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# CODE OF GOVERNANCE 2022

*Ból Chumann na hÉireann Est.1954*

## **CODE OF GOVERNANCE**

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# ***SECTION***

# ***1***

# ***CONSTITUTION***

**CONSTITUTION**  
**OF**  
***Ból Chumann na hÉireann***

**MEMORANDUM OF ASSOCIATION**

**1. NAME**

- The name of the Association is ***Ból Chumann na hÉireann***

**1A. ORGANISATION TYPE A**

**The Association consists of the following Affiliated Units:**

- Members, Clubs, Social Clubs, Regions
- Executive Committee
- Annual and Special Conventions

**2. ASSOCIATION TYPE A**

- The organisation is run by volunteers and do not employ staff.
- The registered office of the Association is situated in Ireland.

**3. PRINCIPAL OBJECTS**

- The objects of the Association shall be to foster and direct road bowl playing activities and ancillary thereto or desirable for the advancement of road bowl playing
- The advancement of Road Bowling by being the National Association and Governing Body in Ireland for the Game of Road Bowling, as having ultimate responsibility for the governance and promotion of the Game of Road Bowling in Ireland

- To promote, foster, improve and develop the Game of Road Bowling in Ireland, and to take all such steps as may be deemed necessary or advisable for preventing infringements of any of the laws of the Game of Road Bowling, and to constantly promote, regulate and govern the Game of Road Bowling throughout the territory of Ireland taking into consideration the principle of fair play and the unifying, educational, cultural and humanitarian values of the Game of Road Bowling, particularly through youth and development programmes
- To organise competitions in the Game of Bowling at National, Regional and Club level
- To respect and promote compliance with and to prevent any infringement of, and to take reasonable steps to ensure that its' Regions respect and comply with the Rules of Play and International Bowling Association Rules of Play
- To promote principles of integrity, ethics, and fair play with a view to preventing methods or practices such as corruption, doping or Score manipulation, which might jeopardise the integrity of Regions, Clubs, Participants, Scores, or competitions or any of them
- To promote and strengthen good governance principles and practices at national level, and to encourage Regions and Clubs to adopt their own good governance principles
- To promote the development of the game of Road Bowling which endeavours to reach into communities in Ireland and internationally. To support the Irish language and other aspects of Irish culture.
- To promote and plan for increased and sustainable diversity and inclusion within the game of Road Bowling, including the full participation of all genders at all levels of Road Bowling governance
- To sanction all scores (road bowling and associated events) played throughout the Island of Ireland
- To govern the Game of Road Bowling at Club, Regional and National level, in the Republic of Ireland and external Regions e.g., North America and London
- To collaborate and engage with other international sporting bodies connected with the game of Road Bowling and associated events
- To host competitions at National and International and other levels
- To make, adopt, vary, and publish rules, regulations, and directives for the regulation of the game of Road Bowling or otherwise, and to take all such steps as shall be deemed necessary or advisable for implementing and enforcing such rules, regulations, and directives against Regions, Clubs, Participants, and any other applicable persons

- To promote, provide for, regulate, and manage any and all details or arrangements relating to the game of Road Bowling, including any arrangements for the benefit of Regions and Clubs, Road Bowling competitions, contests, and Scores, international or otherwise, and to do or provide for all or any such matters considered necessary for, or ancillary to, the benefit of Players, the public or of any other persons concerned or engaged in such competitions, contests, or Scores
- To make, publish and vary rules, regulations, and directives of the Association as required and to take all such steps as shall be deemed necessary or advisable for enforcing such rules, regulations, and directives
- To decide and to seek to resolve all sporting disputes and to enforce any decisions or awards of the Association in respect of such disputes, irrespective of whether the Association is directly concerned in such dispute or not, that may arise between:
  - Regions**
  - Clubs**
  - Social Clubs**
  - Players**
  - Members**
 in reference to disciplinary matters and due compliance with the Laws of the Sport, Code of Conduct, the Constitution, the Rules of Play.
- To co-operate with or assist any Region or Club in any way which the Association shall think proper

#### **4. POWERS**

The Association shall, in addition to the powers conferred on it by law, have the following powers, which are subsidiary and ancillary to the principal objects, and which powers may only be exercised in promoting the principal objects. Any income generated by the exercise of these powers is to be applied to the promotion of the principal objects:

- To purchase, lease, or otherwise acquire any real or personal property, or any estate or interest whatever in real or personal property, which may be necessary for, or conducive to, the promotion of any of the objects of the Association
- To promote, support, or assist in all or any sporting activities which may be approved by the Association
- To accumulate capital for any purposes of the Association, and to appropriate any of the Association's assets for specific purposes, either conditionally or unconditionally
- To invest the money of the Association not immediately required for its purposes in or upon such investments, securities or property as may be thought fit

- To borrow or raise money in such manner as the Association shall think fit
- To amalgamate or co-operate with any organisation formed for the purpose of promoting the playing of the Sport of Road Bowling in Ireland
- Require that the income and property of such organisation be applied solely towards the promotion of the playing of the Game of Road Bowling in Ireland
- To effect insurance against risk of loss to the Association, or against risk or accident to any servants of the Association in the course of their duties for the Association
- To make grants to any Region, Club to further the objects and aims of the Association
- To give such further financial assistance to any Region, Club as may be deemed expedient
- To make charitable donations
- To carry on any other business which may seem to the Association capable of being conveniently carried on in connection with the principal objects or calculated directly or indirectly to enhance the value of or render profitable any of the property, rights, or interests of the Association
- To contract for the carrying on of any operation connected with the Association's principal objects by any person company or association
- To do all things as are, or are considered to be, conducive, requisite, advantageous or incidental to, or to facilitate, the attainment of the above objects or powers or any of them

## 5. PRINCIPLES OF THE ASSOCIATION

### To require that it's Regions, Clubs, and members:

Play Road Bowling in compliance with the Laws of the Game, Constitution, Code of Conduct issued by ***Ból Chumann na hÉireann*** and acknowledge that only ***Ból Chumann na hÉireann*** may lay down and alter the Code of Governance, Constitution, the Laws of the Game.

- Observe ***Ból Chumann na hÉireann Rules*** and IBA Rules, regulations, directives, decisions
- Observe the principles of fair play as well as the principles of loyalty, integrity, and sportsmanship
- (Subject to the exhaustion of all internal dispute resolution channels of the Association) To refer any dispute of national dimension relating to the Sport of Road

Bowling, or the application of this Constitution or any Regulations to arbitration in accordance with the Regulations and the Disciplinary Regulations

- To procure that its Regions, either through this Constitution or other written documents, acknowledge and accept the principles of the Association and agree to be bound by and observe the provisions of the Constitution and the Rules of Play from time to time
- To communicate to Sports Ireland any amendment of the Constitution.

## **6. MEMBERSHIP AND SUBSCRIPTION**

1. The following are the categories of Membership:

- a) Full Membership which shall be open to persons on the first day of January in the year of Membership.
- b) Youth Membership which shall be open to persons under the age of 18 years on the first day of January in the year of Membership.
- c) Non-playing Membership
- d) Social Club Membership
- e) Honorary Life Membership
- f) Co-opted members

2. Only full Members, non-playing Members and Honorary Life Members shall be entitled to take part in any vote provided for in these rules or to become a trustee officer or Member or substitute Member of any committee or sub-committee or to become a referee, marker, or steward.

3. No person shall be admitted to Membership of a club unless and until his/her application for Membership has been considered and approved first by the committee of the club in question, then by the committee of the Region to which the club is affiliated and then by the Executive Committee and any of the said committee may reject the application.

- a) Each Member of an affiliated club shall, by virtue of such Membership be a Member of the Region to which such club is affiliated and of the Association
- b) A player may only be registered for one club at a time
- c) Honorary Membership may be granted only by a convention and only on foot of a motion proposed and seconded by Executive Committee Members acting on foot of a resolution of the Executive Committee. An Honorary Member need not be a member of a club.



4. Each Member of the Association shall be issued with a Membership card (a unique membership number ID number) in such form as the Executive Committee may from time to time prescribe. The said card shall be subject to renewal as and when required by the Executive Committee. (It is intended to move to a data-based system).
5. All Members of the Association, by virtue of such Membership accept and are bound by these rules and all other rules, Regulations, by-laws, and decisions made pursuant hereto. Annually each member will have to fill and sign the necessary application form.
6. All Members, save honorary life Members, and save as is elsewhere herein provided, shall pay an annual subscription fee to the Association, which shall be due on the date on which a Member joins the Association and thereafter on the 1<sup>st</sup> of January of each year, membership runs from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Membership will cease on the 31<sup>st</sup> of December each year.
7. The Executive Committee shall from time to time determine the amount of the annual subscription and may in doing so make special provision for such Members and/or categories of Members as shall to it seem fit. The Executive Committee may impose an entry fee on any applicant for Membership.
8. A Member shall cease to be a Member if and when he/she has written to the Honorary Secretary, informing him of his/her resignation or if his annual Association or Club subscription or affiliation fee is unpaid on **January 1<sup>st</sup>** of the year in question, or if he/she dies.
9. A register of Membership shall be kept and all persons whose Membership applications have been accepted subject to the approval of the Executive Committee and who have paid their initial annual subscription shall be entitled on such payment to be registered as a member and may be removed from the register only when they cease by virtue of these rules to be Members.

## **7. TRUSTEE AND PATRONS**

### **TRUSTEES**

1. There shall be 8 trustees of the Association
  - A. Trustees shall be elected by the Annual Convention
  - B. The Convention at which this Constitution is adopted shall elect 8 trustees (who shall take office on the taking effect of these rules), 2 of whom shall retire at each of the 4 succeeding Annual Conventions. The order of retirement shall be decided at the Convention at which this Constitution is adopted by drawing the names of those elected from a hat.
  - C. Trustees, save as is elsewhere herein provided, shall hold office for 4 years or until death or resignation or removal.

- D. Trustees may be removed from office by a three-quarters majority resolution of the Executive Committee.
- E. Vacancies occurring in the number of trustees by death, resignation or removal shall be filled by co-option by the remaining trustees or, if there are none such, by the Executive Committee. Co-opted trustees shall retire at the next succeeding Annual Convention. The trustees shall inform the Executive Committee of the name of each nominee for the co-option at least 14 days before such co-option is to be performed.
- F. For the purpose of Property Finance and Borrowing each trustee shall, on election or co-option as the case may be and from time to time as may be necessary or desirable sign a Declaration of Trust in such form as may be approved from time to time by the Executive Committee and shall be subject to the terms and conditions thereof.
- G. The surviving and continuing trustees shall have power to act notwithstanding any casual vacancy or vacancies in the number of trustees.
- H. The Executive Committee shall have the power to veto the nomination of any person for the position of trustee whether such appointment is to be by election or co-option.
- I. The Association may, by Ordinary Resolution, bestow the title of honorary life president, honorary life vice-president or honorary life member upon any natural person for meritorious service to the Game of Bowling in accordance with the procedure set out in the Regulations.

## **PATRONS**

Patrons shall be elected by the Annual Convention on the proposal of the Executive Committee and shall hold office until death, resignation, or removal by the Executive Committee. Patrons shall by virtue of their election as Patrons, be honorary life Members.

## **8. EXECUTIVE COMMITTEE AND OFFICERS**

**The National Executive is the Supreme Governance and Legislative Body of the Association and shall be comprised of the Regions in general meeting, having the rights, powers and obligations as set out in the Constitution**

1. The officers of the Association shall be as follows:

- President
- Chairman/Chairperson (hereinafter referred to as the Chairman)

- Vice-Chairman/Vice-Chairperson
  - Honorary Secretary
  - Treasurer
  - Fixtures Secretary
  - Registrar
  - Public Relations and social media /Marketing (PRO)
  - Youth Development Officer
  - Child Protection and Welfare Officer
2. Save as herein elsewhere provided the Officers shall be elected annually by the Annual Convention from amongst the Membership, save for the Youth Membership of the Association. All candidates for office shall be proposed and seconded by Members, other than youth members, of the Association but the candidacy of any person so nominated for election may be vetoed by the Executive Committee. Officers shall hold office until the closing of the Convention at which their successors are elected, Nominations in respect of all elections must be submitted in writing to the Honorary Secretary not less than 20 days before the date of the Annual Convention.
  3. The Executive Committee shall consist of (from the closing of the Annual Convention next following the taking effect of these rules):
    - A. All Officers of the Association
    - B. The Chairman, Honorary Secretary, Honorary Fixtures Secretary and Honorary Treasurer of each Region
    - C. Regional Representatives – each Region shall be entitled to elect 3 regional representatives, annually. Regional representatives shall succeed their predecessors only on the closing of the subsequent Convention
    - D. Co-opted Members
    - E. Honorary Life Members may attend but not vote at Executive Meetings.
  4. The Executive Committee may fill any casual vacancy in the offices of Association listed at Rule 1 above by election from amongst their own number. The Executive Committee may, at its entire discretion co-opt up to seven additional Members to the Executive Committee.
  5. Subject to these rules, the decisions of the Executive Committee shall be binding on the Association and its units unless and until revoked by a Convention. The Executive Committee will have the following functions, duties, and powers which it shall perform carry out and exercise only in furtherance of the Association's objects:
    - A. It will manage the affairs of the Association and may make contracts on the

Association's behalf

- B. It will be the final authority to decide all questions arising out of the construction of these rules and all regulations, byelaws and decisions made pursuant to these rules and all disputes arising out of the activities of the Association and its decisions will be legally binding on all units and shall not be subject to appeal or review save as herein provided. All such decisions will be recorded in writing and the Honorary Secretary will preserve such records which shall constitute binding precedents unless and until overruled or amended by a 2/3 majority of the Executive Committee or by an Annual or Special Convention of the Association
- C. It will consider and accept, reject, or otherwise deal with applications to hold competitions
- D. It may from time to time appoint from among its members such sub-committees as it will consider desirable and may delegate to them or to any officer, Regional Committees such of its functions, powers, and duties as it may determine. It may appoint full Members of its Association, not being Executive Committee Members, to be Members of any such sub-committee. All sub-committees shall be chaired by a Member of the Executive Committee and shall periodically report their proceedings to the Executive Committee and conduct their business in accordance with the directions of the Executive Committee. The Executive Committee may, as and when it shall think fit, amend, or revoke any decisions made by and or will dissolve any such sub-committee save those decisions by any sub-committee appointed to select teams or players for representative competitions shall not be subject to review by the Executive Committee. Notwithstanding anything contained or suggested above, there will always be a Ladies Committee, operating as a sub-committee under the Executive, as above detailed for such committees
- E. It will take such steps as may be open to it to acquire or and/or retain for the Association such copyright or other intellectual property in the Association's games in any part of Ireland or the world as the laws may permit. It shall protect its members to the best of its ability within GDPR regulations. It shall co-operate with such bodies it sees fit for the promotion of the sport
- F. It will have such other functions, powers, and duties as are conferred upon it elsewhere in these rules
- G. It will be entitled to perform such other functions and exercise such other powers as will to it seem desirable for the regulation and management of the activities of the Association or the furtherance of its objects

Officers will perform their functions and exercise their powers subject to the direction of and/or being overruled by the Executive Committee save as herein elsewhere provided.

## **9. THE CHAIRMAN**

The chairman shall perform the following functions:

- a) He/she shall chair all Executive Committee/Committee meetings and conventions and shall be responsible for the orderly conduct thereof

- b) He/she shall in his/her absolute discretion have power to open, close, reopen and/or adjourn all Executive Committee/Committee meetings and conventions but his/her decision in this regard may be overruled by a requisition signed by a majority of the Executive Committee
- c) He/she shall have a casting vote in the event of a tie in addition to his/her ordinary vote in all votes taken pursuant to these rules at which he/she officiates as Chairman
- d) He/she shall sign the minutes of all Executives Committee/Committee meetings and Conventions once the same have been duly approved
- e) He/she shall be the Returning Officer for all elections at Conventions
- f) In the absence of the Chairman the Vice Chairman shall perform his/her functions and in the absence of both the Chairman and Vice Chairman, the Executive Committee may appoint one of its Members to perform the Chairman's functions during such absence
- g) Ensure the Chairperson leads the Executive in developing an ethical culture in line with the values of the organisation

## **10. HONORARY SECRETARY**

The Honorary Secretary shall (at all times subject to the direction and decision of the Executive Committee) perform the duties required as follows:

- a) He/she shall conduct all the correspondence of the Association and no correspondence conducted by any person other than the Honorary Secretary shall be considered to be official correspondence of the Association. No correspondence shall be discussed by the Executive Committee or by a Convention unless it passes through his/her hands. He/she shall deal with correspondence according to the rules.
- b) He/she shall take the minutes of all Executive Committee meetings and conventions and be responsible for the safe keeping thereof and of all books and documents, including safety reports, of the Association except for those assigned to the Honorary Treasurer. In his/her absence any Executive Committee Member may be appointed by the Executive Committee to temporarily perform his/her functions during such absence.
- c) He/she shall convene all Executive Committee meetings and Conventions.
- d) He/she may convene additional meetings of the Executive Committee and postpone any meeting thereof for sufficient reason but his/her decision in this regard may be

overruled by a requisition signed by one third of the Executive Committee.

- e) The Honorary Secretary may change the date of a competition, for good and sufficient reason.
- f) He/she shall implement decisions passed by the National Executive
- g) He/she shall be responsible for the relations with the Regions, Clubs, Committees, I.B.A., under the direction of the Executive
- h) He/she shall accept additional responsibilities and duties delegated by the Executive from time to time.

#### **ALL COMMITTEES:**

The Secretary will:

- i) Ensure that the Committee members receive information and papers in a timely manner to enable full and proper consideration to be given to the issues
- j) Be responsible for the formal induction of new members of the Committee and organising training or mentoring for Committee members where required
- k) Ensure that the work of this Committee is coordinated with the work of other Committees where relevant and assist the Chair in reporting to the Executive Committee on the Committee's activities.
- l) Keep the minutes and other records of Committee meetings

### **11. Treasurer**

#### **The Treasurer maintains the accounts and the financial affairs of the association**

1. The Treasurer shall have charge of all financial affairs of the Association. The financial year end for the Association shall be 31<sup>st</sup> of December. The treasurer shall prepare the annual accounts which will be independently audited by our accountants for the annual Convention
2. The Treasurer shall present a monthly income and expenditure report for the adoption of the Executive committee and its members
3. The Treasurer shall be Chairman of any finance sub-committee created by the Executive Committee
4. All monies payable to the Association shall be received by the Treasurer and deposited in a bank account in the name of the Association. The Treasurer on the direction of the Executive Committee may open in the name of the Association such current or deposit bank accounts as shall seem desirable. No monies shall be drawn from any account save by cheque, or other appropriate written authorisation signed by the Treasurer, and either the Chairman

or the Honorary Secretary

## **12. ACCOUNTS**

The Executive Committee shall cause or shall delegate to the Treasurer of the Executive to cause adequate accounting records to be kept relating to:

- All sums of money received and expended by the Association and the matters in respect of which the receipt and expenditure takes place
- The assets and liabilities of the Association; and
- All sales and purchases of goods by the Association

Adequate accounting records shall be deemed to have been maintained if they explain the Association's transactions and facilitate the preparation of financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of the Association.

The accounting records shall be kept by the Treasurer of the Association or, at such other place as the Executive Committee thinks fit and shall at all reasonable times be open to the inspection of the Executive Committee.

## **13. AUDIT**

The financial year end of the Association shall be such date as the Executive Committee may decide.

The Association at each Convention shall appoint auditors to hold office until the next Convention and to carry out a yearly audit of the accounts of the Association and the following provisions shall have effect:

- An officer or Member of the Executive Committee shall not be capable of being appointed statutory auditor of the Association
- Every statutory auditor of the Association shall have a right of access at all times to the books and accounts and vouchers of the Association and shall be entitled to receive from the Association, the Executive, and any Committee, all such information and explanations as may be necessary for the performance of the duties of the auditor

Auditors shall be appointed, and their duties regulated in accordance with the relevant provisions of the Constitution.

