- Assessing their commitment to promoting good practice.
- Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.

- Ensuring that the committee ratifies appointments.
- Information from Access NI will be received by the individual and NITBF (though under the Protection of Freedoms Act only the individual application will receive a copy of the certificate in the future proposed introduction of this will be from last 2014 in Northern Ireland). It will be scrutinised in the first instance by the Case Management Panel appointed by NITBF. The panel will decide whether a disclosure is relevant or contrary to NITBF standards.
- For further detailed information on Access NI please visit www.accessni.gov.uk

***Application Form at Appendix 2**

APPLICATION FOR MEMBERSHIP 2013-14

Thank you for applying to join the Northern Ireland Tenpin Bowling Federation. This form can be downloaded from our website (<http://www.nitbf.org.uk>)

Please complete this form and return it with the appropriate membership fee to **Bertha Campbell (41 Forest Hill, Conlig, BT23 7FH)**. Bowlers in Londonderry can give their form to **Allen Sinton (12 Henderson Park, Londonderry, BT47 6US)**.

After the acceptance of your application you will receive a membership card which is valid for the 2013/2014 season. You may be asked to produce this card at tournaments, competitions and leagues within Northern Ireland and in other events staged outside Northern Ireland. If you have any queries please contact the NITBF via contact@nitbf.org.uk

NAME

ADDRESS

.....

POSTCODE

DATE OF BIRTH (Treated confidentially)

SIGNATURE:

PLEASE NOTE IF THE APPLICANT IS UNDER 18 A PARENT/GUARDIAN IS REQUIRED TO COMPLETE THE INFORMATION OVER LEAF.

Membership categories (please circle the level you require):

- | | |
|--|--------|
| • Junior (aged 12-19, under 12's membership is free of charge) | £5.00 |
| • Standard membership (includes International Licence) | £30.00 |
| • Senior Card membership (includes International Licence) | £25.00 |
| • League Membership (does not include International Licence) | £15.00 |
| One-off International Licence (valid for one event) | £5.00 |

Make cheques payable to NITBF

Renewal date is 1st October 2013

PARENT/GUARDIAN CONSENT SECTION

Emergency Contact person and Telephone Numbers	Name Tel: Relationship to child
If unavailable contact	Name Tel Relationship to child
GP/ Doctor's Name	
GP / Doctor's Tel No	
Details of any known special dietary requirement / allergies / medical conditions	
Any other special needs, requirements, directions, that would be helpful for the coaches to know about	

I will inform the leaders/coaches of any important changes to my child's health, medication or needs and also of any changes to our address or phone numbers given.

In the event of illness, having parental responsibility for the previously named child, I give permission for medical treatment to be administered where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. If I cannot be contacted and my child should require emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

NITBF is committed to ensuring that any information gathered in relation to our members meets the specific responsibilities as set out in the Data Protection Act 1998.

NITBF will store the above information on their data base for a maximum of 12 months before re-registering the player if still associated with the federation.

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in & travel to all activities.

Signature of Parent / Guardian

Print Name

Date

(This consent form will remain valid for 1 year)

APPLICATION FORM FOR REGULATED POSITION - NITBF

Section 1

All information received in this form will be treated confidentially

Name:			
Address			
Date of Birth		National Insurance No	
Telephone No.		Mobile No	
Previous work experience & relevant qualifications			
Have you previously been involved in voluntary work? If yes, please give details:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?			
Do you agree to abide by NITBFs Code of Conduct (<i>copy attached</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you completed Safeguarding Awareness Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, who was it organised by and when approximately			
Do you agree to undergo specific training on the role of the (<i>position being appointed</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been asked to leave a sporting organisation in the past? (if you have answered yes we will contact you in confidence)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Any other relevant information?	
--	--

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name: Address: Telephone: Designation:	Name: Address: Telephone: Designation:
---	---

Section 2

DISCLOSURE OF CRIMINAL CONVICTIONS FOR ELIGIBLE POSITIONS

We require all coaches/volunteers in positions of responsibility for managing the safety and development of young athletes to sign the declaration and return it marked confidential to Karen Payne 13 Wanstead Road, BELFAST, BT16 0EJ.

Should you require further information, please contact Isobel Smith (isobel.smith@nitbf.org) or David Seay (david.seay@nitbf.org).