## **INDEMNITY**

Subject to the provisions of the Constitution, every Executive member of a Committee appointed by the Executive Committee or any agent of the Executive Committee or of such a Committee, auditors, Executive and every other officer for the time being of the Association shall be indemnified out of the assets of the Association against any liability incurred by any of them in defending any

proceedings, whether civil or criminal, in relation to their acts while acting in such capacity where judgment is given in their favour or in which they are acquitted, or in connection with any application in which relief is granted to them by the Court.

#### **PROPERTY FINANCE AND BORROWING**

- 1.** The property of the Association, other than cash at the bank, shall be vested in the trustees who shall hold it upon trust for the Regions of the Association and shall deal with it as directed by the Executive Committee and entry in the minute book shall be conclusive evidence of any Executive Committee direction in this regard. The Trustees shall be entitled to purchase, lease, rent, otherwise acquired, or dispose of Property as directed by the Executive Committee.
- 2.** Without prejudice to any other provisions hereof, the trustees shall be entitled to an indemnity for all liabilities and expenses properly incurred by them in the discharge of their duties pursuant to Rule 1 above and such indemnity shall initially be provided out of the funds and property of the Association and thereof, if necessary, such indemnity shall be provided jointly and severally by all Regions of the Association.
- 3.** All monies payable to the Association shall be received by the Treasurer and deposited in a bank account in the name of the Association. The Treasurer on the direction of the Executive Committee may open in the name of the Association such current or deposit bank accounts as shall seem desirable. No monies shall be drawn from any account save by cheque, (EFT) or other appropriate written authorisation signed by the Treasurer, and either the Chairman or the Honorary Secretary.
- 4.** The Treasurer shall keep a proper set of books recording the financial transactions and affairs of the Association and the Association's financial year shall end on the 31st day of December and he/she shall procure the preparation of audited accounts by the auditor in good time for the Annual Convention.
- 5.** The Treasurer shall present a monthly financial report for the consideration of the Executive committee and a report on the accounts and of the Association's financial affairs for the consideration of the Annual Conventions.
- 6.** The Treasurer shall be Chairman of any finance sub-committee created by the Executive Committee.
- 7.** The income and property of the Association shall be applied only in the furtherance of the Association's objects and shall be under the control of the Executive Committee, and the Executive Committee shall have power in particular and without prejudice to the generality of the foregoing to authorise the payment of remuneration and expenses to any Officer, Region or employee of the Association or any other person for services rendered to the Association and in addition to invest, expend or dispose of funds.
- 8.** The Executive Committee shall have power to borrow money on behalf of the Association for the Association's purposes save that the total indebtedness of the Association shall not, without the sanction of a convention, be permitted by the Executive Committee to exceed



€10,000 excluding interest and bank Charges.

**9.** The Executive Committee shall have no power to pledge the personal liability of any Region of the Association for the repayment of any sums so borrowed but shall, if necessary, apply the funds and assets of the Association to such repayment and thereafter the Regions shall, if necessary, be jointly liable for such repayment.

**10.** When borrowing, the Executive Committee shall have power to raise in any way, any sum, or sums of money and to raise and secure the repayment of any sums of money in such a manner or on such terms and conditions that they think fit and in particular by a mortgage of, or charge upon, or by the issue of debentures charged upon, all or any part of the property of the Association.

**11.**

a) All monies accruing from bowling activities held under the auspices of the Association are the property of the Association

b) The Executive Committee shall have power to impose on the regions and clubs and Regions or any of their activities as Regions, Clubs and Members such levies, charges, and other financial obligations (including once-off obligations on a particular unit as shall to it seem desirable for the purpose of advancing the objects of the Association and such obligations shall be binding. A list of all current periodical levies, charges, and other such obligations together with the list of current Membership and affiliations fees shall be updated yearly and made available to any unit on request

c) Notwithstanding rule 8 (5), decisions, regulations and byelaws of the Executive Committee shall not be subject to revocation or amendment by a Convention, to the extent that such decisions, regulations, and byelaws impose financial obligation on Units of the Association

**12.** In the event that for any reason the auditor ceases to act during the period for which he/she was elected the Executive Committee shall appoint a replacement auditor to hold office until the next Annual Convention.

**13.** Once a member ceases, for whatever reason, to be a member and/or once any Region or Club is expelled, such Member, Region or Club as the case may be, shall thereupon forfeit all rights in respect of all properties and assets whatsoever of the Association and any of its units.

**14.** Clubs and Members may discharge their obligations to pay their annual affiliation and subscription fees respectively, by paying them to the Regional Committee of their Region for onward transmission to the Executive Committee.

**15.** No social function shall be considered to be organized under the auspices of the Association unless it is organized by the Executive Committee (which may delegate such organization as it sees fit) or by a Regional Committee (which may delegate such organization to a Sub-Committee) which has obtained the sanction in advance of the Executive Committee

#### **14. YOUTH DEVELOPMENT OFFICER**

- Managing Ból Chumann na hÉireann Youth development and Participation Focus in all aspects
- Managing delivery of a coaching Initiative with a club development focus
- Delivering Youth Training Programmes across a broad range of disciplines
- Developing a schools and youth competition calendar across a variety of disciplines
- Managing and delivering adult training programmes to kick start club growth and development
- Assist in the delivery of Coaching Training Courses when necessary
- Monthly reports on developments of progress in all of the above

#### **15. FIXTURES SECRETARY**

He/she shall in good time prepare monthly fixture lists of all competitions to be played under the auspices of the Association and he/she shall advertise all competitions organised by the Executive Committee. He/ she shall in good time forward a copy of each such list to each Regional Fixtures Secretary whose duty it shall be to forward a copy to each club in his/her Region. He/she shall have the power to change the date of a competition for good and sufficient reason.

#### **16. REGISTRAR**

He/she shall keep a current register of all Members and issue Membership cards. He/she shall keep a record of all winners of competition organized by the Association. He/she shall be the keeper of the perpetual trophies of the Association and keep a record of the name and address of the winner of each perpetual trophy and ensure that each such trophy is returned at least one calendar month in advance of its next presentation and ensure that an Executive Committee Member attends to present the trophy after the final of every competition organised by the Executive Committee and he/she shall maintain the trophies of the Association in good condition.

The Registrar understands that he is obliged to comply with the following in the execution of his duties as data controller:

Ensuring personal data are:

- Processed lawfully, fairly, and transparently
- Processed for specific purposes
- Limited to what is necessary
- Kept accurate and up to date
- Stored for no longer than necessary
- And protected against unauthorised or unlawful processing, accidental loss, destruction, or damage
- This data is to be encrypted and kept in a safe place

## **17. PUBLIC RELATIONS AND MARKETING OFFICER**

He/she shall publicise the activities of the Association and be responsible for the Associations relationship with the general public, through news publications and via social media outlets.

## **18. MEETING OF THE EXECUTIVE COMMITTEE**

- a) Meetings of the Executive Committee shall be held not less than once in each month. The monthly meeting shall be held on the first Wednesday of each calendar month unless the Honorary Secretary shall decide otherwise pursuant to Rule 10(D) hereof. The Honorary Secretary shall give each Executive Committee Region seven days' notice in writing of all Executive Committee meetings held other than on the said Wednesday or at a venue other than at the venue of the previous meeting. Otherwise notice shall not be necessary. All meetings must have an agenda in place. The Chairman for Honorary Secretary may summon additional meetings of the Executive Committee at their discretion or at the direction of the Executive Committee.
- b) Decisions shall be made by simple majority vote save as otherwise herein provided. **No more than a total of 3 persons from amongst the Chairman, Honorary Secretary, Honorary Fixtures Secretary, Honorary Treasurer and Regional Representatives of any individual region may participate in any vote.** The decision as to which of such persons will participate in a particular vote shall be made by simple majority vote amongst them.
- c) Eleven voting Members shall constitute a quorum and all references to majorities herein shall be construed as references to a majority of the Regions present and voting.
- d) The Chairman shall decide in any particular case whether voting is to take place by acclamation, show of hands or by secret ballot, but if the result of a vote is disputed

by one third of those attending and entitled to vote, a secret ballot shall be held.

- e) Any Member of the Executive Committee may raise a matter for discussion and/or decision at any Executive Committee meeting. The matter shall then be discussed and/or decided on unless the Executive Committee decides against such discussion and /or decision and/or defers any such discussion and/or decision.
- f) Any Member, not being a Member of the Executive Committee, may seek the permission of the Honorary Secretary to attend a meeting of the Executive Committee and raise a particular matter for discussion and/or decision thereat. Permission may be given, refused, or deferred but the Executive Committee may overrule the Honorary Secretary's decision in this regard. The Chairman, who may be overruled in this regard by a decision of the Executive Committee, shall decide whether and to what extent any Member attending a meeting of the Executive Committee as herein provided for shall be entitled to partake in such meeting save that in no circumstances shall such Member be allowed to vote
- g) The Chairman or, in his or her absence, the Vice-Chairman shall preside as chairperson at every meeting. If neither the Chairman nor the Vice-Chairman is present within 15 minutes after the time appointed for the holding of the meeting, the Executive shall choose one of their Executive members to preside as chairperson for the duration of that general meeting
- h) Executive members must at all times respect confidentiality. A confidentiality agreement document must be signed at the beginning of a delegate time in office. Failure to do so will mean exclusion from all meetings

## **19. EMERGENCY MEETINGS OF THE EXECUTIVE COMMITTEE**

- a) Emergency meetings may be held at the written request to the Chairman or Honorary Secretary of one third of the Executive Committee Regions to deal with urgent business. Six Members of the Executive Committee of whom at least one must be the Chairman, President or Honorary Secretary shall constitute a quorum. Such meetings may be held only when an ordinary meeting of the Executive Committee cannot be conveniently held in time to dispose of the business at hand, save insofar as necessary to assemble a quorum, notice to Executive Committee Members of an emergency meeting need not be given.
- b) All decisions taken at such meetings shall be deemed to be decisions of the Executive Committee and a detailed account of such meetings and decisions shall be given at the next meeting of the Executive Committee and included in the minutes thereof.
- c) The Executive Committee at its meeting next following any such emergency meeting may by a simple majority vote, amend or revoke a decision made by the emergency

meeting. Otherwise, Rule 19(B) above will apply to decisions of emergency meetings

## **20. THE REGIONS AND REGIONAL COMMITTEES**

1. A Region shall be a unit of the Association comprising of 3 or more affiliated clubs. Save in the case of the London, North America, Connacht, and Leinster, they are Regions of the Association irrespective of its club strength. **(They only have 3 votes each).**

The affiliated regions of the Association are:

- a) Carbery
  - b) Connaught
  - c) Cork City
  - d) East Cork/West Waterford
  - e) Gaeltacht
  - f) Leinster
  - g) London
  - h) Mid-Cork
  - l) North America
  - j) North Cork
  - k) Northeast Cork
  - l) Southwest Cork
  - m) West Cork
2. An Annual General Meeting shall be held in each Region at least 1 month before the Annual Convention, the date, venue, and time to be decided by the Regional Committee. Each club affiliated to the Region shall be entitled to send 3 delegates to the Annual Convention. **All Regions need to affiliate with the National Executive by 01<sup>st</sup> of November of the year prior to affiliation year; all Clubs must affiliate with their Regions by 30<sup>th</sup> of November of the year prior to affiliation year. The affiliation year is from 01st of January to the 31<sup>st</sup> of December.**
  3. Each Region shall, at its Annual General Meeting elect a Regional President, Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Fixtures Secretary, Honorary Registrar, Public Relations Officer, Safety Officer, and Youth Officer who shall be the Regional Officers. The Regional Committee shall comprise the Regional Officers and 3 Club Representatives nominated by each club in the Region.

4. Each Regional Committee shall be responsible for the conduct of the Association's affairs within its Region and shall have all powers desirable for that purpose. The Regional Committee shall be subject to the direction of and/or being overruled by the Regional Annual General Meeting and both the Regional Committee and Annual General Meeting shall be subject to the direction of and/or being overruled by the Executive Committee and/or a Convention and to these rules.
5. Each Regional Committee shall meet monthly and within 2 weeks of each such meeting furnish a report of its activities to the Executive Committee. Each region shall forward to the Executive its AGMs, Secretary's Treasurer, Fixtures, and PRO reports within one week following their AGM.
6. Each Regional Committee shall pay to the Executive Committee such annual affiliation fee as shall be prescribed by the Executive Committee. Such fee shall be due on the 1<sup>st</sup> of January of each year. Any region in default of such a payment as of 31<sup>st</sup> of December of the year in question may be suspended from the Association by a 2/3 majority vote of the Executive Committee but only pending such payment.
7. Each region shall annually submit its Honorary Secretary's report and Honorary Treasurer's report to the Executive Committee once approved by the Annual General Meeting, within one week of the holding of such meeting and the Regional Honorary Secretary shall also furnish to the Executive Committee the draft minutes of such meeting.

## **21. CLUBS**

1. All clubs, including Social Clubs desiring to become affiliated to the Association shall apply in writing to the Executive Committee in the form from time to time prescribed by it and shall be nominated by a Regional Committee. The Regional Committee shall be entitled to refuse to make such nomination. The Executive Committee shall consider and may grant or refuse the application. On affiliation to the Association a club shall become affiliated to the Region to which the Executive Committee assigns it. Thereafter it shall be affiliated to such Region as the Executive Committee may from time to time by 2/3 majority vote, assign it. A Member shall be affiliated to the Region to which his club is affiliated (All clubs and players and its members will apply to its Region to affiliate by the 30<sup>th</sup> of November of the year prior to affiliation).
2. The Executive Committee may from time to time lay down and publish such minimum requirements to be met by applicants for club affiliations as it deems fit. However, the fulfilling of such requirements by any applicant shall not in any way oblige the relevant Regional Committee to nominate the applicant or Executive Committee to grant application. The Executive Committee shall have the discretion to waive such requirements in a particular case.
3. A club must have at least 5 playing applicant Members before it is eligible for affiliation.

4. Each club shall pay to the Executive Committee such annual affiliation fee as shall be prescribed by the Executive Committee. Such fee shall be due on the 30th of November of each year. The Executive Committee shall fix the amount of such fee from time to time. The club, with such payment, shall supply to the Executive Committee a list of its Members and officers. Any club in default of such payment as of the 1<sup>st</sup> of January of the year in question may be suspended, pending payment by the Executive committee.
5. Each club shall, by General Meeting, adopt the Model Club Rules annexed hereto within 6 months of the adoption by the Association of this Constitution.
6. No person shall be admitted to Membership of a club unless and until his/her application for Membership has been considered and approved first by the committee of the club in question, then by the committee of the Region to which the club is affiliated and then by the Executive Committee and any of the said committees may reject the application.
7. Any member desiring to leave one club and join another may do so only having obtained the approval of the committees of both clubs and the Regional Executives of both Regions and on completion of the relevant forms and approved at an Executive meeting and signed by the Hon Sec of Ból Chumann na hÉireann. This is subject to the byelaws in the case of London and North America.
8. In the event of either such approval being refused the member may appeal to the Regional Committee of the region to which the refusing club belongs, and the decision of the Regional Committee shall prevail "over the decision of the Club Committee" in respect of the approval of the club in its Region. (The decision of the Executive Committee is Final on this matter).
9. No annual general or special general meeting of any club shall be validly constituted unless The Regional Executive has been informed 28 days prior to the AGM and a member of the Regional Committee of the Region to which the club is affiliated is in attendance at the commencement of such meeting.
10. All clubs must within 2 weeks of holding its AGM submit a copy of its Secretaries and Treasurer report to the Regional secretary.
11. All clubs Secretaries and Treasurer must furnish a monthly income and expenditure account for adoption at their monthly meetings.

## **22. CONVENTIONS/ELECTORAL CODE**

1. The Association's Annual Convention shall be held in the first quarter of each year registering the previous year activities.
2. A Special convention may be called by the written requisition of the Executive Committee or of four Regional Committees and shall be held within 21 days of the date of such requisition.
3. Subject to Rules 1 and 2 above the Executive Committee shall decide the date, venue, and time of each convention.

4. The Executive Committee shall give in writing at least 28 days' notice of each Annual Convention and 10 days' notice of each Special Convention to each Regional Committee and shall publish such notice in the Cork Examiner and one other National Daily newspaper at least 28 days before the date of the Annual Convention and at least 10 days before the date of each Special Convention.
  
5. The following persons shall be entitled to attend, speak, and vote at conventions:
  - a) All persons who at the commencement of the Convention are members of the Executive Committee
  - b) The Chairman, Honorary Secretary and Honorary Treasurer of each Region
  - c) Three regional delegates from each Region elected by the previous Annual General Meeting of each Region
  - d) Three delegates from each affiliated club elected at the previous Annual General Meeting of each club.

**All delegates must be full members or non-playing members of the Association.**

The Trustees, Patrons and Honorary Life Members may attend and speak at Conventions but may not vote unless entitled to do so in another capacity.

6. The following provisions shall apply in respect of all conventions:
  - a) Voting shall be by a simple majority and by show of hands unless before any vote or immediately thereafter a secret ballot is directed by the Chairman or demanded by not fewer than 3 persons present and entitled to vote.
  - b) Voting shall be in person and not by proxy.
  - c) Zoom or another facility will be made available to the outer Regions only to view the Convention. These Regions will not be entitled to vote via zoom
  - d) Twenty-five persons attending and entitled to vote shall constitute a quorum.
  
7. Only the Executive Committee and the Regional Committees may propose motions for the consideration of the Annual convention. Motions proposed by Regional Committees must be submitted in writing to the Honorary Secretary not less than 20 days before the Annual Convention.
  
8. Nominations in respect of all elections must be submitted in writing to the Honorary Secretary not less than 20 days before the date of the Annual Convention.
  
9. Not later than three days before the Annual Convention the Honorary Secretary shall draw up



a notice of all motions to be considered at the Annual Convention and of all nominations mentioned in Rule 8 above. The Honorary Secretary, Honorary Treasurer and other officer's reports shall be made available to all members who are entitled to attend the annual Convention.

**10.** The following business shall be transacted at the Annual Convention:

- a)** Reading and approval, with or without alterations, of the minutes of the last Annual Convention and any subsequent Special Convention
- b)** Chairman's address
- c)** Consideration and adoption of Honorary Secretary's report
- d)** Consideration and adoption of Honorary Treasurer's report
- e)** Election of officers and the deeming elected of unopposed candidates for office, as the case may be
- f)** Election of Trustees and such other elections as may arise
- g)** Election of Auditor
- h)** Election of Legal Advisors
- i)** Consideration of all motions duly proposed, to include identification of ways in which the working of the Executive Committee could be improved
- j)** Any other business
- k)** Closing of Convention.

**11.**

- a)** A requisition for a special convention shall specify the motion to be debated at the said convention and no other business shall be conducted thereat, subject to which the special convention shall have all the powers of the Annual Convention
- b)** Subject to Rule (a) above a Special Convention shall have power to remove any officer or member of the Executive Committee by a three quarters majority vote and thereupon to elect by simple majority another person in place of the officer or executive member thus removed, pending the next Annual Convention

- c) Rule (a) above shall not prevent the proposal of bona fide amendments to the motion mentioned therein or the taking of any procedural decisions in relation to the motion or any amendments thereto

## **23. PLAYERS**

1. Save as may from time to time be permitted by decision of the Executive Committee and subject to such conditions as that committee may decide upon no person may play in a competition held under the auspices of the Association unless and until he is a member, not being a suspended member of the Association and has been issued with a valid and current Membership card (unique ID Number) and all references to “players” herein shall be construed accordingly. Any person playing in breach of these rules will be automatically disqualified from the competition in which he/she is playing. A referee may before, a score demand production of a player’s Membership card (unique ID number) and failing such production shall be entitled to disqualify the player whether such player is a member or not.
2. Save as may be from time to time permitted by decision of the Executive Committee and subject to such conditions as it may decide upon a member may not play in any competition which is not conducted under the auspices of the Association. Players held by the Executive Committee to have breached this rule will be automatically suspended for a minimum of 12 months from the date of the Executive Committee's so holding.
3.
  - a) There shall be the following grades of players in the Association:  
  
Men; Senior, Intermediate, Junior A, Junior B, Junior C, Novice 1, Novice 2, Novice 3, Novice Veterans, Junior Veterans (over 50), Vintage (over 60), Under 18, Under 16, Under 14, Under 12.  
  
Women: Senior, Intermediate, Junior, Under 18, Under 16, Under 14 and Under 12.  
  
Such grades may be sanctioned by the Executive Committee from time to time.
  - b) In respect of those grades determined by age the player in question shall be under or over the relevant age, as the case may be, on the 1st of January of the year in which he/she is being graded.
  - c) Apart from grades determined by age, players shall be graded solely on merit. Any player, who is graded by age, shall also be entitled to one additional grading based on merit. The Regional Committees shall grade all players who are members of clubs within their Regions save that only the Executive Committee shall be entitled to grade men as Senior and Intermediate and women as Senior and any player dissatisfied with his or her grading by a Regional Committee shall be entitled to appeal in writing within

14 days of being informed of such grading, to the Executive Committee, subject to such procedural requirements as the Executive Committee shall from time to time provide. Each Regional Committee shall, immediately after grading its players, forward a list of such gradings to the Executive Committee. The Executive Committee may, of its own initiative, and at any time, overrule the Regional Committee and re-grade any player.

- d) Save as herein elsewhere set out all players shall be graded by their Regions only once in each year and at the first meeting of the relevant Regional Committee or of the Executive Committee as the case may be after the 1st day of December, save that when a person first becomes a member of the Association he shall be entitled to be provisionally graded and if needs be, re-graded, pending the next following annual grading meeting. (Grading system)
- e) Any player graded Junior A or higher shall not compete in a Veteran or Vintage grade.
- f) The winners of Munster Championships shall be upgraded by at least one grade for at least 2 years after such success, save in grades determined by age.
- g) All Regional winners shall be automatically upgraded by at least one grade for at least one year, save those whose grades are determined by age and save the Junior A winner, whose grading shall remain at the discretion of the Executive Committee.

## **24. DISPUTES ARISING OUT OF PLAY**

**An Electronic copy of this Constitution and Rules of play are available on the Ból Chumann na hÉireann website. [www.irishroadbowling.ie](http://www.irishroadbowling.ie)**

### **1. OBJECTIONS**

A player has the right to object to a decision of a referee on the road of play provided he/she fulfils the following steps:

- I. He/she places that objection in writing to the referee within ten minutes of the disputed decision
- II. The written objection must clearly state under which rule or rules the objection is being lodged
- III. The written objection must be accompanied by an objection fee of the greater of €300 or 10% of the total stake of the score. The objection fee for stake less scores shall be €300

### **2. OBJECTION PROCEDURE**

- I. The referee shall submit the written objection and objection fee to the Regional Honorary

Secretary in the case of Regional Objections or to the Honorary Secretary of Ból Chumann na hÉireann in the case of Executive Objections as soon as is practicable. The referee is obliged to inform the relevant Honorary Secretary within 48 hours of the objection being lodged.

- II. The referee shall submit a written report outlining the decision he/she made, outlining under which rules he/she made that decision, and any other relevant matter pertaining to a fair hearing of the objection. This report shall accompany the written objection and the objection fee.
- III. In the case of all scores, except those being organized directly under the aegis of the Executive committee, all objections fulfilling the criteria outlined in Rule 1, above shall be submitted for adjudication to the Regional Committee in whose jurisdiction the disputed score was being played.
- IV. In the case of all scores being run directly under the aegis of the Executive Committee, objections fulfilling the criteria outlined in Rule 1 above shall be submitted for adjudication to the Executive Committee via the Honorary Secretary.
- V. An objection shall be automatically rejected if it does not fulfill all the criteria outlined in Rule 1 above.

### **3. DEALING WITH OBJECTIONS**

- I. The Regional Committee or Executive Committee shall deal with all objections quickly as is practicable. It shall normally be dealt with as the next monthly meeting provided the Honorary Secretary has received the written objection and the stipulated objection fee at least seven days prior to said meeting.
- II. The objecting player(s), their opponent(s), the referee, and other relevant officials and/or officers shall/will be asked to attend the meeting at which the objection is being heard. The objecting party may be asked to make a short statement in the interest of fair procedure and natural justice.
- III. The Honorary Secretary shall confirm to the meeting that all the steps in Rule 1 above have been fulfilled before the objection can be heard, failing this, the objection will be rejected.
- IV. A roll shall be called before the objection is heard. Only Officers, delegates, those outlined in Rule (ii) above and one representative of each player involved in the dispute shall be permitted to attend the meeting. In special circumstances additional persons may be invited to attend by the Honorary Secretary upon written request to the Honorary Secretary by the

player(s), or referee, if the attendance is considered by the meeting to be essential to a fair hearing of the dispute.

- V.** The Honorary Secretary shall read without comment, the written appeal, the report of the original decision on the dispute and where it might help clarity also the original objection and the referee's report.
- VI.** Only matters directly relevant to the Rules and/or Rules allegedly breached or misinterpreted by the referee shall be discussed.
- VII.** The Chairperson shall request all persons directly involved in the dispute to leave the meeting after all the evidence has been heard.
- VIII.** The meeting shall make a decision on the dispute based on the relevant Rule or Rules cited in the written objection.
- IX.** When a decision has been reached, those directly involved in the dispute shall be invited to re-join the meeting at which point the Chairperson shall verbally announce the decision of the meeting. The appellant may be asked to make a short statement after the decision being made.
- X.** If an objection is declared lost by the Chairperson, the objection fee shall be forfeited. This fee shall be deposited into the funds of Ból Chumann na hÉireann.
- XI.** If the objection is upheld, the objection fee shall be returned to the objector. The objection fee shall be withheld if the referee states within 5 minutes of the decision, that he/she will request The Executive Committee to give an interpretation of the rule or rules he/she applied.

There shall be no right to a further appeal or hearing of the dispute. All parties are obliged to fully accept the decision of the final appeal hearing.

#### **4. APPEALS**

- a)** The original objector(s), or their opponent(s) in the disputed score may lodge an appeal to a higher body, but only in the case of Regional Objections, when the higher body shall be the Executive Committee. In the case of Executive Committee decisions, there is no appeal.
- b)** The referee, whose decision was adjudicated on, may however request the Executive Committee to give an interpretation of the Rule or Rules he/she applied during the score. This shall not be considered an appeal, but the Executive Committee shall have the right to hold a new hearing of all or certain aspects of the original objection if they consider that the ruling of the original hearing was not consistent with a true interpretation of the Rules. The new hearing shall supersede and invalidate the Regional hearing and the case shall be dealt

with by the Executive as a new Executive objection.

- c) An appeal may only be heard once at a higher body. The decision of that body shall be final and beyond appeal.
- d) The appellant must lodge a written objection to the decision reached on the original objection, within seven days of that decision being reached, to Honorary Secretary of Ból Chumann na hÉireann.
- e) The written appeal must clearly state, in which ways the original decision was not in accordance with the Rule or Rules quoted in the original objection. No new rules may be stated, the objection may not be extended to include other matters, and new evidence may only be submitted where it is directly relevant to the interpretation of the rule or rules quoted in the original objection.
- f) The written appeal must be accompanied by an appeal fee of the greater of €500 or 10% of the total stake of the score. The objection fee for stake less scores shall be €500

## **5. DEALING WITH APPEALS**

- a) The Executive Committee or Officers shall deal with all appeals as quickly as is practicable. It shall normally be dealt with at the next monthly meeting provided the Honorary Secretary has received the written appeal and the stipulated appeal fee at least seven days prior to said meeting.

The appealing player(s), their opponent and the referee and other relevant officials and or officers shall be asked to attend the meeting at which the appeal is being heard. The objecting party shall be asked to make a short statement in the interest of fair procedure and natural justice.

- b) The Honorary Secretary shall confirm to the meeting that all the steps in Rule 4 above have been fulfilled before the appeal can be heard. Failing this, the appeal will be rejected.
- c) A roll shall be called before the appeal is heard. Only Officers, delegates, those outlined in Rule 3(ii) above and one representative of each player involved in the dispute shall be permitted to attend the meeting. In special circumstances additional persons may be invited to attend by the Honorary Secretary upon written request to the Honorary Secretary by the Region that heard the original dispute, the player(s), or referee, if their attendance is believed by the meeting to be essential to a fair hearing of the appeal.
- d) The Honorary Secretary shall read without comment: the written appeal, the report of the original decision on the dispute and where it might help clarity also the original objection and the referee's report.
- e) Only matters directly relevant to the Rules and/or Rules allegedly breached or misinterpreted during the original hearing shall be discussed.
- f) The Chairperson shall request all persons directly involved in the appeal to leave the

meeting after all the evidence has been heard.

- g)** The meeting shall make a decision on the appeal based on the relevant rule or rules cited in the written appeal.
- h)** When a decision has been reached, those directly involved in the appeal shall be invited to re-join the meeting at which point the Chairperson shall verbally announce the decision of the meeting.
- i)** If an appeal is declared lost by the Chairperson, the appeal fee shall be forfeited. This fee shall be deposited into the funds of Ból Chumann na hÉireann. (The appellant shall be asked to make a short statement after the decision has been made).
- j)** If after all Appeal avenues have been exhausted, the appellant does not accept the appeal decisions, the member shall be excluded from the Association.

## **25. DISCIPLINE**

- 1.** The power to discipline shall include the power to advise, warn, admonish, censure, fine or suspend and shall include the power to impose any combination of these disciplinary measures. In the case of the Executive Committee only, the power to discipline shall also include the power to expel.
- 2.** The Executive Committee shall have the power to expel, suspend or otherwise discipline any Member, Club or Region.
- 3.** Each Regional Committee shall have power to suspend or otherwise discipline any club affiliated to its Region.
- 4.** Each Club Committee shall have power to suspend or otherwise discipline a member of its club.
- 5.** Members, clubs, and regions may be expelled, suspended, or otherwise disciplined for good and sufficient reason and without prejudice to the generality hereof, for:
  - a)** Bringing the Association or any Region or any club or the activities or games of the Association, Region, or Club as the case may be, into disrepute.
  - b)** Infringement of these rules or any bye law, regulation or decision made pursuant thereto or refusal to accept any such decisions.
  - c)** Failure to compete in any competition of which adequate notice has been given unless 4 days' notice of inability to compete shall have been given.
  - d)** Assaulting, threatening, intimidating, or otherwise interfering with any player, referee, marker, steward, officer, or Executive Committee Member or attempting to do so.
  - e)** In the case of a club, arranging a score for any player already in the fixture list for the

same day. In the case of a player participating in any such score.

- f) In the case of a Club or Region inactivity.
- g) In the case of a Region, grading players otherwise than solely on merit.
- h) Any activities of members partaking in or otherwise bearing on international or other representative events.
- i) Failing to comply with safety regulations or the instructions of a referee or steward.

For the purposes of Rule 5 above the actions of his/her known partisans shall be considered the actions of the Region and the actions of its Regions and known partisans shall be considered the actions of the club.

6. No member or Club or Region shall be expelled, suspended, or otherwise disciplined unless he/she or it is given five days' written notice (in the case of a club or Region, to the Honorary Secretary thereof), of all meetings at which the imposition of disciplinary measures is to be or may be decided, which said notice shall detail the complaints made against member, club or region and shall name the complainant. The member, club, or Region, (in the case of a club or Region, by no more than three representatives who must be members, not being youth members) shall be entitled to be present at and address the meeting, and call witnesses, save that non-members shall not be heard as witnesses. This rule shall apply to appeal hearings.
7. Expulsion shall require a two-thirds majority vote. The imposition of all other disciplinary measures shall be by simple majority vote.
8. Any disciplinary measure imposed by a Club Committee may be appealed to the Regional Committee. Any disciplinary measure imposed by a Regional Committee (including those imposed on appeal from a Club Committee) may be appealed to the Executive Committee. All appeals shall be by written notice given within 7 days of the imposition of the suspension or discipline. The Executive Committee may extend this period but only for serious reasons. A disciplinary measure shall not be effective while an appeal is pending. On appeal any disciplinary measure may be increased, and an additional disciplinary measure or measures may be imposed in lieu of/or in addition to the original penalty imposed. The Executive Committee, when hearing an appeal, shall have the power to expel.
9. The initiation of disciplinary proceedings or the imposition of disciplinary measures by a Club Committee in respect of a member shall not prevent or affect the initiation of disciplinary proceedings or the imposition of a penalty on such members by a Regional Committee or the Executive Committee. The initiation of disciplinary proceedings or the imposition of disciplinary measures by a Regional Committee as against a club or member shall not prevent or affect the power of the Executive Committee to initiate disciplinary proceedings and/or impose disciplinary measures on such club or member.
10. The Executive Committee shall, regardless of any other rule herein and at any time have



power of its own initiative, or on appeal, to review, cancel, reduce, bring forward or postpone any period of suspension and, subject to compliance with Rule 7, to increase any such period.

**11.**

- a) If a Region is expelled or suspended, it's clubs and the members of its clubs shall also stand expelled or suspended as the case may be.
- b) If a club is expelled or suspended, it's members shall also stand expelled or suspended as the case may be.

**12.**

- a) Any unit suspended shall remain a unit of the Association during its suspension but shall be suspended from all participation in all the activities whatsoever of the Association or any of its units.
- b) Any Championship score and score other than a tournament score in which a suspended member would have played but for his/her suspension shall be awarded to his/her opponent and he/she shall be disqualified from the championships. The same rule shall apply in respect of tournament scores only if the period of suspension is 3 months or more or if the Executive Committee decides that the conduct of the tournament would be unduly delayed if the rule were not applied.

**13.**

- a) Where any member, club or Region fails to attend or be represented at a hearing at which his/her/it's suspension or expulsion is at issue, having being duly notified of this hearing, such unit shall automatically stand suspended pending the reconvening of the hearing unless either the member, club or Region gave 4 days prior written notice to the relevant Honorary Secretary of his/her or its inability to attend or the member, Club or region explains his/her or its failure to attend to the reasonable satisfaction of the relevant committee in which latter case the suspension shall end forthwith.
- b) The meeting shall be reconvened within one month of the date of the original hearing and notice given pursuant to Rule 7 above. At the reconvened hearing the relevant committee shall be entitled, if it sees fit, to proceed in the absence of the Member, club or Region concerned if such Member, club, or Region fails to attend or be represented.
- c) A suspended Player of a Club shall not during the period of his or her suspension be a Delegate at any general meeting of the Association or at any meeting of any Regional Committee or other body under the jurisdiction of the Association or committee of such association.
- d) The Association shall be entitled to publish on its website a list of suspended members and to notify the members in writing of the suspension of a Member.

## **26. SAFETY**

1. The Executive Committee may make safety regulations for the safe conduct of all competitions and all competitions shall be conducted in accordance with such regulations.
2. Regardless of any other provision of these rules the Executive Committee may at any time amend supplement or replace the safety regulations by simply majority vote.
3. A copy of any current safety regulations shall be provided by the Executive Committee to each member on the issue and on every renewal of his membership card (unique ID number). Each member shall familiarise himself/herself with such regulations. Individual members and committees will receive a copy of the Code of Governance, Code of Conduct (which will have to be signed by every member) and Constitution by email.
4. A copy of the Executive Committee decision pursuant to Rule 2 above shall be sent within seven days to each Regional Committee which shall, in turn, and within a further period of seven days, send a copy thereof to each Club Secretary and the decision shall take effect on the expiry of the said second period of seven days, save that nothing in this rule shall prevent any unit of the Association from implementing such a decision immediately it has been made.
5. No competition/score/event shall commence, nor shall any throw be made unless and until the referee has given the permission. The referee shall not give his/her permission unless satisfied that it is safe to do so. The referee may at any time, for safety reasons, cancel, postpone, halt, or suspend the conduct of any competition or throw or change the date or time or venue thereof.
6. Any score being hosted by a club, it is the responsibility of that club to submit a written report of any incident to the Honorary Secretary of Ból Chumann na hÉireann within 24 hours. Failure to do so will result in the Affiliation of the club being suspended which will also mean that the players from that club will stand suspended.
7. The referee may at any time disqualify any player from any competition for failure to comply with safety regulations or with the instructions of the referee or any steward and the referee may direct any member, whether a player or not, to leave the road or field of play for failure to comply with safety regulations or the instructions of the referee or steward.
8. The discipline Executive Committee may, in accordance with the procedure set down in Rule XII suspend or expel any member for failure to comply with safety regulations or the instructions of the referee or a steward.
9. No steward shall have any other role or function in respect of a score at which he/she officiates, then that of steward, nor shall he/she have any financial interest in the result of

the score, nor shall he/she assist in judging roads, and he/she shall act impartially and solely in the interest of safety.

10. Without prejudice to the foregoing, all reasonable care shall be taken by all members involved in the organisation, management, and supervision of the participation in all competitions conducted under the auspices of the Association or any of its units and by all members present at such competition to prevent and avoid injury, loss or damage to person or property.

#### **11. INCITING HATRED OR VIOLENCE**

A Participant who publicly incites others to hatred or violence may be sanctioned with a suspension and/or a fine to be decided by Disputes and Disciplinary Committee.

#### **12. RACISM/DISCRIMINATION**

Any Participant, who offends, disparages, discriminates against, or denigrates someone, or a group of persons, in a derogatory manner on account of 'race', skin colour, language, religion, disability, gender, ethnic and/or national origin(s) or sexual orientation, or perpetrates any other racist/discriminatory and/or contemptuous act, shall be subject to disciplinary sanction. The Disciplinary and Disputes Committee shall consider and have the power to impose a suspension, fine and/or other sanction as deemed appropriate.

Sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, shall result in disciplinary action.

Ból Chumann na hÉireann respects, values, and accommodates diversity across all nine grounds in the equality legislation – gender, marital status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community.

### **Liability**

The trustees and Executive Committee and each member thereof and all Regional and Club Committees and of the Association each of the members thereof and all referees, markers and stewards shall be indemnified by all the members of the Association jointly and severally against all liability properly incurred by them or any of them in or on account of the management of the affairs of the Association and the conduct of its activities or arising out of any act or omission by them or any of them as trustees, executive committee members, regional committee members, club trustees, club committee members, referees, markers, Stewards as the case may be. Such indemnity shall initially be provided out of the funds and assets of the Association and thereafter and if necessary, jointly, and severally by all members of the Association. No person shall be entitled to the indemnity provided herein if the liability has arisen from his/her own fraud or wilful default.

All members shall comply with such requirements as may be necessary for their inclusion under the benefit of any policy of insurance against liability for personal injury, loss or damage

to any person or property arising out any act or omission by such member as a member of the Association.

(a) Notwithstanding any other provision hereof each member shall immediately before, while and immediately after participating, whether as a player, spectator or in any other capacity whatsoever, in any activity conducted under the Associations auspices, primarily be responsible for his/her own safety

(b) By his/her member each member acknowledges and agree that he/she has no legal right or remedy against the Association, its members, or trustees, clubs or regions or committees or any of the foregoing for any personal injuries, loss or damage suffered or sustained by him or for any contribution or indemnity in respect of any personal injuries, loss or damage suffered or sustained by any third party.

(c) Without prejudice to the foregoing no member shall under any circumstances whatsoever be liable to any member, whether in negligence, nuisance or any other tort or in contract or otherwise howsoever for any personal injury, loss or other damage suffered or sustained by such other member, and caused, occasioned or permitted by any act or omission of such member as is first herein mentioned and properly arising out of, or in connection with, any activities whatsoever conducted under the auspices of the Association.