NAME OF APPLICANT: _____

HOME ADDRESS _____

CONTACT TELEPHONE NUMBER _____

CLUB/ORGANISATION: _____

Please read this information carefully.

Statement of non-discrimination

NITBF is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients\volunteers and employees.

Advice to Applicants

You have applied for a role which falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (NI) 1979: therefore **ALL** convictions including SPENT convictions **MUST** be disclosed. The disclosure of a criminal record or other information will not debar you from registration / appointment unless NITBF considers that the conviction renders you unsuitable. In making this decision the NITBF will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate Access NI Enhanced Disclosure check. If you have received a formal caution or are currently facing prosecution for a criminal offence you should also bring this to our attention given the “excepted” nature of the role.

Please complete this form as accurately as possible and place in the “Confidential” envelope provided and return with your application form to Karen Payne 13 Wanstead Road, BELFAST, BT16 0EJ. NITBF Safeguarding Children Officer can be contact Isobel Smith (isobel.smith@nitbf.org) or David Seay (david.seay@nitbf.org) *should you wish to speak with them regarding your disclosure.*

Thank you for your co-operation.

Have you ever been convicted of a criminal offence, been the subject of a caution, been barred by the Disclosure and Barring Service (formally the Independent Safeguarding Authority) which would prevent you from working with children and/or vulnerable adults or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes

No

If so, please state below the nature, date(s) and sentence of the offence(s), date prevented from working in this area or allegations

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post

Please continue on a separate page if necessary.

(If you require further information on what information to disclose please contact NIACRO Helpline Tel: 028 90 320157)

Declaration

I declare that any answers are complete and correct to the best of my knowledge and I will inform one of NITBF's designated Safeguarding Children's Officers of any future convictions or charges relevant to my role. I give my consent for an Access NI Enhanced check to take place and for this information to be shared as part of NITBF's risk assessment process.

Signature

Date

FOR OFFICIAL USE ONLY:	
Applicant Name:	
Date application received:	
Date of interview:	
Interviewed by:	1. 2.
References received and are satisfactory:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Access NI check completed & returned (if appropriate):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments:	
Proof of applicants identification received:	Yes <input type="checkbox"/> No <input type="checkbox"/> Group 1 _____ Group 2 _____
Identification type:	
Recommendation Approve <input type="checkbox"/> Not approved <input type="checkbox"/>	Reasons:

Signature

Print Name

Date

Position in Organisation

CONFIDENTIAL

The following person:

_____ has expressed an interest in volunteering for **NITBF**.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability to volunteer with NITBF. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

- 1. **How long have you know this person?** _____
- 2. **In what capacity?** _____
- 3. **What attributes does this person have that would make them suited to volunteering with NITBF?**

- 4. **Please rate this person on the following – please tick one box for each statement:**

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This work involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered **YES** we will contact you in confidence.

YES

NO

Please Sign and Print name below.

Signed: _____ Date: _____

Print Name: _____

Position: _____ (if applicable)

Organisation: _____ (if applicable)



Northern Ireland
Tenpin Bowling Federation
Squad Contract

This contract sets out the terms, conditions and commitments expected from each International Squad bowler during the period **1 July 2013 to 30 June 2014**.

1. OBJECTIVE

The main objective of the **Full International/Senior Squad/Junior Squad** is to raise the competitive profile of Northern Ireland at all levels. The NITBF expects representative bowlers to be aware of their status both in the Province and on the International stage and to set a good example in the eyes of other bowlers and to act as ambassadors for the sport and the country.

Signature of this contract means bowler is bound by the terms and conditions set in this document.

2. SQUAD ELIGIBILITY

The Council of the NITBF, having considered the demands made on a member of any of the International squads, has concluded that, where eligible, a bowler may hold membership of more than one squad on the understanding that they must be prepared to meet the demands made of them in terms of both time and expense for every squad to which they belong.

To such effect, a bowler belonging to more than one squad should sign a separate contract for each squad for which membership is held.

3. COMMITMENT TO SQUAD

It should be understood that the requirements of the squad(s) to which the bowler belongs will take precedence over all other bowling activities.