(d) Without prejudice to the generality of sub paragraph(a) above no person shall by virtue of his/her capacity as trustee, patron, officer, executive committee member, referee, marker, steward, or tournament committee member as the case may be or by virtue of any bona fida or omission by him/her in that capacity owe a duty of care to or incur any liability whatsoever to any other member.

## **Competitions.**

### **General:**

1. For the purpose of these rules the word "competition" shall include all bowl-playing activities whatsoever and without prejudice to the generality of the foregoing, all road bowling, field bowling, lofting, long shot, and novelty shot competitions and all internationals, championships, tournaments, and scores.

2. A competition shall be considered to be held under the auspices of the Association only if it has been sanctioned by the Executive Committee, and no unit may hold a competition without such sanction. The Executive Committee may delegate its power of sanction to the Honorary Fixtures Secretary for this purpose, subject to their overruling him/her.

3. No non-member shall be in any way responsible for or involved in the control, organisation, conduct or playing of any competition held under the auspices of the Association, but a breach of this rule shall not render a competition not held under the auspices of the Association if it would otherwise be.

4. Neither the Association nor any of its committees or sub-committees shall make or give an opinion or decision on any question related to any competition not being a competition conducted under the auspices of the Association nor shall any member participate in any such competition in any way whatsoever.

5. Entry to competitions may be confined as the Organiser sees fit but the Organiser may be overruled by the Executive Committee prior to the start of the competition.

6. The Executive Committee may make such rules for the conduct of competitions as shall to it seem desirable.

7. The Organiser may require players to wear the logo/jersey of the sponsor of the Association or any of its competitions, during play.

8. No person may play in a score unless he/she has paid his/her subscription for the year during which the score is held.

9. (a) No score, of whatever kind shall be played unless the Organiser has obtained permission from the Honorary Fixtures Secretary to hold the score at the date and venue intended.

(b) The said date and venue may not be changed save with the permission of the Honorary Fixtures Secretary or as otherwise provided in these rules. Permission must be obtained from the Honorary fixtures Secretary for the new date and venue of an abandoned or postponed score.

(c) Applications for permission to hold scores shall be in such a form as the Honorary Fixtures Secretary may in his/her discretion accept subject to the direction of the Executive Committee.

(d) No score may be played unless all relevant levies, charges and fees have been paid.

(e) After a permitted score has been played the referee, and only the referee may organise a pick-up score, which shall be considered to be a score played under the auspices of the Association and the said pick-up score shall be conducted in all respects and in accordance with these rules and any applicable decisions regulations and byelaws made hereunder.

All Ireland Championships:

10. All Ireland road bowling Championships shall be held annually in the following grades.

Men. Senior, Intermediate, Junior A, Junior B, Junior C, Novice 1, Novice 2, Veteran.

Ladies, Senior, Intermediate,

Boys. Under 18, 16,14,12.

Girls. Under 18, 16.

11. All Ireland Championships shall be organised and held by the Executive Committee.

- 12.** Save for the Junior C, Novice 1, Novice 2, Veteran entry shall be confined to the Champions of their respective grades of Munster and Ulster.
- 13.** The Junior C, Novice 1, Novice 2 Championships may be entered by the champions of Munster, Ulster, Connaught, Leinster, London, North America.
- 14.** Entry to all underage All-Ireland Championships shall be available to the Champions of Munster and Ulster.
- 15.** The Association recognises as Ulster Champions such persons as may from time to time be nominated by Ból Chumann Ard Mhaca.
- 16.** The Association may from time to time, in its discretion hold All Ireland Championships in grades other than those listed above and/or in form of bowling other than Road Bowling and may make such rules as to entry and otherwise, as shall to it seem desirable to that end.
- 17.** Munster Championships. The Executive Committee shall organise and hold annual Munster Road Bowling championships in the following grades:
- Men. Senior, Intermediate, Junior A, Junior B, Junior C, Junior Veteran, Novice A, Novice B, Novice C, Novice D, Novice Veteran, Vintage A, B, C. Boys Under 18,16,14,12. Ladies, Senior, Intermediate Junior. Girls Under 18,16,14,12.
- 18.** The Executive shall have like power in respect of the Munster Championships as is provided in respect of the All-Ireland Championships at Rule 7 above.
- 19.** For the purposes of the Munster Championships the following shall be considered Munster Regions. Carbery, City, East Cork, Gaeltacht, Mid-Cork, North Cork, North-East Cork, South-West, West Cork.
- 20.** Entry to Men's Senior, Intermediate, Vintage and Ladies Senior and Intermediate shall be open to all members in each grade respectively, affiliated to clubs in the Munster Regions.
- 21.** (a) Entry to all Munster Championships save those mentioned in Rule 11 above shall be confined to Regional Champions.
- (b) Save where both players are from the same Region, all Munster Championship scores shall be played at a neutral venue.
- 22.** Regional Championships.
- (a) Each Regional Committee shall annually hold Regional Road bowling Championships in the following grades and in other grades from time to time with the approval of the Executive Committee Men. Junior A, B, C, Veteran, Novice A, B, C, D, Veteran. Boys Under 18,16,14,12. Ladies Junior, Girls Under 18,16,14,12.

(b) Only members of clubs within a Region may play in that Regions Regional Championships and the Regional Committee may make such other rules as to eligibility to enter these championships as shall to it seem fit subject to rule 13(a) above

(c). Each Regional Committee may hold Regional Championships from time to time in such other forms of bowl playing and, in such grades, as shall to it seem fit provided same are authorised by the Executive Committee.

**23. Club Championships.** Clubs may hold championships from time to time in such form of bowl playing and, in such grades, as shall to them seem fit or as shall be stipulated by the Executive Committee and in any event, only with the authority of the Executive Committee.

**24. Championship Rules.** The following rules shall apply to all championships.:

(a) An entry fee shall be charged by the Committee holding the Championship in question in addition to which the Executive Committee may require payment of a levy by each entrant and/or the Organising Committee.

(b) A player may compete only in his/her own grade save that the Executive Committee may make or authorise from time to time such departure from this rule as shall to it seem desirable. This rule shall prevail in case of conflict with other rules hereof.

(c) In all championships in which eligibility is dependent on age, a birth certificate shall be furnished with the entry fee, unless the entrants date of birth has already been registered with his/her Regional Committee or with the Executive Committee, whichever is relevant.

(d) All rounds shall be drawn not matched.

(e) The Organising Committee shall make such rules for the conduct of the championships as shall to it seem desirable subject rule 6 (general)above and to the Executive Committee power prior to the commencement of the championship in question to overrule the Organising Committee.

(f) Men's Senior and Intermediate Munster Championships shall be contested by at least 16 entrants.

**Tournaments.**

**25.** Tournaments may be organised only by the Executive Committee or, with the permission of the Executive Committee having been sought in the written form provided for by the Executive Committee from time to time and obtained by a Regional Committee or a club. The Executive Committee, Regional Committee or club as the case may be delegate the organisation of a tournament to a tournament Committee. A Tournament Committee shall compose of at least five members of whom one member shall be a member of the Regional Committee or Club Committee as the case may be.

**26.** The organising committee of the tournament shall pay such tournament fee to the Executive Committee as the Executive Committee shall determine and in addition collect from the entrants

and forward to the Executive Committee such levies as the Executive Committee may in its discretion require of each entrant.

**27.** The organising committee shall make such rules for the conduct of the tournament as shall it seem fit subject rule 7 hereof and to the Executive Committee's power to overrule the organising committee prior to the commencement of the tournament.

**28. (a)** The closing date for receipt of entries shall be at least three days prior to the commencement of play in the tournament. On the closing of entries, a list of entrants shall be forwarded to the Executive Committee.

**(b)** Prior to the commencement of play the Organising Committee shall publicly advertise and notify the Executive Committee in writing of, the minimum prize fund for the tournament.

**29.** Each tournament shall be completed within two years from the date of commencement of play.

### **Referees and Markers.**

**1.** On or before the 1<sup>st</sup> day of January each year each club shall nominate a minimum of two of its members for appointment to the referee's panel.

**2.** On or before the 1<sup>st</sup> day of February each year the Executive Committee shall appoint to the referees panel such of the club's nominees and such other persons if any as it shall deem fit and qualified to act as referees.

**3.** No person shall referee a score conducted under the auspices of the Association unless he/she is on the referee's panel.

**4.** The referee shall have the following duties and responsibilities in respect of any score in which he/she officiates as referee.

**(a)** The orderly conduct of the score in accordance with the rules of play and all Safety Regulations.

**(b)** Any other duties and responsibilities assigned to him/her by these rules or any rules, regulations or byelaws or decisions made hereunder.

**(c)** He/she shall complete a referee's report card and return to the Honorary Secretary within **24** hours of the score/s.

**5.** The referee shall at all times act impartially and in particular shall not assist in judging roads in respect of any score at which he/she officiates as referee nor shall have any financial interest in the result of such score.

**6.** The referee of a score shall be appointed by the Executive Committee, Regional Committee or Club Committee under whose auspices the score is being held as the case may be.



## **Rules of Play**

The Executive Committee shall make such rules for bowl playing as may to it seem desirable from time to time but they shall be subject to the terms of these rules. The Rules of Play, the rules headed Safety herein and any Safety Regulations shall be published as one document and furnished to all the members.

## **Alteration of the Rules.**

These rules may be altered at a Convention/Special Convention by resolution on foot of a motion duly proposed and carried by a two thirds majority of the delegates present and voting. The Honorary Secretary shall forthwith notify the Honorary Secretaries of all regions within 14 days that a resolution amending these rules has been passed and that the text thereof may be obtained by written request from the Honorary Secretary.

## **Transitional.**

All persons who are patrons, trustees, officers, Executive Committee members, Regional officers, Regional Committee members, Club officers, Club committee members, or members of the Association immediately prior to the adoption of these rules shall continue, subject to these rules, to be such following their adoption, and all clubs affiliated to the Association immediately prior to the adoption of these rules, shall continue subject, to these rules, to be such following their adoption, and all property of the Association immediately prior to the adoption of these rules shall be the property of the Association, immediately after their adoption.

## **Dissolution.**

1. A resolution to dissolve the Association shall only be considered by a Special Convention and shall only be carried by three quarters (75%) majority of those present and entitled to vote.
2. A dissolution shall take effect from the date of the said resolution and the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Association and shall have all the powers that are desirable for that purpose.
3. Any property or assets remaining after the discharge of the debts and liabilities of the Association shall be divided equally among those persons who were members of the Association at the date of dissolution.

## **Interpretation.**

1. The headings in these rules and in any rules, byelaws, regulations, and decisions made hereunder are for ease of reference only and shall not be taken into account in their interpretation.

2. Save where context otherwise requires, in the interpretation of these rules, the singular shall include the plural and the masculine shall include the feminine.

**Commencement.**

These rules shall take effect after their adoption thereof by Convention.



***SECTION***

***2***

***RULES***

***OF***

***PLAY***

## SECTION 2: RULES OF PLAY

1. Players and supporters are subject to the **Rules of the Association, Constitution, Code of Conduct, and Executive Committee whose decision shall be final.**
2. The referee must give a decision in accordance with the Rules.
3. Only the referee or the promoters or the Hon. Secretary have power to **cancel or postpone** a score, or postpone the finish of a score, or decide when a score may be stopped and resumed, in accordance with the rules.
4. **No practice shots** shall be allowed from the starting line, or elsewhere, after the toss of the coin, no practice shots shall be permitted at any time during a score.
5. When the referee or the promoters or the Hon. Secretary decide that a score **cannot be finished**, all the 'tips' must be painted on the road where possible. Where painting of the tips is not feasible the referee, witnessed by the competing players or their representatives, shall measure the tips from some permanent object such as a tree, pole or pillar.
6. The referee shall decide when a bowl is '**for the score**' in a resumed score. In a resumed score, in no circumstances shall the competing player(s) be allowed take a practice shot from, or adjacent to the marked tips, or over any part of the road which their first shot after resumption is likely to cover.
7. Only the **official score** shall come under the jurisdiction of the referee.
8. All scores shall be played with the appropriate **weight bowls** as decreed by the Executive Committee or the promoters.
9. The referee shall **hold the stake**, which he shall accept from the player or his/her representative and at the conclusion of the score shall hand over the stake to the winner or his/her representative.
10. The referee may demand to see a **list of subscribers to a stake** and may refuse money subscribed by a person or persons, without giving any reason for so refusing.
11. **The promoters** shall in no way be held responsible or liable for accidents to players or spectators, howsoever arising.
12. **Scores, in championships and tournaments**, must be played whether there be a stake or not.
13. **Competitions must be completed on the roads** selected by the Committee unless they decide otherwise for a reasonable cause.
14. **No bowl shall be thrown** until the promoters are satisfied that the road is clear.
15. **Deliberate delay** in throwing may entail disqualification.
16. **If bowls are declared "evens"** by the referee at the end of a score, or for "bowl" or "bowl of odds" or at any time, each side must throw another shot, as directed by the referee, to decide which side has won the score, "odds" etc. (NOTE: Bowls should be marked on both sides of the road to avoid uncertainty. If bowls are declared "evens" at the end of a score, the throw to decide the winner shall be thrown back from the marks or end line, as the referee decides, when it is impractical or dangerous to throw forward).
17. If bowls are declared "**evens**" at the end of a partner's score, the playing partners must throw in the direction announced by the referee and in the order in which they arrived at the last throw.

18. **Should the bowls be lost during the score**, the promoters may substitute suitable bowls. Players may not substitute bowls. Should all bowls be lost, the promoters shall fix a date on which the score shall be resumed.
19. **The referee shall mark** the tips after 10-minute search.
20. **If bowls rebound** from the same obstruction (wall, car wheel, pier etc.,) they shall be marked evens.
21. **The bowl shall be marked at the point where its forward run shall end**. The tip should be marked as soon after the bowl stops as possible, the referee and/or official marker may stop a bowl if it begins to run backwards on a slope or from a rebound after it has completed its forward run. The official marker shall at all times mark the tip, but the referee shall, at all times have the prerogative to decide where the tip should be marked, and his/her decision shall be final.
22. **The official marker or the referee** shall place a mark on the road to indicate the tip after each throw. The tip should be marked on both sides of the road where necessary to avoid uncertainty.
23. A player shall deliver the bowl from behind his/her tip at all times. No Videoing or photography will be allowed at the tip. In the event of a dispute NO Video or photograph evidence will be accepted under any circumstances.
24. A shot shall be declared **invalid** if called by the referee.
25. An opponent may exercise a **“call”** only on the first throw from the tip. This right shall extend to a shot taken from a tip after the referee has declared the previous shot from that tip a **“stuck bowl”**.
26. A **“call”** may be issued when either of the player’s feet passes the tip. It must be issued before the bowl touches the road, fence, ditch etc.
27. The opponent’s call shall only be valid when it fulfils the following requirements:
  - a) It shall be sufficiently loud to be clearly and unambiguously understood by the referee to be a **“call”**
  - b) The opponent is so positioned that he/she can, in the judgement of the referee, determine with certainty when his/her opponent has passed the tip.
  - c) The call must be issued before the bowl touches the road, fence, ditch etc.
  - d) When either or both of the players feet pass the tip before the bowl is delivered.
  - e) The referee shall over-rule the **“call”** if he/she is not satisfied that all these requirements are fulfilled.
28. The referee alone has the right to **“call”** a player on the second or third throw from the same tip
29.
  - a) Should the referee **“call”** the first attempt from any tip, that player shall be penalized by five metres. The referee shall measure the five metres penalty and mark it clearly
  - b) Should the referee **“call”** the second attempt from any tip, that player shall be penalized by five metres. The referee shall measure the five metres penalty and mark

it clearly.

- c) The referee shall then publicly warn the offending player that he/she will be disqualified from the competition and reported to the Executive Committee if he/she oversteps the tip on the third and final throw from that tip.
  - d) The player shall be automatically disqualified from the competition if the referee “calls” him/her for overstepping the tip for a third time. The referee shall provide the Hon. Secretary with an account of the incident.
- 30.** The referee may exclude a player or their supporters from a tip if he/she feels they are interfering with his/her duties or interfering with the sporting conduct of the score.
- 31.** A bowl shall be considered as having been thrown when the player completes the actions necessary to throw the bowl and it leaves his/her hand and crosses the “tip” without outside interference.  
**Example:** if a player slips, stumbles, etc., and allows the bowl to leave his/her hand and crosses the tip that bowl shall be deemed to have been thrown. If a player is tripped by a dog or other agents, and as a result of which he/she drops the bowl from their hand, they may throw the bowl again.
- 32.** Once a player starts a score, he/she must finish on that day, otherwise their opponent must get the score (see however Rule 3, Rules of Play).
- 33.** If a player does not throw for the **odds**, he/she concedes the odds.
- 34.**
- a) If a player, at any time, leaves their bowl on or inside any part of a fence, wall, or paling, it shall be a **bowl of odds**. The player must again throw the bowl from the original **tip**.
  - b) In partners score, the partner must throw from the original **tip** if the bowl be declared stuck.
- 35.** The referee shall decide whether or not a bowl is to be declared stuck.
- 36.**
- a) A bowl shall be declared a **stuck bowl** if, at any time, it lodges on or inside any part of a fence, wall, or paling. The player shall forfeit a bowl of odds and he/she must throw again from the original **tip**.
  - b) It shall not be a **stuck bowl** if the bowl, having first passed over a fence, wall, or paling, lodges on the wall, fence or paling on the opposite side of the road e.g., over lofting a corner.
  - c) If a bowl is declared a **stuck bowl** in a partners or team score, the other partner or the next team member must throw the bowl from the original **tip**.
  - d) Only the referee can declare a **stuck bowl** and his/her decision shall be final.
- 37.** The player hind bowl shall throw first (see however, Rule 17).
- 38.** Motorcars, bicycles, or other **obstructions** may be removed by supporters of either side, at any time, with the owner’s permission. Limbs or trees, paling posts or other permanent obstructions may not be removed. Loose stones etc., may be removed at any time.
- 39.** In three-hand return scores, when turning, the position of the hindmost and foremost shall

be reversed and suitable adjustment shall be made in the position of the **middle player**. All players must pass the return sign before the **turn**.

40. Except where there is widespread snow or frost, players must be ready to **throw off** 15 minutes after the time announced by the promoter. (Penalty: disqualification from the competition).
41. If the promoters or their representatives cannot, for any reason, **come to a decision**, the matter must be referred to the Executive.
42. If a point arises during a score, **which is not covered by the rules**, the referee may decide to refer such a point to the Executive.
43. **A player who fails to adhere strictly to the rules** shall be disqualified from the competition.
44. **No allowance** shall be made at bends or crossroads, where lines are placed, unless first agreed to, by the Executive Committee for the safety of all concerned.
45. **All club lines** on the bowling road must be painted with any colour other than white or yellow.
46. **The finishing line** shall be scored only when all the bowl has passed all of the finishing line.
47. Except where otherwise provided, players shall, in general, receive four days' notice of the date, time and venue of all scores if possible.

## UNDER-AGE COMPETITIONS

All **Boys** competitions (Championship/Tournament) within the age-groups up to U14 (Boys U10, U12, U14) shall be played using the **24oz bowl** - This is mandatory.

All **Girls** competitions (Championship/Tournament) within the age-groups up to U16 (Girls U10, U12, U14, U16) shall be played using the **24oz bowl** -This is mandatory.

### 1 OTHER

- i. Each **club** shall be allowed to run a total of 10 benefit scores annually. They shall also be allowed to run one benefit tournament to include, not more than, 9 players. Permission for all benefit scores and tournaments will have to have been granted by the Executive Committee. In the event of a club running more than 10 benefit scores 50% of all stake money must be paid to Ból Chumann na hÉireann Treasurer.
- ii. **A club** must advertise a minimum prize fund before the commencement of a tournament.
- iii. **Each club** shall pay to the Executive Committee such annual affiliation as shall be prescribed by the Executive Committee
- iv. **Each player** shall pay to the Executive Committee such annual affiliation fee as shall be prescribed by the Executive.
- v. In **all scores** a deduction of 5% of the total stake shall be made by the referee.
- vi. All **regions** shall pay to the Association an annual Regional levy of €350 or as agreed by the Executive Committee.
- vii. All **Senior** and **Intermediate** players shall pay to the Association an annual affiliation fee and championship entry fee, such sums to be as the Executive shall, from time to time may decide.

- viii. All **vintage** players shall pay to the Association an annual championship entry fee, such fee to be as the Association, from time to time, decide.
- ix. **All other grade of players** shall pay to the Association through the Regional Treasurer an annual affiliation fee, such fee to be determined, from time to time, by the Association itself. Championship entry fees for all such grades shall be determined by the Regional Committee.
- x. Permission for Regional fundraising activities shall be sought and obtained from the Executive Committee.
- i. **An unaffiliated player** who takes part in any score involving a Ból-Chumann na hÉireann player(s) shall pay to the association's honorary treasurer a levy of €300 before his/her application for membership of Ból Chumann na hÉireann shall be considered.
- ii. **A player** (having pleaded the gaming act) who serves notice of his/her intention of returning the official stake to the association shall be required to serve a period of 12 months suspension from the date of such repayment before his/her application for membership of Ból Chumann na hÉireann shall be considered and pay a fine of €500 to the Association.

### **MODEL CLUB/Social RULES**

#### **1. NAME:**

The Club shall be known as \_\_\_\_\_

#### **2. AFFILIATION TO Ból-Chumann na hÉireann OBJECTIONS AND RULES**

- A. The Club shall be an affiliated unit of Ból-Chumann na hÉireann (hereinafter "The Association).
- B. The club shall have the same objects as those of the Association.
- C. The club and these rules shall be subject in all respects to the rules of the Association.

#### **3. MEMBERSHIP AND SUBSCRIPTION**

(NOTE: see The Associations rules and in particular Rule iv)

- A. Any person may apply for club membership on the written nomination of an existing club member.
- B. All members shall pay an annual club subscription fee which shall be due on the date on which a member joins a club and thereafter on the 1<sup>st</sup> of January of each year.



- C. The Club Committee shall from time to time determine the amount of the annual club subscription and in so doing may make special provision for such member and/or categories of members as shall to it seem fit.
- D. A club member shall cease to be a club member if at any time he ceases to be a member of the Association.

#### **4. CLUB COMMITTEE AND OFFICERS**

- A. The business and affairs of the club shall be under management of the Club Committee which shall be the controlling body of the club, and which shall be comprised of the following officers:
  - President
  - Chairperson
  - Vice-chairperson
  - Honorary Secretary
  - Honorary Treasurer
  - Registrar
  - Fixtures Secretary
  - Youth Officer
  - Child Protection Officer
  - PRO
  - Committee Members
- B. The officers shall be elected by the members, other than youth members, present entitled to vote and voting at the annual general meeting on the nomination in each case of 2 such members, youth members shall be not eligible for election as officers.
- C. The officers shall hold office for one year or until the following annual general meeting whichever is the sooner.
- D. The Club Committee may fill any casual vacancy in their number by co-option from among their own number or from the other members of the club except for youth members.
- E. The Club Committee shall have all such powers that may be necessary or desirable for the regulation and management of the activities of the club and the furtherance of its objects and in particular and without prejudice to the foregoing shall have power to:
  1. Administer the business affairs of the club and deal with any property of Ból-Chumann na hÉireann.
  2. Make contracts on behalf of the club.
  3. Appoint and define the duties of sub-committees and shall have complete

power to overrule decisions of sub committees. All sub-committees shall periodically report their proceedings to the Club Committee and conduct their business in accordance with the directions of the Club Committee.

- F. Members of the Club Committee shall be indemnified by all the members of the club jointly and severally against all liabilities properly incurred by them or any of them in or on account of the management of the affairs of the club or its activities. Such indemnity shall initially be provided out of the funds and assets of the club and thereafter, and if necessary, jointly, and severally by all club members. No person shall be entitled to such indemnity if the liability has arisen from his/her own fraud or will default.
- G. Club Committee meetings shall be held not less than once in each quarter and shall be convened by the Honorary Secretary in consultation with the Chairperson. Voting shall be by simple majority by those present and voting and four members shall constitute a quorum. The Chairperson shall have a casting vote in the case of a tie, in addition to his/her ordinary vote.
- H. The Club Committee shall not exercise its power to suspend or discipline a member unless before doing so it gives such member a reasonable opportunity to address the Committee in that regard.
- I. Each club should have an appeals process

## **5. GENERAL MEETINGS**

- A. The club shall hold an annual general meeting arranged by the Executive Committee and of which at least 28 days' notice shall be given to all members.
- B. The club shall hold a special general meeting only on foot of a decision of the Club Committee or on the requisition of not less than 10 full members. Not less than 5 days' notice of such meetings shall be given by the Executive Committee to all members. No business shall be conducted at this special general meeting save that stipulated in the decision of the Club Committee or members requisition as the case may be, and any matter bona fide arising there from.
- C. Nominations for office must be made in writing to the Honorary Secretary before the annual general meeting is convened. Motions for the consideration of an annual general meeting may be put at any time prior to the conclusion of an annual general meeting and shall be considered by the meeting save that the Chairperson and at his/her discretion shall be entitled to stipulate that any such motion be taken at such time during the meeting as shall to him seem fit.
- D. The Vice-Chairperson will act in the absence of the Chairperson. The Honorary Secretary will act in the absence of the Vice-Chairperson.

- E. The following business shall be transacted in the Annual General Meeting.
- Consideration amendment and approval of the minutes of the previous annual general meeting and any other subsequent special general meetings.
  - The Honorary Secretary's annual report.
  - The Honorary Treasurer's annual report
  - The election of officers
  - The election of delegates to regional convention and annual convention
  - Any other business

## **6. FINANCE BORROWING AND PROPERTY**

- A. The Club Committee may borrow money on the club's behalf and for the clubs' purposes only if and insofar as authorized so to do by a general meeting of the club.
- B. The Club Committee shall in any event have no power to pledge the personal liability of any club member for the repayment of any sums so borrowed.
- C. Save as is otherwise provided by the rules of the Association all monies payable to the club shall be received by the Honorary Treasurer and deposited in a bank account in the name of the club. No money shall be drawn from any such account save by cheque or other appropriate authorisation signed by the Honorary Treasurer and either the Chairman or the Honorary Secretary.
- D. The income and property of the club shall be applied only in the furtherance of the clubs' objects.
- E. The Honorary Treasurer shall keep a proper set of books recording the clubs' financial transactions and affairs and shall make a quarterly report thereon for the consideration of the Club Committee and an annual report thereon for the consideration of the annual general meeting.
- F. The property of the club other than cash at the bank will be vested in not more than three custodians who shall deal with it as directed by resolution of the Club Committee and entry in the minute book shall be conclusive of evidence of such a resolution. The custodians shall be elected at a general meeting of the club and shall hold office until death, resignation, or removal by resolution of a general meeting. Custodians shall be entitled to be indemnified by the members of the club jointly and severally in respect of all liability properly incurred by them or any of them, in respect to their discharge of their duties. Such indemnity shall initially be provided out of the funds and assets of the club members. No custodian shall be entitled to such indemnity if his liability has arisen from his own fraud or wilful default.

## **7. DISSOLUTION**

- A. A resolution to dissolve the club shall only be considered by a special general meeting and shall be carried only by a  $\frac{3}{4}$  (75%) majority of those present and entitled to vote.
- B. A dissolution shall take effect from the date of the said resolution and the Club Committee shall be responsible for winding up the assets and liabilities of the club and shall have all powers desirable for that purpose.
- C. Any property or assets remaining after the discharge of the club debts and liabilities shall be divided equally among those persons who were members of the club at the date of dissolution.

## **8. ALTERATIONS TO THESE RULES**

Alterations and additions to these rules may be made only by general meeting and if the resolution proposing such alteration or addition is carried by the vote of  $\frac{2}{3}$  of the members present and voting and if such an alteration and addition does not conflict with the rules of The Association. Motions to alter or add to these rules must, if they are to be considered at an annual general meeting, be proposed by notice in writing to be received by the Honorary Secretary not less than 14 days before the Annual General Meeting.

## **9. INTERPRETATION**

The Club Committee shall have authority to interpret these rules and the decision of the Club Committee on any question of interpretation or upon any matter affecting the club and not provided for in these rules is binding on the members, subject to the decision of a general meeting and to the rules of the Association. In no circumstances shall any such decision be subject to appeal to a court of law.



## ***SECTION***

### ***3***

## ***ORGANISATIONAL***

## ***REGULATIONS***

## **SECTION 3: ORGANISATIONAL REGULATIONS**

### **REGULATION 1. PURPOSE AND SCOPE**

1. These Regulations specify general principles regarding the internal organisation of Ból Chumann na hÉireann based on the fundamental structure as set out in Ból Chumann na hÉireann Constitution. They also supplement the relevant provisions in Ból Chumann na hÉireann Constitution.
2. Non-possession of any Regulation cannot be pleaded as ignorance of any of the provisions contained in such Regulation.

### **REGULATION 2. ISSUE AND AMENDMENT OF REGULATIONS**

1. The Executive Committee has the power under the Constitution to issue and amend Regulations subject at all times to the provisions of the Constitution, subject to the approval of a special Convention or Annual Convention.
2. Regions may submit suggested alterations to the Constitution and any Regulations or policies of the Association, by way of motion to the Annual Convention via the Regional Committee
3. Such suggestions should be sent to the Honorary Secretary of the Association and will be considered by the Annual Convention. If the proposal is rejected, the Secretary shall notify the Regional Committee of the rejection in writing as soon as is practical, setting out the reasons (if any) for the rejection.
4. If the proposal relates to an alteration to the Constitution and is approved, the Executive Committee shall include the proposal in the agenda for the next general meeting of the National Executive of the Association.
5. If the proposal relates to an alteration to a Regulation of the Association, the alteration must be approved by the Executive Committee and will be communicated to the members, and it shall become effective as per the procedure outlined in the Constitution.

### **REGULATION 3. OBLIGATIONS OF REGIONS, CLUBS AND PARTICIPANTS**

The Members, Clubs and Members of Ból Chumann na hÉireann have the following obligations where appropriate:

1. To abide by the Constitution, Code of Governance, Code of conduct and Regulations of Ból Chumann na hÉireann and any rules or regulations in place from time to time in force as notified to the Members and the rules of any competition in which they are participating.
2. To be bound by and comply with any decision of the Relevant Committees.

3. To safeguard children and vulnerable adults involved in the game of Road Bowling in Ireland, to take such steps as may be deemed necessary to fulfil this obligation and to comply with all legislation, rules, regulations, codes, policies, guidelines, directives, and decisions in respect of child protection and welfare. In particular, Members, Regions and Clubs shall ensure compliance with Child Welfare rules prior to admitting a person to Membership of their organisation.
4. To comply fully with the statutes, rules, regulations, codes, policies, plans, directives, and decisions of Ból Chumann na hÉireann and IBA at all times and to ensure that these are also respected by its members.
5. To respect the Rules of the Road Bowling as laid down by National Executive Committee and IBA and to ensure that these are also respected by its members through a statutory provision.

#### **REGULATION 4. AFFILIATION FEES**

1. Clubs and Regions shall pay the prescribed annual Ból Chumann na hÉireann affiliation fee set out annually by the National Executive Committee.
2. The Members shall be obliged to pay their affiliation fees to Ból Chumann na hÉireann on an annual basis. The prescribed annual affiliation fee shall be paid on or before 1<sup>st</sup> of January in the year that the season commenced. A list of all clubs and Regions shall be provided to Ból Chumann na hÉireann with the annual affiliation fee by the Members.

#### **REGULATION 5. RULES OF REGIONS AND CLUBS**

1. The Rules, Regulations or Constitution of all Regions and Clubs must be in conformity with the Constitution and Regulations of Ból Chumann na hÉireann and the statutes and regulations of IBA. In the event of any discrepancy between the Constitution and Regulations of Ból Chumann na hÉireann and the Rules, Regulations of Regions and Clubs, the Constitution and Regulations of Ból Chumann na hÉireann shall prevail.
2. The Association shall have the power at any time to make inquiries into the working of any Member, Region, or Club and to deal with same as it thinks fit provided that all proper procedures are duly followed and such Member, Region or Club shall provide the Association with such information as the Association may reasonably request.

#### **REGULATION 6. RULEBOOKS & LIST OF MEMBERSHIP**

1. Approved Constitutions and or rulebooks together with a list of current Membership may be requested from Members by the Association on an annual

basis. The Association shall have the power to review the Rules of all Members.

## **REGULATION 7. PRODUCTION OF DOCUMENTS**

1. The Association shall have power to call upon members, Regions, Clubs and Officers, and to produce any financial records, letters, documents, and other evidence which the National Executive or the Executive Committee may request.

## **REGULATION 8. PRESIDENT AND VICE PRESIDENT**

1. The National Executive is responsible for bestowing the title of Honorary President, Honorary Vice-President, or Life Member upon any natural Person for meritorious service to the Game of Bowling.
2. Participants who have given in aggregate twenty (20) years' service to the Sport of Road Bowling shall be considered as eligible for Honorary Life Membership.
3. The National Executive will bestow such title to not more than one person per annum or in exceptional circumstances two persons.
4. In order for such a title to be bestowed on a person a member must send a recommendation to the Executive Committee, on such dates specified by the Executive Committee, outlining the reasons for the recommendation. Such recommendation must be signed by the Honorary Secretary of the Association.
5. The Executive Committee of Ból Chumann na hÉireann shall consider all recommendations made.
6. If the proposal is rejected, the Executive Committee shall notify the Member of the rejection in writing as soon as is practical, setting out the reasons (if any) for the rejection.
7. If the proposal is approved, the Executive Committee shall include the proposal in the agenda for the Annual General Convention of the Association.

## **REGULATION 9. ANTI-DISCRIMINATION POLICY FOR ROAD BOWLING**

1. As the National Governing Body of Road Bowling, the Association is responsible for setting standards and values to apply throughout the game at every level. Road Bowling belongs to, and should be enjoyed by, everyone equally. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion, or disability.
2. The Association is committed to equality of opportunity within the organisation and to encouraging similar commitment for every organisation or individual acting within the game.
3. Equality of opportunity in Ból Chumann na hÉireann means that in all our activities



we shall not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, colour, religion, or disability. This includes:

- a) Internal training and development activities
  - b) External coaching and education activities and awards
  - c) Road Bowling development activities
  - d) Selection for representative teams
  - e) Appointment to honorary positions.
4. Ból Chumann na hÉireann shall not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and shall work to ensure that such behaviour is met with appropriate disciplinary action in whatever context it occurs.
5. Ból Chumann na hÉireann is committed to the development of a programme of ongoing training and awareness raising events and activities to promote the eradication of discrimination within its own organisation and, in the wider context within Road Bowling as a whole.

## **REGULATION 10. THE PROTECTION AND WELFARE OF CHILDREN (PERSONS UNDER THE AGE OF 18) AND VULNERABLE PERSONS.**

### **1. General**

- a) The protection and welfare of children and vulnerable persons as defined in Ból Chumann na hÉireann Child Welfare and Safeguarding Policy is of paramount importance to Ból Chumann na hÉireann. Any act, statement, conduct or other matter which harms a child/children or vulnerable persons, or poses or may pose a risk of harm to a child/children or vulnerable persons, shall constitute behaviour which is improper and brings the game into disrepute. Ból Chumann na hÉireann Child Welfare and Safeguarding Policy sets out how all matters pertaining to the protection and welfare of children and vulnerable persons are governed.
- b) It is mandatory that all Regions shall comply with all Ból Chumann na hÉireann rules, regulations, codes, policies, and guidelines in respect of child protection, the protection of vulnerable persons and the welfare of both.
- c) It is mandatory that all Regions shall comply with all legislation and guidelines issued by any Statutory Authority in respect of child protection, the protection of vulnerable persons and the welfare of both.
- d) All Regions are responsible for ensuring that their members are made aware of and understand their legal and Road Bowling obligations in respect of child protection, the protection of vulnerable persons and the welfare of both.

## **2. Designated Liaison Persons and Children's Officers**

- a) Ból Chumann na hÉireann shall appoint a person to be responsible for all child protection, the protection of vulnerable persons and welfare matters within their organisation. In accordance with legislation, this person shall be known as the "Designated Liaison Person" and also Child Welfare and Safeguarding Director. The Designated Liaison Person shall be the person holding the highest office within the Road Bowling Association in respect of Child Welfare. However, day to day duties may be delegated to a suitable person who shall be known as a "Children's Officer". In accordance with legislation, the Children's Officer will also be referred to as the "relevant person" within the affiliated Region with regards the organisation's child safeguarding statement.
- b) The Designated Liaison Person and Children's Officer shall ensure that they discharge their duties in accordance with any legislation and all Ból Chumann na hÉireann rules, regulations, codes, policies, and guidelines in respect of child protection, the protection of vulnerable persons and the welfare of both.

## **3. Vetting Obligations**

- a) All those engaging with persons under the age of eighteen (18) and/or vulnerable persons shall be Garda Vetted.
- b) All designated Children's Officers, Designated Liaison Persons, Chairpersons and Secretaries of each Club/Region involved with teams that are competing in any age group up to and including Under 18's and/or vulnerable persons shall be Garda Vetted.
- c) Any other person working or volunteering with children and/or vulnerable persons in any capacity shall be Garda Vetted. It is the responsibility of the Road Bowling Club or Region concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines.
- d) Failure to ensure that persons are vetted in accordance with Rules and/or legislation may result in disciplinary action against the individual and/or Club or Region and may also constitute a legal offence under relevant legislation.
- e) Clubs or Regions shall not accept confirmation of the Garda Vetting status of any individual prior to confirmation being received by the individual from Ból Chumann na hÉireann that the Garda Vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, Region, who engage individuals, to ensure that they have received a copy of a completed vetting application letter issued by Ból Chumann na hÉireann from the individual. No letter other than that issued by Ból Chumann na hÉireann can be accepted.
- f) In addition to carrying out Garda Vetting, all Clubs/Regions shall follow safe recruitment practices, as outlined in Ból Chumann na hÉireann Child Welfare and Safeguarding Policy, when engaging persons to work or volunteer with children and/or vulnerable persons within their organisation.

#### **4. Vetting Applications**

- a) Ból Chumann na hÉireann shall provide a Garda Vetting service to all Members. Applicants for vetting must complete Form NVB1 Section 1 and 2 with ID and the Garda Vetting Representative (Caroline Smith) will need to sign section 3 and send to Garda Vetting, who will then send a link by email to the applicant to complete and send by email.

**If you are under 18, you must submit a consent form signed by a parent or guardian. Those under 16 years of age cannot be Garda vetted**

- b) Ból Chumann na hÉireann shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the National Vetting Bureau in accordance with Ból Chumann na hÉireann Child Welfare and Safeguarding Policy.
- c) All persons shall complete their vetting application and ensure all information provided is accurate, complete, and up to date. Providing false or incorrect information carries legal penalties.
- d) All matters disclosed as part of the Garda Vetting application shall remain confidential to Ból Chumann na hÉireann authorised personnel, the applicant, the Child Welfare and Safeguarding Committee, Statutory Authorities, and are stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant Road Bowling personnel in accordance with Ból Chumann na hÉireann Child Welfare and Safeguarding Policy.