Every squad member is expected to take part in all of the following events:

- Ranking Events organised by the NITBF
- Squad Training Sessions¹
- Tournaments specified by the NITBF at the beginning of the contract period (European Team Events, World Team Events and Triple Crowns) when selected for the particular team. (See enclosed tournament commitments for contract period)

¹ Participation in STS will be expected when an appropriate level coach is present in the session and will become optional otherwise.

In the event that national team sponsorship is agreed by NITBF Council, individuals will be expected to wear required advertising logo on national shirts when representing Northern Ireland at the above events.

With respect to NITBF specified tournaments, the bowler once selected as a part of the team, has the right to decline their participation based on economic or health grounds². Such notification should be submitted in writing within the dates assigned by the Committee for such event. It is the bowler's responsibility to ensure that the information is received by the NITBF secretary before the imposed deadline.

3.1. PENALTIES FOR NOT COMPLYING

A bowler in breach of squad contract will be subject to the following penalties:

- If there has been a pre-payment made, the bowler will lose all rights to a refund.
- If there is a monetary penalty imposed by the tournament committee or the governing bodies of the sport, the bowler will have to pay their corresponding part of the penalty.
- Failure to wear required sponsorship logo on any national shirt during specified national competition will incur a 12 month ban and removal of NITBF membership from date of offence. Should a bowler wish to advise extenuating circumstances, this should be done by way of Appeal (as detailed below).
- Any other breach of contract will be investigated by Disciplinary Committee.

Any bowler wishing to appeal a penalty must do so in writing within five (5) working days upon receipt of official notification of the penalty. Appeal of decisions will be considered by the NITBF Executive Committee and its decision will be final.

4. ALCOHOL, DOPING and GOVERNING BODIES REGULATIONS

4.1. Doping

In accordance with the WTBA constitution [Article IV, Section 3, Sub-section (a)] the NITBF, and hence members thereof, are as members of WTBA obliged to adhere to the WTBA constitution.

Accordingly, in compliance with Article XVIII [Rules against Doping] the NITBF, in its capacity as a member of WTBA, will apply the rules relating to the use of substances and methods which are prohibited by the International Olympic Committee (IOC) or additionally prohibited by WTBA.

Section 2 of Article XVIII specifies that doping control will take place during the World Championships and may be performed during Zone Championships and other

² Or any other justified cause

international events. In all instances testing may take place during or out-of-competition.

The NITBF is recognised by the Sports NI as the governing body for tenpin bowling and, as such, supports the SCNI in its stated policy of upholding IOC regulations pertaining to substance abuse. Accordingly the SNI may conduct random testing at any NITBF sanctioned event or competition during the current season. These could include training sessions, competitions, ranking events, sanctioned leagues and tournaments.

Note

If you are selected to represent Northern Ireland in an International event, you are required to consult with your GP regarding any medication that you might be taking to check that it is in compliance with the IOC list of banned substances.

4.2. ALCOHOL

WTBA Rule 311 specifies that players **must not** “... be under the influence of alcohol while in competition...” Subject to any correction from WTBA, all bowlers are advised that they are expected to be alcohol free at all times during play.

4.3. SANCTIONS

Sanctions for infractions of the above regulations (doping and alcohol) are as listed under WTBA Article XVIII, Section 7:

- First offence: three (3) months' ban
- Second offence – (2) two years' ban
- Third offence - life ban

5. DISCIPLINE & CONDUCT

All squad members are obliged to observe and follow all FIQ/NITBF rules and regulations relating to bowling, bowling equipment, lane etiquette and personal discipline at all times.

Penalties for gross misconduct as judged by the NITBF Council or the particular tournament manager/committee will be decided by the NITBF disciplinary committee.

Bowlers are advised that the penalties might range from loss of ranking points to squad expulsion and bans for serious breaches.

6. UNIFORMS

In compliance with the governing bodies' regulations, ladies and men's teams will wear matching attire within the team, the form of which will be decided by the team co-ordinator (or in his/her absence, the appointed council member) in agreement

with the individual team members as long as it conforms with the particular tournament rules³.

Any alteration to national uniform to include sponsorship or advertising logos must be made in accordance with NITBF permission. Failure to wear NITBF agreed advertising will be result in a breach of contract and penalised as set out in 3.1.