#### **5. Education and Training**

- a) All coaches or those involved with the management of any team that are competing in any age group up to and including Under 18 or vulnerable persons shall complete a Ból Chumann na hÉireann approved Safeguarding One "Basic Awareness" training course.
- b) Any person working or volunteering with children or vulnerable persons in any capacity on behalf of a Club or Region shall complete a Ból Chumann na hÉireann approved Safeguarding One "Basic Awareness" training course. It is the responsibility of the Road Bowling Region concerned to determine the appropriate persons within their organisation who this applies to, subject to the relevant legislation and guidelines.
- c) Failure to ensure that the appropriate persons have completed Ból Chumann na hÉireann approved training courses may result in disciplinary action against the individual and/or Clubs or Regions and may also constitute a legal offence under relevant legislation.
- d) Clubs and Regions shall not accept confirmation of completion of an approved Ból Chumann na hÉireann training course from any individual prior to the individual receiving confirmation from Ból Chumann na hÉireann in the form of a certificate which should be presented to the Affiliated Member from Ból Chumann na hÉireann.

## **6. Stand Down Orders**

- a) Any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any child welfare, young person or vulnerable person concerned shall be issued with a Stand Down Order from Road Bowling activities. This order shall be issued by the Child Welfare and Safeguarding Director of Ból Chumann na hÉireann pending the outcome of any inquiry and any subsequent internal disciplinary proceedings. Terms of a Stand Down Order must be complied with.
- b) Clubs and Regions shall immediately be notified by Ból Chumann na hÉireann of any Stand Down Order issued.
- c) Ból Chumann na hÉireann may also issue a stand down order in circumstances where concerns are raised with Ból Chumann na hÉireann outside of a Statutory Authority investigation. A Club or Region may also issue a Stand Down Order in these circumstances, however Ból Chumann na hÉireann Child Welfare and Safeguarding Director must immediately be informed as per the Child Welfare and Safeguarding Policy.
- d) Stand Down Orders shall be issued, managed, and lifted in accordance with Ból Chumann na hÉireann Child Welfare and Safeguarding Policy.

## **7. Disciplinary**

Anyone who breaches these Rules or commits any other offence relating to child protection, the protection of vulnerable persons and welfare may be subject to sanction, up to and including a ban from Membership, by Ból Chumann na hÉireann Child Welfare and Safeguarding Committee and/or Ból Chumann na hÉireann Disciplinary and Disputes Committee.

## **REGULATION 11. Ból Chumann na hÉireann CHILD WELFARE AND SAFEGUARDING COMMITTEE**

1. The Executive Committee shall establish a Child Welfare and Safeguarding Committee responsible for considering and determining all matters referred to it in accordance with Ból Chumann na hÉireann Child Welfare and Safeguarding Policy including but not limited to the approval of Ból Chumann na hÉireann codes and policies, the review of stand down orders and vetting decisions and any other matter pertaining to child welfare and vulnerable persons welfare.
2. The Executive Committee shall ensure the Child Welfare and Safeguarding Committee is composed of representatives from the Road Bowling family and such other suitably qualified persons as may be deemed appropriate.
3. The Executive Committee shall approve the remit and terms of reference for the Child Welfare and Safeguarding Director.
4. The Child Welfare and Safeguarding Committee shall prepare reports for the Executive Committee on their activities.

5. The Child Welfare and Safeguarding Committee shall work closely with the Ból Chumann na hÉireann Child Welfare and Safeguarding Director.

## **REGULATION 12. DATA PROTECTION**

1. All information collected by Ból Chumann na hÉireann shall be held and maintained in accordance with legislation and Ból Chumann na hÉireann Data Protection Policy. This policy shall be available from Ból Chumann na hÉireann on request. The Director of Registration is responsible for Data Protection.

## **8. Type A Organisations Self-Assessment Checklist**

### **1. Leading our organisation.**

- 1.1 Agreeing our vision, purpose, mission, values, and objectives and making sure that they remain relevant
- 1.2 Developing, resourcing, monitoring and evaluating a plan so that our Organisation achieves its stated purpose and objectives
- 1.3 Managing, supporting, and holding to account staff, volunteers and all who act on behalf of the organisation

### **2. Exercising control over our organisation**

- 2.1 Identifying and complying with all relevant legal and regulatory requirements
- 2.2 Making sure there are appropriate internal financial and management controls
- 2.3 Identifying major risks for our organisation and deciding ways of managing the risks

### **3. Being transparent and accountable, the reporting requirements of Sport Ireland can be found <https://www.sportireland.ie/governance-code/Reporting-Compliance>**

- 3.1 Identifying those who have a legitimate interest in the work of our organisation (stakeholders) and making sure there is regular and effective communication with them about our organisation
- 3.2 Responding to stakeholders' questions or views about our organisation's work and how we run it
- 3.3 Encouraging and enabling engagement with those who benefit from our organisation in the planning and decision-making of the organisation

#### **4. Working effectively**

- 4.1 Making sure that our governing body, individual Executive Committee members, committees, staff, and volunteers understand their role, legal duties, and delegated responsibility for decision-making
- 4.2 Making sure that as an Executive Committee we exercise our collective responsibility through Executive Committee meetings that are efficient and effective
- 4.3 Continually reviewing Executive Committee recruitment, development and retirement processes to ensure relevant competencies are in place to realise the organisation's objectives
- 4.4 All new Executive Committee Members understand the working of the Executive Committee and its Committees, and each new Executive Committee Member receives a copy of the Code of Governance and Constitution.

#### **5. Behaving with integrity**

- 5.1 Being honest, fair, and independent
- 5.2 Understanding, declaring, and managing conflicts of interest and conflicts of loyalties
- 5.3 Protecting and promoting our organisation's reputation
- 5.4 Ensure the Chairperson leads the Executive Committee in developing an ethical culture in line with the values of the organisation



## ***SECTION***

### ***4***

## ***REGISTRATION***

## ***REGULATIONS***

## **SECTION 4: REGISTRATION REGULATIONS**

### **REGULATION 1. PLAYERS**

1. A Player is registered with the Association once they are properly registered having filled in the necessary Club Application Forms. The form must be signed by the Player, parent/guardian (if applicable) and the Club Secretary and approved by the Club then the Region to which the Club is affiliated and the Executive Committee and any of the said Committees may reject the application.

### **REGULATION 2. REGISTRATION**

1. A Player may only be registered for one (1) club at a time.
2. Players shall complete a Ból Chumann na hÉireann approved transfer form. The Transfer Form must be signed/stamped in the following order:
  - a) By the Player,
  - b) By the Secretary of the Club the Player is leaving,
  - c) By the Secretary of the club the Player is going to,
  - d) By the Secretary of the Region the Player is leaving together.
  - e) By the Secretary of the Region the player wishes to join.
  - f) By the Executive Committee.
3. The signatures at a) – d) above shall not be unreasonably withheld. The transfer form and the new registration form shall then be presented to the Region the Player is going to.

The Region from which the Player is leaving is obliged to furnish in writing, if requested in writing, full details of the Player's disciplinary record for that season. Outstanding disciplinary sanctions imposed on a Player prior to transfer shall be served in the new Region. The Grade of Road Bowling shall be determined by the new Region.

A transfer may not be effective where a Player has a financial liability to his current club and/or Region.

4. Notwithstanding the foregoing, any such Player who prior to the effective date of this regulation is compliant with the terms of the regulation but subsequently, as a result of a change of usual place of residence becomes in breach of this regulation shall continue to be eligible to play for that particular club and shall not be liable to sanction.

In the case of an underage player, signature of the appropriate registration form by the player's parent or legal guardian shall be deemed to be consent.



5. No Member Region or Club shall, following the effective date of this regulation, be entitled to introduce rules within its own rulebook which have the effect of placing any restriction on players from registering or playing, unless such rules have been approved by the Association. Rules which are not so approved shall be deemed to be void.

### **REGULATION 3. UNREGISTERED PLAYERS**

1. If a Player who has not been registered with the Association appears for a club in any official or pick up score, that Player will be considered as having played illegally. Without prejudice to any measure required to rectify the sporting consequences of such an appearance, sanctions may also be imposed on the Player and/or the club. The right to impose such sanctions lies with the Association or the organiser of the competition concerned.

### **REGULATION 4. REGISTRATION**

1. If a club disbands during the Calendar Year, the Player registrations shall come under the direction of the Region concerned. The Players may be allowed, at the discretion of the Region, to register with other clubs within that Region excluding 2(b) above.

### **REGULATION 5. REGION TRANSFERS**

1. A club desiring to transfer to a different Region at the beginning of the affiliation year must obtain a transfer on an official form and signed by the Club, the Region from which they are departing and the Region they propose to enter. The completed official transfer form must be received by Ból Chumann na hÉireann to be approved at a monthly Executive Committee Meeting and signed by the Honorary Secretary of Ból Chumann na hÉireann.
2. It is a matter for each Region to determine if an application to transfer from the Region or to the Region will be approved based on the circumstances.
3. Clubs shall have the right to appeal a refusal by a Region to grant a transfer out of their Region, in accordance with the relevant regulations.

### **REGULATION 6. AGE ELIGIBILITY**

1. In all under-age competitions under the jurisdiction of the Association, age eligibility shall be calculated from January 1<sup>st</sup> of the season in which the competition finishes.

### **REGULATION 7. PLAYING YEAR**

1. The year shall be from the 1<sup>st</sup> of January ending 31<sup>st</sup> December.
2. The Association shall have power to suspend or extend the season either sectional or entirely and to alter the period of playing as may from time to time in their discretion be deemed necessary or desirable and agreements between Clubs, Players and Officials shall be subject to such decisions.

## **REGULATION 8. LIMITATION ON PLAYERS' PARTICIPATION**

1. In competition Scores a Player shall play for the Club for which he is registered.
2. Any Player having signed a registration form may not sign another form unless as provided in these Regulations.
3. Registered Players are prohibited from playing in Road Bowling competitions for which permission has not been granted. Players so doing shall be subject to penalties decided by the Association.

## **REGULATION 9. REFEREES INELIGIBLE**

1. Players, who are registered with a Region, shall be entitled, upon successful completion of the appropriate Ból Chumann na hÉireann refereeing course(s), to officiate at fixtures, except those involving their own club members and those in any competition in which they are playing or have played in that season or any fixture the refereeing of which may carry a conflict of interest.

## **REGULATION 10. ROADS PLAYERS AND ARRANGING OF SCORES**

1. Each Region/Club shall when required, place its Players and Roads at the disposal of the Association.
2. For the purpose of this regulation a designated Score shall be a Senior, Intermediate, Junior, Novice and Underage Final or any other game which the Executive Committee shall declare as designated.

## **REGULATION 11. CHARITY AND BENEFIT SCORES**

1. Benefit Scores for players, family members or Charities may, under special circumstances, be sanctioned by the Executive Committee.
2. The promoter of every charity or benefit Score must furnish to the Association particulars of the charity and/or benefit Score on official forms available from the Honorary Secretary. All such promoters shall observe the Rules and Regulations of The Association, and no Club shall play or take part in any charity or benefit Score until same has been sanctioned by The Association. The Secretary of every charity and/or benefit Score committee shall within fourteen (14) days after the close of a Score or competition forward to the Honorary Secretary, the financial outcome to the beneficiary, together with a list of the Clubs, with secretaries' names and addresses, that have played in the Score or competition. No charity or benefit score can be approved by the Association unless the promoter is a Member of the Association. Charity or Benefit Score/Events may be played on any date approved of by the Association.

## **REGULATION 12. ARTIFICIAL LIGHTING**

1. **Artificial Lighting**

Training under the jurisdiction of Ból Chumann na hÉireann can be played with the use of artificial lighting provided that they are installed by a competent person.

### **REGULATION 13. REPRESENTATIVE SCORES**

1. Any Player selected to play in any International or other Score arranged by the Association and who without good and sufficient cause refuses to comply with the arrangements for the playing of the score, or fails to play in such score, may be adjudged to be guilty of misconduct, and such Player, or any Club which may be deemed to have encouraged such Player to such misconduct, may be dealt with as the Disciplinary and Disputes Committee shall deem appropriate.

### **REGULATION 14. CLUBS AND PLAYERS CANNOT PLAY UNDER RULES OR REGULATIONS OTHER THAN THOSE OF THE ASSOCIATION**

1. All Clubs and Players shall play under the Regulations of the Association and Clubs or Players playing under Rules or Regulations other than those of The Association or playing with Clubs and Players not members of The Association, without permission, shall be liable to be expelled, suspended, fined or otherwise dealt with as the Association shall deem fit.

### **REGULATION 15. FRIENDLY SCORES**

1. Friendly scores involving clubs affiliated to the Association held inside or outside the jurisdiction of the Association must be sanctioned in advance by Ból Chumann na hÉireann

### **REGULATION 16. SCORE AUTHORISATION**

1. The Association and its Regions shall comply with the International Score Calendar as compiled by the IBA Executive Committee after consultation with the Countries involved. The IBA Committee shall be responsible for issuing provisions for organising international Scores and competitions between Association teams and between Regions and/or club teams. No such Score or competition shall take place without the prior permission of IBA. The IBA Committee may draw up further technical provisions.
2. The Association, Region or club that is affiliated to the Association cannot belong to another Association or participate in competitions on the territory of another Association without the authorisation of its current and prospective Association and of IBA, except in exceptional circumstances.

## **REGULATION 17. MANDATORY OBLIGATION TO PROVIDE INSURANCE**

1. The Association accepts no responsibility for any Member of the public (which shall be deemed to include Members of The Association) for any personal injury or damage to property sustained at any Road Bowling club or road whatsoever, unless arising directly from an actual score organised by this Association



## ***SECTION 5***

## ***DISCIPLINARY***

## ***AND***

## ***DISPUTES***

## ***REGULATIONS***

## **DISCIPLINARY AND DISPUTES REGULATIONS**

### **SECTION 1 GENERAL**

#### **REGULATION 1. SCOPE OF DISCIPLINARY REGULATIONS**

- 1.** These Disciplinary Regulations apply:
  - a)** To every score and competition under the jurisdiction of the Ból Chumann na hÉireann
  - b)** If the Constitution, Regulations, codes, plans, policies, directives, decisions, or guidelines of Ból Chumann na hÉireann are violated
  - c)** To Appeals
  - d)** To Arbitrations.
- 2.** The following are subject to these Disciplinary Regulations:
  - a)** Members of Ból Chumann na hÉireann
  - b)** Participants
  - c)** Anyone with an authorisation from Ból Chumann na hÉireann, in particular with regard to a Score, competition or other Road Bowling activity or event under the jurisdiction of Ból Chumann na hÉireann
  - d)** Spectators.
- 3.** Every Member, Region and Club is responsible for the actions of its Participants and spectators. Clubs are required to take all precautions necessary to prevent spectators threatening or assaulting Referees Stewards, Officials and/or Players while on the Bowling Road.
- 4.** The power to discipline shall include the power to advise, warn, admonish, censure, fine or suspend and shall include the power to impose a combination of these disciplinary measures. In the case of the Executive Committee only, the power to discipline shall also include the power to expel.
- 5.** The Executive Committee shall have the power to expel, suspend or otherwise discipline any member, club, or Region.
- 6.** Each Regional Committee shall have power to suspend or otherwise discipline any club affiliated to its Region or any member of such club.
- 7.** Each Club Committee shall have power to suspend or otherwise discipline a member of its club.
- 8.** Members, clubs, and regions may be expelled, suspended, or otherwise disciplined for good and sufficient reason and without prejudice to the generality hereof, for:
  - A)** Bringing the Association or any Region or any club or the activities or games of the Association, Region, or Club as the case may be, into disrepute.

Any Member, Region, Club or Participant who has brought the game of Road Bowling or Ból Chumann na hÉireann into disrepute by any means, written, verbal, by action or otherwise shall be sanctioned with a suspension and/or fine and/or a ban on performing any Road Bowling related activity or other sanction deemed appropriate by the Disciplinary and Disputes Committee

- B)** Infringement of these rules or any bylaw, regulation or decision made pursuant thereto or refusal to accept any such decisions.
- C)** Failure to compete in any competition of which adequate notice has been given unless 4 days' notice of inability to compete shall have been given.
- D)** Assaulting, threatening, intimidating, or otherwise interfering with any player, referee, marker, steward, officer, or executive committee member or attempting to do so. A Player whom the Referees has reported as having committed an assault on a Score Official before, during or immediately after a Score shall automatically stand suspended until the disciplinary process has been completed.

**Public comment and/or actions of the following nature may result in disciplinary sanction:**

Comments and/or actions which are offensive or threatening in any way and/or:

Comments and/or actions causing damage to the Score or Ból Chumann na hÉireann and/or bringing the Score or Ból Chumann na hÉireann into disrepute.

Unsubstantiated allegations or comments which question the integrity of any person or body or are disparaging in any way:

Publication of material which questions the integrity of any person or body or is disparaging in any way:

- I.** Where a Player has been reported as having committed an assault on a Referee, the National Executive shall immediately refer the matter to Ból Chumann na hÉireann, Disciplinary and Disputes Committee and the matter will be decided by Ból Chumann na hÉireann Disciplinary and Disputes Committee in the first instance. The decision of Ból Chumann na hÉireann Disciplinary and Disputes Committee shall be notified to all relevant bodies.
  - II.** Where a Player makes disparaging remarks or comments about a Referee or Steward on their personal social media platform visible to the public that Player shall be dealt with by the Disciplinary and Disputes Committee for disparaging comments and/or actions anyone who intimidates a Score Official with serious threats shall be sanctioned with a fine and a suspension.
  - III.** Anyone who uses violence or threats to pressurise a Score Official into taking certain action or to hinder him in any other way from acting freely shall be sanctioned with a fine and a suspension.
- E)** In the case of a club, arranging a score for any player already in the

fixture list for the same day. In the case of a player participating in any such score.

- F)** In the case of a Club or Region inactivity.
- G)** In the case of a Region, grading players otherwise than solely on merit.
- H)** Any activities of members partaking in or otherwise bearing on international or other representative events.
- I)** Failing to comply with safety regulations or the instructions of a referee or steward.

**9.** For the purposes of Rule (vii) above the actions of his/her known partisans shall be considered the actions of the member and the actions of its members and known partisans shall be considered the actions of the club.

**10.** No member or club or Region shall be expelled, suspended or otherwise disciplined unless he/she or it is given five days written notice (in the case of a club or Region, to the Honorary Secretary thereof), of all meetings at which the imposition of disciplinary measures is to be or may be decided, which said notice shall detail the complaints made against the member, club or region and shall name the complainant. The member, club or Region, (in the case of a club or Region, by no more than three representatives who must be members, not being youth members) shall be entitled to be present at and address the meeting, and call witnesses, save that non-member shall not be heard as witnesses. This rule shall apply to appeal hearings.

**11.** Expulsion shall require a two-thirds majority vote. The imposition of all other disciplinary measures shall be by simple majority vote.

**12.** Any disciplinary measure imposed by a Club Committee may be appealed to the Regional Committee. Any disciplinary measure imposed by a Regional Committee (including those imposed on appeal from a Club Committee) may be appealed to the Executive Committee. All appeals shall be by written notice given within 7 days of the imposition of the suspension or discipline. The Executive Committee may extend this period but only for serious reasons. A disciplinary measure shall not be effective while an appeal is pending. On appeal any disciplinary measure may be increased, and an additional disciplinary measure or measures may be imposed in lieu of/or in addition to the original penalty imposed. The Executive Committee, when hearing an appeal, shall have the power to expel.

**13.** The initiation of disciplinary proceedings or the imposition of disciplinary measures by a Club Committee in respect of a member shall not prevent or affect the initiation of disciplinary proceedings or the imposition of a penalty on such member by a Regional Committee or the Executive Committee. The initiation of disciplinary proceedings or the imposition of disciplinary measures by a Regional Committee as against a club or member



shall not prevent or affect the power of the Executive Committee to initiate disciplinary proceedings and/or impose disciplinary measures on such clubs or members.

**14.** The Executive Committee shall, regardless of any other rule herein and at any time have power of its own initiative, or on appeal, to review, cancel, reduce, bring forward or postpone any period of suspension and, subject to compliance with Rule 7, to increase any such period.

**15.**

a) If a Region is expelled or suspended its clubs and the members of its clubs shall also stand expelled or suspended as the case may be.

b) If a club is expelled or suspended its members shall also stand expelled or suspended as the case may be.

**16.**

a) Any unit suspended shall remain a unit of the Association during its suspension but shall be suspended from all participation in all of the activities whatsoever of the Association or any of its units.

b) Any Championship score and score other than a tournament score in which a suspended member would have played but for his/her suspension shall be awarded to his/her opponent and he/she shall be disqualified from the championships. The same rule shall apply in respect of tournament scores only if the period of suspension is 3 months or more or if the Executive Committee decides that the conduct of the tournament would be unduly delayed if the rule were not applied.

**17.**

a) Where any member, club or Region fails to attend or be represented at a hearing at which his/her/it's suspension or expulsion is at issue, having being duly notified of this hearing, such unit shall automatically stand suspended pending the reconvening of the hearing unless either the member, club or Region gave 4 days prior written notice to the relevant Honorary Secretary of his/her or its inability to attend or the member, Club or Region explains his/her or its failure to attend to the reasonable satisfaction of the relevant committee in which latter case the suspension shall end forthwith.

b) The meeting shall be reconvened within one month of the date of the original hearing and notice given pursuant to Rule 7 above. At the reconvened hearing the relevant committee shall be entitled, if it sees fit, to proceed in the absence of the member, club or Region concerned if such member, club or Region fails to attend or be represented.

c) A suspended Player or a suspended member of a Club shall not during the period of

his or her suspension be a Delegate at any general meeting of the Association or at any meeting of any Regional Committee or other body under the jurisdiction of the Association or any committee of such association.

- d)** The Association shall be entitled to publish on its website a list of suspended Members and to notify the Regions in writing of the suspension of a member.

**18.**

- A.** If a player/s refuses to play a Score or refuses to continue playing one which it has begun, it shall be sanctioned with a fine and shall forfeit the Score.
- B.** If a Referee has to abandon a Score due to the conduct of members, including their supporters, the offending player/s may forfeit the Score.
- C.** In serious cases, the player/s, shall also be disqualified from the competition in progress and may be disqualified from future competitions.
- D.** If a player/s fails to fulfil a fixture, in circumstances not already provided for in these Disciplinary Regulations, it may be subject to disciplinary sanction.
- E.** Any Player selected to play in any International or any other event arranged by Ból Chumann na hÉireann or its Regions and who without good and sufficient cause, refuses to comply with the arrangements for the playing of the event, or fails to play in such event, may be adjudged to be guilty of misconduct, and such Player, or any Club which may be deemed to have encouraged such Player to such misconduct, may be dealt with as the Disciplinary and Disputes Committee shall deem appropriate.
- F.** Any Participant who insults someone in any way, especially by using intimidation, threats, offensive gestures, or language, or who violates the principles of fair play or whose behaviour is unsporting in any other way may be sanctioned with a suspension and/or fine and/or a ban on performing any Road Bowling related activity or other sanction deemed appropriate.

## **SECTION 2 OFFENCES**

### **REGULATION 2. SCORE AND COMPETITION REPORTS/CARDS**

1. Disciplinary offences must be reported in a Referees Report.
2. Referees may be requested to clarify their report or obliged to attend the Disciplinary Hearing if requested by the disciplinary body.
3. It shall be an offence for any person to intentionally complete a Score/report inaccurately.

### **REGULATION 3. MISCONDUCT BY PLAYERS AND OFFICIALS AGAINST SCORE OFFICIALS**

1. Where a Player persists in using foul and abusive language, a further sanction shall be applied.
2. A Player whom the Referee has reported as having committed an assault on a Score Official before, during or immediately after a Score shall automatically stand suspended until the disciplinary process has been completed.
3. Where a Player has been reported as having committed an assault on a Referee, the National Executive shall immediately refer the matter to Ból Chumann na hÉireann Disciplinary, and Disputes Committee and the matter will be decided by Ból Chumann na hÉireann Disciplinary and Disputes Committee in the first instance. The decision of Ból Chumann na hÉireann Disciplinary and Disputes Committee shall be notified to all relevant bodies.
4. Where a Player makes disparaging remarks or comments about a Referee or Steward on their personal social media platform visible to the public that Player shall be dealt with by Disciplinary and Disputes Committee for disparaging comments and/or actions.

### **REGULATION 4. BRAWL/FIGHTING**

1. Involvement in a brawl/fight is sanctioned with a suspension to be dealt with by the Disciplinary and Disputes Committee.
2. Anyone who has tried merely to prevent a brawl/fight, shield others or separate those involved in a brawl is not subject to punishment.

## **REGULATION 5. INCITING HATRED OR VIOLENCE**

1. A Participant who publicly incites others to hatred or violence may be sanctioned with a suspension and/or a fine to be decided by Disputes and Disciplinary Committee.

## **REGULATION 6. INELIGIBILITY (SANCTIONS)**

1. If a Player takes part in an official score while being ineligible to do so, he/she shall face sanction from the Disciplinary and Disputes Committee following investigation.

## **REGULATION 7. FAILURE TO PLAY OR FULFIL A FIXTURE/ABANDONMENT**

1. If a player/s refuses to play a Score or refuses to continue playing one which it has begun, it shall be sanctioned with a fine and shall forfeit the Score.
2. If a Referee must abandon a Score due to the conduct of Members, including their supporters, the offending team may forfeit the Score and the player/s and/or Club may be sanctioned.
3. In serious cases, the player/s shall also be disqualified from the competition in progress and may be disqualified from future competitions.
4. If a player/s fails to fulfil a fixture, in circumstances not already provided for in these Disciplinary Regulations, it may be subject to disciplinary sanction.
5. Any Player selected to play in any International or any other event arranged by Ból Chumann na hÉireann or its Members and who without good and sufficient cause refuses to comply with the arrangements for the playing of the event, or fails to play in such event, may be adjudged to be guilty of misconduct, and such Player, or any Club which may be deemed to have encouraged such Player to such misconduct, may be dealt with as the Disciplinary and Disputes Committee shall deem appropriate.

## **REGULATION 8. OFFENSIVE BEHAVIOUR**

1. Any Participant who insults someone in any way, especially by using intimidation, threats, offensive gestures, or language, or who violates the principles of fair play or whose behaviour is unsporting in any other way may be sanctioned with a suspension and/or fine and/or a ban on performing any Road Bowling related activity or other sanction deemed appropriate.

## **REGULATION 9. RACISM/DISCRIMINATION**

1. Any Participant, who offends, disparages, discriminates against, or denigrates someone, or a group of persons, in a derogatory manner on account of 'race', skin colour, language, religion, disability, gender, ethnic and/or national origin(s) or sexual orientation, or perpetrates any other racist/discriminatory and/or contemptuous act, shall be subject to disciplinary sanction. The Disciplinary and Disputes Committee shall consider and have the power to impose a suspension, fine and/or other sanction as deemed appropriate.
2. Sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, shall result in disciplinary action.

## **REGULATION 10. INTIMIDATION/THREATS**

1. Anyone who intimidates a Score Official with serious threats shall be sanctioned with a  
fine and a suspension.

## **REGULATION 11. COERCION**

1. Anyone who uses violence or threats to pressurise a Score Official into taking certain action or to hinder him in any other way from acting freely shall be sanctioned with a fine and a suspension.

## **REGULATION 12. BRINGING THE GAME INTO DISREPUTE**

1. Any Member, Region, Club or Participant who has brought the sport of Road Bowling or Ból Chumann na hÉireann into disrepute by any means, written, verbal, by action or otherwise shall be sanctioned with a suspension and/or fine and/or a ban on performing any Road Bowling related activity or other sanction deemed appropriate by the Disciplinary and Disputes Committee.

## **REGULATION 13. DISPARAGING COMMENTS AND/OR ACTIONS**

1. Public comment and/or actions of the following nature may result in disciplinary sanction:
  - a) Comments and/or actions which are offensive or threatening in any way and/or:
  - b) Comments and/or actions causing damage to the Score or Ból Chumann

na hÉireann or bringing the game or Ból Chumann na hÉireann into disrepute and/or:

- c) Unsubstantiated allegations or comments which question the integrity of any person or body or are disparaging in any way:
- d) Publication of material which questions the integrity of any person or body or are disparaging in any way.

## **REGULATION 14. PROTECTION AND WELFARE OF CHILDREN**

1. All Members, Regions, Clubs and Participants shall be bound by Ból Chumann na hÉireann Constitution, Rules, Regulations, codes, policies, and guidelines governing the protection and welfare of children, and breaches of such rules, regulations, codes, policies, and guidelines shall be subject to disciplinary sanction.
2. Any person reported to Ból Chumann na hÉireann by a Statutory Authority in respect of a child welfare matter may be subject to disciplinary sanction.
3. The disciplinary body may impose any sanction it deems appropriate. Ból Chumann na hÉireann Child Welfare and Safeguarding Committee may be party to the proceedings and shall be copied on all decisions.

## **REGULATION 15. FORGERY/FALSIFICATION**

1. Anyone who, in Road Bowling-related activities, forges a document or falsifies an authentic document or uses a forged bank note or falsified document to deceive in contractual or legal relations shall be sanctioned with a suspension of at least six (6) months.
2. If the perpetrator is an Official, the body shall impose a ban on taking part in any Road Bowling-related activity for a period of at least twelve (12) months.
3. A fine may also be imposed.

## **REGULATION 16. DOPING**

1. The Anti-Doping Rules of ***Ból Chumann na hÉireann*** are the Irish Anti-Doping Rules as amended from time to time. Doping and doping offences are sanctioned under the Irish Sport Anti-Doping Programme Rules and Procedures as provided by Sport Ireland.
2. Decisions of the Sport Ireland Anti-Doping Disciplinary Bodies are recognised by Ból Chumann na hÉireann and such decisions shall be rendered effective by

Ból Chumann na hÉireann

3. In the event of any contradictions between National regulations and the Ból Chumann na hÉireann Anti-Doping Regulations, the provisions set out in the Ból Chumann na hÉireann Anti-Doping Regulations shall prevail.

### **REGULATION 17. MANIPULATING SCORE RESULTS**

1. Anyone who conspires to influence the result of a Score in a manner incompatible with sporting ethics shall be sanctioned with a suspension and a fine. The disciplinary body may also impose a ban on taking part in any Road Bowling-related activity; in serious cases this sanction shall apply for life.

### **REGULATION 18. BETTING/GAMBLING**

1. Anyone who engages in any behaviour that damages or could damage the integrity of Scores and competitions may be subject to disciplinary sanctions. All persons are obliged to cooperate fully with the Association in all efforts to combat such behaviour.
2. Anyone who engages in any of the following may be subject to disciplinary sanction:
  - a) Acting in a manner that is likely to exert an influence on the course and/or result of a Score or competition by means of behaviour with a view to gaining an advantage for themselves or a third party
  - b) Instructing someone to bet on their behalf.
  - c) Using or providing others with information, which is not publicly available, is obtained through his position in Road Bowling and damages or could damage the integrity of a Score or a competition
  - d) Failing to immediately and voluntarily inform the Association if approached in connection with activities aimed at influencing the course and/or result of a Score or competition
  - e) Failing to immediately and voluntarily report to the Association any behaviour that they may be aware of that falls within the scope of this regulation
3. If there is a suspected breach of this regulation all persons subject to these regulations must provide any information, documentation, data recording and/or storage device including but not limited to text, images, sound etc., that could contain data relating to the matter.

## **REGULATION 19. COMPLAINTS**

1. Any complaint made in writing may be investigated by the Disciplinary and Disputes Committee and may result in disciplinary sanction if not otherwise provided for.

## **REGULATION 20. SPECTATOR CONDUCT**

1. Improper conduct includes but is not limited to violence towards persons or objects, throwing missiles, displaying insulting slogans in any form, uttering insulting sounds, racist behaviour or forming a group in front of a player preventing a player from throwing a shot.
2. The liability described in par. 1 and 2 also includes Scores played on neutral grounds, especially during finals of competitions.

## **REGULATION 21. SCORE AND PLAYER SAFETY OBLIGATIONS**

1. When organising Scores/Competitions members, Regions and Clubs shall also:
  - a) Assess the degree of risk posed by Scores and notify Ból Chumann na hÉireann of those Scores that are especially high-risk
  - b) Comply with and implement existing safety rules and take every safety precaution demanded by circumstances before, during and after the Score and if incidents occur
  - c) Ensure the safety of Players, Supporters, Pedestrians, Cyclists, General Public and Car drivers.
  - d) Keep authorities informed and collaborate with them actively and effectively so that law and order are maintained on the roads and immediate surroundings and that Scores are organised properly
  - e) Vet the age of Players at competitions that are subject to age limits
2. Any Member, Region, Club or Participant that fails to fulfil its obligations may be fined or in the case of a serious infringement the body may impose other sanctions.

## **REGULATION 22. OTHER OBLIGATIONS**

1. Members, Regions, and Clubs should ensure no one is involved in their Clubs or



Region who is under sanction or has been found guilty of an offence of corruption, forgery, serious misconduct or other serious behaviour or other offences which would bring the game into disrepute.

### **SECTION 3 SANCTIONS**

#### **REGULATION 23. CULPABILITY**

1. Unless otherwise specified, infringements are punishable regardless of whether they have been committed intentionally or negligently.

#### **REGULATION 24. INVOLVEMENT**

1. Anyone who intentionally takes part in committing an infringement, either as instigator or accomplice, is subject to disciplinary proceedings.
2. The disciplinary body shall take account of the degree of guilt of the party involved and may reduce a sanction accordingly. It shall not go below the minimum sanction applicable.

#### **REGULATION 25. SANCTIONS APPLICABLE**

1. The following sanctions are applicable only to natural persons:
  - a) A warning
  - b) A reprimand
  - c) Fine
  - d) Caution
  - e) Expulsion

#### **REGULATION 26. WARNING**

1. A warning is a reminder of the substance of a disciplinary regulation allied with the threat of a sanction in the event of a further infringement.

#### **REGULATION 27. REPRIMAND**

1. A reprimand is an official written pronouncement of disapproval sent to the perpetrator of an infringement.

## **REGULATION 28. FINES**

1. The body that imposes the fine decides the terms and time limits for payment and the level of the fine if not otherwise provided for in these Regulations or in specific competition rules.
2. Clubs are liable for fines imposed on Players or Officials from their Clubs. The fact that the person subject to the fine has left the club will not negate the responsibility of the club to pay the fine.
3. Any outstanding fines which are not paid within the time period specified in the decision shall be increased by a penalty of ten percent (10%) by Ból Chumann na hÉireann
4. Fines of €250 or greater relating to Players and/or Officials which are not paid within the time period specified in the decision may result in the individual being suspended by the Disciplinary and Disputes Committee until such time as the fine is paid, provided reasonable notice and warning has been issued by the Disciplinary and Disputes Committee. No hearing shall be afforded in this case.

## **REGULATION 30. EXPULSION**

1. An expulsion is the order given by the referee to someone to leave the road of play and its surroundings, should the individual refuse to obey the instruction of the Referee, the Referee may abandon the score on Health and Safety grounds marking down the tips at the time of the decision.

## **REGULATION 31. BAN ON TAKING PART IN ROAD BOWLING-RELATED ACTIVITY**

1. Any Member, Region, Club or Participant may be banned from taking part in all or any part of Road Bowling-related activity. The Disciplinary and Disputes Committee issuing such a ban shall ensure the extent and remit of the ban is clearly provided for in the decision.

## **REGULATION 32. TRANSFER BAN**

1. A transfer ban prevents a club, Region from registering any player during the period in question.

## **SECTION 4 DISCIPLINARY PROCEDURE ORGANISATION**

### **DISCIPLINARY AUTHORITIES**

#### **REGULATION 33. DISCIPLINARY BODIES**

1. The organs for the administration of discipline are:
  - a) The disciplinary bodies of Ból Chumann na hÉireann:
    - The Disciplinary and Disputes Committee.
    - The National Executive Appeal Committee.
    - Internal Arbitration

#### **REGULATION 34. ARBITRATOR**

1. Any decision of the Appeal Committee may be referred to an Internal Arbitration Hearing by any party to the appeal procedure.
2. Any other dispute between two or more Members, Clubs or Regions of Ból Chumann na hÉireann may be referred to Arbitration provided all parties agree to proceed to arbitration and to be bound by the Arbitration decision. Disciplinary matters must proceed through the Ból Chumann na hÉireann Appeals process prior to proceeding to Arbitration.

#### **REGULATION 35. COURT OF ARBITRATION FOR SPORT (CAS)**

1. Decisions of Arbitration Hearings may be appealed to the CAS in Lausanne, Switzerland as provided under the rule of such bodies.

## **SECTION 5 JURISDICTION Ból Chumann na hÉireann**

### **DISCIPLINARY BODIES**

#### **REGULATION 36. DISCIPLINARY AND DISPUTES COMMITTEE**

1. The Disciplinary and Disputes Committee is authorised to sanction any breach of the rules, regulations, directives, decisions, or guidelines of Ból Chumann na hÉireann and the rules of its competitions.
2. The Disciplinary and Disputes Committee is responsible for:

- a) Sanctioning offences recorded in all Referees reports not otherwise automatically dealt with.
- b) Sanctioning all breaches of the Regulations not under the jurisdiction of any other body.
- c) Sanctioning serious infringements which have escaped the Referees attention.
- d) Rectifying obvious errors in Referees disciplinary decisions.
- e) Extending the duration of a suspension incurred automatically by an expulsion.
- f) Imposing additional sanctions, such as additional suspensions or fines or other sanctions.

## **REGULATION 37. APPEAL COMMITTEE**

1. The National Executive Appeal Committee is responsible for:
  - a) Deciding appeals against decisions of the Disciplinary and Disputes Committee subject to the terms of Regulation 45.A
  - b) Deciding appeals against decisions of any Club/Region, or other Ból Chumann na hÉireann Committee subject to the terms of Section 8 Regulation 45, with the exception of bodies ruling on Doping Offences.

## **SECTION 6 COMPOSITION OF Ból Chumann na hÉireann DISCIPLINARY AND DISPUTES COMMITTEE**

### **REGULATION 38. COMPOSITION**

The members of this Committee shall be made up of the Nominated members of each Region plus the Chairperson of the Association.

1. Procedures shall be adopted to ensure Members of this pool are appointed in a fair, equitable and transparent manner in relation to the case being investigated.
2. The Disciplinary and Disputes Committee Members shall remain appointed while remaining as Chairperson of their Region.
3. Members of the Disciplinary Pool shall be required to provide details of any

conflicts of interest they may have in regard to a particular case.

4. Each committee shall consist of a panel of five persons.
5. In order to facilitate the expeditious and consistent handling of disciplinary matters, the Chairperson may be selected from the panel of chairpersons who are not legally qualified persons.

## **SECTION 7 PROVISIONS**

### **REGULATION 39. HEARINGS**

1. The committee hearings are deemed to be valid if the five selected Members are in attendance or available pursuant to Section 6 Regulation 39/4 below.
2. Hearings shall be arranged by the Ból Chumann na hÉireann Disciplinary and Disputes Committee.
3. A Disciplinary and Disputes Committee hearing shall take place whenever required to deal with disciplinary matters and disputes. Additional hearings of the Disciplinary and Disputes Committee may be convened should the need arise.
4. If the circumstances so require, the Committee may arrange for the deliberations and decision-making to be conducted via telephone conference, videoconference, or any other similar method.
5. All hearings shall be conducted in accordance with any protocols and procedures that may be adopted from time to time by the Disciplinary and Disputes Committee.
6. All attendees must sign an attendance form as requested. Any refusal to do so may result in an attendee being refused the right to attend the hearing at the discretion of the Disciplinary and Disputes Committee.
7. The Disciplinary and Disputes Committee may request the attendance of any persons at a hearing. Failure to comply with any reasonable request may result in disciplinary action if deemed appropriate in the circumstances.

### **REGULATION 40. MAJORITY**

1. The Disciplinary and Appeals Committees shall decide by simple majority.

## **REGULATION 41. PUBLICATION OF DECISION**

1. The decision issued in each case shall be provided in writing to all parties to the procedure.
2. The Disciplinary and Disputes Committee may decide to publish decisions on Ból Chumann na hÉireann website or to issue press releases in relation to decisions.