Use of current "Team Northern Ireland shirts" in competition will be only allowed in the following instances:

- Ranking Events
- Squad Training Sessions
- National Sanctioned Tournaments⁴
- International Competitions (Individual or teams as long as they are representing the country).
- Public functions as required by the NITBF.
- Any other NITBF approved event⁵.

Current "Team Northern Ireland shirts" cannot be used during individual or team private practice, leagues (sanctioned or not) or any other activity not related to bowling.

When the Council of the NITBF updates the "Team Northern Ireland" shirts, each squad member is **under the obligation** to buy at least 1 shirt and to keep it in good condition.

7. TRAVELLING ARRANGEMENTS

Travelling to and from international events outside the NITBF/ITBA regions will normally occur by way of communal transport as agreed by the participating squad members, particularly where this is the most cost effective option.

Travel within the NITBF/ITBA regions will normally be the responsibility of individual team members unless otherwise agreed by the participating squad members.

Declaration

I _____, having read the full contract, accept my position as part of the Full International/ Senior squad and agree to abide by the rules and regulations set out in this contract and any other imposed by the NITBF Council or the governing body of the sport.

³ Senior ladies may wear skirts/trousers in Triple Crown Events

⁴ These currently include the Northern Ireland Open, NITBF sponsored charity events and the Dundonald Singles Tournament, but not sanctioned leagues

⁵ These events will be considered, upon bowler petition, on an individual basis by the NITBF Council and the decision will be communicated to the full squad.

Bowler Signature

NITBF President

Date: / /

NITBF INCIDENT REPORT FORM

Date Incident Reported: _____

	Person Reporting the Incident	Person Recording the Incident
Name		
Role		
Knowledge of and relationship to the young person		
Contact address		
Telephone Numbers		
E:mail		

Child's Details:

Full Name of Child			
Date of Birth			
Contact Address			
Telephone Numbers			
Ethnicity		Disability	

Incident Details:

Location of Incident (if relevant):	Date and Time of Incident:
Detailed information (in child's own words if possible):	
Details of any observations made by you or to you (eg description of visible bruising, other injuries, young person's emotional state). NB: Make a clear distinction between what is fact and hearsay:	

--

Actions Taken so far:

Details of Whom Concern is Against (if known)

Name			
Date of Birth/Age			
Relationship with Child			
Address			
Telephone Numbers			
Ethnicity		Disability	

External Agencies Contacted

Agency	Y/N	Contact Name	Contact Number	Date	Time	Details of Advice Received
Police						
Social Services						
Local Authorities						
NSPCC						
Others (Please Name)						

I acknowledge that the details described are accurate and will remain strictly confidential between the “appropriate reporting channels” and myself.

Signed: _____ **Date:** _____

Please submit this form immediately to:

Details: isobel.smith@nitbf.org.uk or david.seay@nitbf.org.uk

ACCIDENT REPORT – FOR NITBF RECORDS

Person who had the accident

Full Name	
Address	

Signature: _____

Date: _____

About the Accident – When and where did the accident happen?

When and where did it happen Time/Date/Place	
---	--

About the Accident – What happened? Give the cause if you can. In the event of any personal injury, say what it is.

How did it happen	
--------------------------	--

Person recording the accident

Full Name	
Address	

Signature: _____

Date: _____

APPENDIX 6

Karen Payne
13 Wanstead Road
BELFAST
BT16 0EJ

Date:

Dear Parent/Guardian

CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

There will be occasions when we may wish to video your child for training purposes or include a photograph of your child on our website and/or NITBF publication and local newspapers.

In accordance with NITBF Child Protection Policy we will not permit photographs, videos or other images of young people to be taken without the consent of the parents/guardians. NITBF will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform NITBF immediately.

I am writing to request your permission to do so. Can I ask you to please fill in the reply slip below and send it to me no later than (insert date)?

Yours sincerely

Karen Payne
Secretary

NORTHERN IRELAND TENPIN BOWLING FEDERATION
CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

Name of Parent: _____

Address: _____

Name of Child: _____

I **do/do not** consent to NITBF photographing or videoing _____ (*insert name*) involvement in Tenpin Bowling.

I **do/do not** consent to _____ (insert name) photo to appear on the NITBF website and/NITBF or approved publications.

SIGNED: _____

DATE: _____