## **REGULATION 42. INDEPENDENCE**

1. The Disciplinary and Disputes Committee of Ból Chumann na hÉireann issue their decisions entirely independently; in particular, they shall not receive instructions from any other body of Ból Chumann na hÉireann in relation to decision making.
2. A Member of another body of Ból Chumann na hÉireann may not stay in the meeting room during the disciplinary bodies' deliberations unless they have been explicitly summoned to attend.
3. Members of the disciplinary body of the Ból Chumann na hÉireann shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality.
4. This applies in the following cases (among others):
  - a) If the Region/Member in question has a direct or indirect interest in the outcome of the matter.
  - b) If he is associated with any of the parties.
  - c) If he has already dealt with the case under different circumstances.
5. Members against whom an objection might be raised shall notify the D & D Committee and the Chairperson immediately. Each party may also raise an objection to a member. The Disciplinary and Disputes Committee shall make a final decision in such a case.

## **REGULATION 43. CONFIDENTIALITY**

1. The Members of the Disciplinary and Disputes Committee shall ensure that disclosures made to them remain confidential to the disciplinary body only.
2. All proceedings and disclosures made in relation to a case remain confidential

to the parties, Ból Chumann na hÉireann, their representatives and/or persons or witnesses attending on their behalf. The privacy of the hearing and all matters pertaining to the proceedings shall be respected. This Regulation is subject to the exception in Section 2 Regulation 41.

3. Only the contents of those decisions already notified to the parties may be made public.

## **REGULATION 44. EXEMPTION FROM LIABILITY**

1. Members of the Disciplinary and Disputes Committee of Ból Chumann na hÉireann may not be held personally liable for any deeds or omissions relating to any disciplinary procedure.

## **PROCEDURES**

### **SECTION 8 PROCEDURE OF DISCIPLINARY BODIES**

#### **REGULATION 45. DISCIPLINARY AND DISPUTES COMMITTEE PROCEDURE**

##### **A. GENERAL REGULATIONS**

1. The Disciplinary and Disputes Committee shall deal with disciplinary matters as follows:
  - a) on the basis of Score reports.
  - b) if a complaint or protest is lodged.
  - c) Reported violations of Ból Chumann na hÉireann Regulations, codes, plans, policies, directives, decisions, or guidelines.
2. In considering applicable sanctions for infringements, the Disciplinary and Disputes Committee shall have regard amongst other relevant factors to:
  - a) The applicable Law(s) of the Game and any relevant Ból Chumann na hÉireann/IBA instructions and/or guidelines.
  - b) The nature of any intent, recklessness, or negligence.
  - c) Where applicable, the level of force used.

- d) The prevalence of the type of offence in Road bowling generally.
- e) The wider interests of Road Bowling in applying consistent punishment for dismissal offences.

Proceedings are initiated by way of request from the National Executive to the Disciplinary and Disputes Committee following any of the matters arising under (1) above.

- 3. Except where otherwise provided for, time limits referred to in these Disciplinary Regulations shall begin from the day after receipt of notification.

## **B. PROCEDURE**

- 1. The D&D Committee must inform all parties to the case of the venue, date and time of the hearing and all parties are entitled to attend the hearing.
- 2. A Player shall not be afforded a personal hearing in respect of an individual caution except in the case of mistaken identity.
- 3. A party shall not be prejudiced if they do not wish to attend a hearing unless they have specifically been requested to attend by the Disciplinary and Disputes Committee and fail to do so.
- 4. All parties involved in the hearing must confirm to the Disciplinary and Disputes Committee in writing the name and the role within, or relationship to the party, of all persons who will be attending the hearing on their behalf, or at their request within time limits as stated in the notification. The Disciplinary and Disputes Committee shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.
- 5. The Disciplinary and Disputes Committee, once appointed, can issue directions to the parties in respect of the hearing prior to proceedings commencing.
- 6. All parties shall be notified by the Disciplinary and Disputes Committee within three days by electronic mail and/or registered post, of the decision of the Disciplinary and Disputes Committee. In urgent matters the Chairperson may issue or direct the Disciplinary and Disputes Committee to issue an oral decision in advance of the written notification.
- 7. A hearing can be postponed if the appointed Disciplinary and Disputes Committee requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.

## **C. REMIT**

- 1. The Disciplinary and Disputes Committee shall make its decision and may issue a sanction pursuant to these Disciplinary Regulations.
- 2. The Disciplinary and Disputes Committee may adjourn or suspend proceedings



for further deliberation or to seek further or additional evidence or expert advice or where it is otherwise considered necessary to do so, provided an adjournment does not unduly prejudice any party. Following an adjournment, the Disciplinary and Disputes Committee must reconvene within ten days.

3. The Disciplinary and Disputes Committee shall consider all evidence that it deems relevant to the case.

## **REGULATION 46. APPEAL COMMITTEE PROCEDURE**

### **1. APPEALS**

- a) The original objector(s) or their opponent(s) in the disputed score may lodge and appeal to a higher body, but only in the case of Regional Objections, when the higher body shall be the Executive Committee. In the case of Executive Committee decisions, there is no appeal.
- b) The referee, whose decision was adjudicated on, may however request the Executive Committee to give an interpretation of the Rule or Rules he/she applied during the score. This shall not be considered an appeal, but the Executive Committee shall have the right to hold a new hearing of all or certain aspects of the original objection if they consider that the ruling of the original hearing was not consistent with a true interpretation of the Rules. The new hearing shall supersede and invalidate the regional hearing and the case shall be dealt with by the Executive as a new Executive objection.
- c) An appeal may only be heard once at a higher body. The decision of that body shall be final and beyond appeal.
- d) The appellant must lodge a written objection to the decision reached on the original objection, within seven days of that decision being reached, to Honorary Secretary of Ból Chumann na hÉireann.
- e) The written appeal must clearly state, in which ways the original decision was not in accordance with the Rule or Rules quoted in the original objection. No new rules may be stated, the objection may not be extended to include other matters, and new evidence may only be submitted where it is directly relevant to the interpretation of the rule or rules quoted in the original objection.
- f) The written appeal must be accompanied by an appeal fee of the greater of €500 or 5% of the total stake of the score. The objection fee for stake less scores shall be €500

## DEALING WITH APPEALS

- a) The Executive Committee or Officers shall deal with all appeals as quickly as is practicable. It shall normally be dealt with at the next monthly meeting provided the Honorary Secretary has received the written appeal and the stipulated appeal fee at least seven days prior to said meeting.
- b) The appealing player(s), their opponent and the referee and other relevant officials and or officers may be asked to attend the meeting at which the appeal is being heard.
- c) The Honorary Secretary shall confirm to the meeting that all the steps in Rule 4 above have been fulfilled before the appeal can be heard. Failing this, the appeal will be rejected.
- d) A roll shall be called before the appeal is heard. Only Officers, delegates, those outlined in Rule 3(ii) above and one representative of each player involved in the dispute shall be permitted to attend the meeting. In special circumstances additional persons may be invited to attend by the Honorary Secretary upon written request to the Honorary Secretary by the Region that heard the original dispute, the player(s), or referee, if their attendance is believed by the meeting to be essential to a fair hearing of the appeal.
- e) The Honorary Secretary shall read without comment: the written appeal, the report of the original decision on the dispute and where it might help clarity also the original objection and the referee's report.
- f) Only matters directly relevant to the Rules and/or Rules allegedly breached or misinterpreted during the original hearing shall be discussed.
- g) The Chairperson shall request all persons directly involved in the appeal to leave the meeting after all the evidence has been heard.
- h) The meeting shall make a decision on the appeal based on the relevant rule or rules cited in the written appeal
- i) When a decision has been reached, those directly involved in the appeal shall be invited to re-join the meeting at which point the Chairperson shall verbally announce the decision of the meeting.
- j) If an appeal is declared lost by the Chairperson, the appeal fee shall be forfeited. This fee shall be deposited into the fund of Ból Chumann na hÉireann.
- k) There shall be no right to a further appeal or hearing of the dispute. All parties are obliged to fully accept the decision of the final appeal hearing.

## **REGULATION 47. CONCLUSION TO THE APPEALS PROCEEDINGS**

1. The National Executive Appeal Committee makes its decision, in principle, as a body of final instance.
2. Notwithstanding the above, the National Executive Appeal Committee decisions may be appealed to an Internal Arbitration Hearing, where the applicable regulations provide, to the CAS (Lausanne).

## **SECTION 9. GENERAL PROCEDURAL REGULATIONS FOR Ból Chumann na hÉireann DISCIPLINARY BODIES**

### **REGULATION 48. EVIDENCE/PROOF**

1. Any type of proof may be produced unless it violates human dignity or does not serve to establish relevant facts.
2. The following are, in particular, admissible:  
Reports from Score Officials and referee observers, declarations from the parties and witnesses, material evidence, expert opinions and unedited audio or video recordings.
3. The disciplinary bodies will have absolute discretion regarding proof of identity
4. The disciplinary bodies shall hear all witness evidence it considers relevant to the case. It is a matter for the disciplinary bodies to deem if a witness is relevant to the case in hand. The disciplinary bodies may refuse to hear a witness or to take evidence that is not considered relevant, or which would otherwise unnecessarily delay the proceedings.
5. The disciplinary bodies decide on the basis of the Regulations and the proof before them.
6. The disciplinary bodies may request a party or any other body to submit information or documentation. Such a request shall be complied with.
7. Facts contained in Referees and Officials' reports are presumed to be accurate.
8. Proof of the inaccuracy of the contents of Score Officials' reports may be submitted for consideration by the disciplinary bodies.
9. If there is any discrepancy in the reports from the various Score Officials and there are no means of resolving the different versions of the facts, the Score Officials' report is considered authoritative regarding incidents that occurred on the field of play.
10. The disciplinary bodies may draw on principles and precedents already

established by sports doctrine and jurisprudence.

#### **REGULATION 49. DOCUMENTATION PROVIDED IN PROTESTS & DISCIPLINARY HEARINGS**

1. Any party who is protesting or taking a case to a Ból Chumann na hÉireann Disciplinary Hearing, may request in writing, appropriate information from anybody necessary to substantiate their case. Any fee imposed to supply such requested information should not exceed €30 per individual request.

#### **REGULATION 50. REPRESENTATION AND ASSISTANCE**

1. The parties may arrange to be assisted by a third party.
2. Parties may be represented at a hearing by a third party but should appear personally where requested to do so by the disciplinary body.
3. The parties are free to choose their own assistance and representation.

#### **REGULATION 51. OBVIOUS ERRORS**

1. A disciplinary body may, at its discretion, rectify any error or omission contained in its decision. Any request by a party for such a rectification must be submitted to Ból Chumann na hÉireann within five (5) days of receipt of the decision in question.

#### **REGULATION 52. COSTS AND EXPENSES**

1. All parties shall bear their own costs.

#### **REGULATION 53. NOTIFICATION OF DECISIONS**

Ból Chumann na hÉireann shall notify a copy of each decision to all parties to the procedure.

1. Decisions and other documents intended for Players or Officials may be addressed to the Club, Region, Association, or other body concerned.
2. Decisions shall be communicated by electronic mail and/or by registered post. An electronic delivery report or registered post receipt is sufficient evidence

that a decision has been properly notified.

3. Except where otherwise provided for, time limits referred to in these Regulations shall begin from the day after receipt of notification.

#### **REGULATION 54. ENFORCEMENT OF DECISIONS**

1. Decisions come into force as per the terms of the decision.

#### **REGULATION 55. FORM AND CONTENTS OF THE DECISION**

1. The decision contains:
  - a) The composition of the committee.
  - b) The names of the parties.
  - c) The terms of the decision, including the date of coming into force.
  - d) Notice of the channels for appeal.
  - e) Where appropriate a summary of the facts and reasons for the decision.
2. The original decision is signed by the Members of the Disciplinary and Disputes Committee. The decision shall be forwarded to all parties by Honorary Secretary of Ból Chumann na hÉireann.
3. A Disciplinary Body may sign off on a decision electronically.

#### **REGULATION 56. FAILURE TO RESPECT DECISIONS**

1. It shall be an offence not to comply with a decision of the disciplinary bodies, and any party that fails to respect such a decision may be fined.
2. In addition to imposing a fine, the disciplinary bodies Ból Chumann na hÉireann may grant a final deadline in which the party must comply with the decision. If the party does not comply with the decision within the final deadline, the disciplinary bodies may impose a further sanction, including an additional fine, or a ban on any Road Bowling-related activity



***SECTION***

***6***

***ARBITRATION***

***REGULATIONS***

## **SECTION 6 ARBITRATION**

### **REGULATION 57. ARBITRATION PROCEDURE**

#### **A GENERAL REGULATIONS**

1. Any decision of the Appeal Committee or DISPUTES AND DISCIPLINARY Committee may be appealed to an arbitrator by any party to the appeal procedure within 10 days of the date of the decision.
2. Any other dispute between two (2) or more Members, Regions, or clubs of Bol-Chumann na hEireann may be referred to Arbitration provided all parties agree to proceed to Arbitration and to be bound by the Arbitration decision. Disciplinary matters must proceed through Bol-Chumann na hEireann Appeals process prior to proceeding to Arbitration.
3. Members and Participants undertake not to refer Road Bowling disputes to a Court of Law. No arbitration shall be commenced unless all rights of redress and/or appeal have been exhausted.
4. From October 2022 the National Executive shall appoint a minimum panel of five Arbitrators all of whom must have dispute resolution experience and none of whom shall be Members of the National Executive.
5. The panel shall be furnished to the parties to the dispute. If the parties to the dispute fail to agree an Arbitrator from the panel within seven days of the date of furnishing to the panel of Arbitrators, the Arbitrator is to be appointed by members OF the Arbitration panel. Once the appointment has been made it shall be notified to the parties to the dispute

#### **A. PROCEDURE**

1. Any party referring a dispute to Arbitration arising out of a decision of the Appeal Committee must do so within ten (10) days of the notification of the Appeal Committee decision. In exceptional circumstances, the National Executive Appeal Committee may reduce the time limits for referring a matter to Arbitration.
2. When seeking Arbitration, the requesting party must do so in writing by registered post to National Executive Committee. The request for Arbitration must set out the Points of Claim, include a summary of the facts, the arguments being relied upon, a copy of the decision being appealed and documents to be relied upon, and a bank draft or money order EFT payment for the agreed amount. Payments must be made payable to Ból Chumann na hÉireann. SHOULD THE PARTY SEEKING ARBITRATION FAIL TO PAY THE ARBITRATOR FEE IN THE TIME SCALE FIXED FOR PAYMENT THE ARBITRATION SHALL BE TREATED AS ABANDONED.
3. An exact copy of this request shall be sent to all other interested parties in the dispute by registered post or via separate e-mail password protected.
4. The other Party to the Arbitration shall file its Points of Defence to the Points of Claim within 10 days of the date on which the Points of Claim were furnished to that party. This should set out a summary of facts, the arguments to be relied upon, and the documents to be relied upon.
5. The registered post receipt or copy password protected e-mail shall be proof of time and date of posting in all cases.
6. The Arbitrator shall be appointed from the panel APPOINTED by the National Executive Committee IN ACCORDANCE WITH THE PROVISIONS OF REGULATION 57 GENERAL REGULATIONS 4 AND 5 subject to availability, independence, professional and Road Bowling background to meet the needs of each specific case.
7. A request for Arbitration may be ruled out of order by the National Executive Committee where it is not in accordance with the relevant Regulations.

8. If, for any reason, an Arbitrator becomes unable to act or refuses to act, a replacement shall be appointed in the same manner as the original appointment.
9. Prior to the hearing, the Arbitrator shall fix his/her own terms of reference and determine the issues to be heard, direct who the appropriate parties to the Arbitration are and who is entitled to be heard and such other directions as appropriate and as he/she may deem fit.
10. The Arbitrator may, at his/her discretion, invite all relevant parties to attend a preliminary hearing to deal with any preliminary issues.
11. The Arbitration hearing shall take place within fifteen (15) days of the appointment of the Arbitrator and a decision shall be issued within five days of the date of the hearing.
  - a. Prior to the commencement of Arbitration, the Arbitrator shall notify the parties of the Arbitrator fee, and this shall be borne equally by the parties and shall be discharged prior to the commencement of the Arbitration.
12. At the conclusion of the Arbitration, the Arbitrator shall decide which party shall bear the arbitration costs, or in what proportion the arbitration costs shall be borne by the parties to include the Arbitrator fee. All parties shall bear their own costs of Arbitration.
13. The Standard of proof shall be on the balance of probabilities.
14. The decision of the Arbitrator shall be final and binding upon the parties and the parties agree that by submitting a dispute to Arbitration under these rules that they waive irrevocably any form of appeal, review, or recourse to the Courts.

## **58. JURISDICTION AND ARBITRATION**

Subject to the exhaustion of all internal dispute resolution channels of the Association, disputes relating to the Game of Road Bowling, the application of this Constitution or the Regulations either

- Within the Association; or
- Affecting Members, Clubs, Regions, Players, Participants and Officials,

Shall be referred to arbitration in accordance with the PROVISIONS OF REGULATION 57 and the final decision of such person appointed as arbitrator shall be final and binding on the parties to the exclusion of any ordinary court.

***Ból Chumann na Héireann*** shall have jurisdiction on internal national disputes in relation to the Game of Road Bowling, Lofting or Moors Bowling.

I.B.A. shall have jurisdiction on international disputes in relation to Road Bowling, Lofting or Moors Bowling to which the Association is party, including but not limited to disputes between parties belonging to different national associations in accordance with the relevant regulations of the I.B.A.

The Association and the Members shall comply with any final decision made by anybody having jurisdiction and Arbitration





## ***SECTION 7***

## ***CHILD WELFARE***

***AND***

## ***SAFEGUARDING POLICY***



***Ból Chumann na hÉireann***

***CHILD WELFARE***

***AND***

***SAFEGUARDING POLICY***

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## Glossary

**Affiliated Member** of the Association shall mean all National Bodies, Regions and clubs who have affiliated directly to Ból Chumann na hÉireann or to their respective governing body.

**Child Welfare and Safeguarding Committee** shall mean a Committee of *Ból Chumann na hÉireann*

**Children, Child, or Young Person** shall mean a person under the age of 18 other than a person who is or has been married.

**Children First Act (2015)** shall mean the Act for the purposes of making further and better provision for the care and protection of Children and for those purposes to require that preparation, by certain providers of services to Children, of Child Safeguarding Statements to require certain persons to make reports to the Child and Family Agency in respect of Children in certain circumstances; to require certain persons to assist the Child and Family Agency in certain circumstances.

**Children First: National Guidance for the Protection and Welfare of Children 2017** shall mean the guidance published by the Department of Children and Youth Affairs in 2017 which includes information on the statutory obligations for those individuals and Organisations under the Act. It also sets out the best practice procedures that should be in place for all Organisations providing services to Children.

**Child Risk Assessment** shall mean a Risk Assessment which is carried out to identify whether a Child could be harmed whilst using the service.

**Child Safeguarding Statement** shall mean a statement that outlines the policies and procedures which are in place to manage the risks that have been identified through the Risk Assessment.

### **National Children's Officer (NCO)**

Each Governing Body of Sport should appoint a National Children's Officer. The National Children's Officer should be a member of the Executive Committee or have access to the committee and its accompanying documents, to ensure that children's interests are kept on, and influence the decisions of, the agenda of the Governing Body.

**Clubs/Region Children's Officer** shall mean the person who the Child welfare day to day functions is delegated to. Their remit shall be a key component of the Safeguarding Statement and they shall be the Relevant Person for the Child Safeguarding Statement.

**Code of Ethics and Good Practice for Children's Sport** shall mean the Code which was developed by the Irish Sports Council (Sport Ireland) and the Sports Council for Northern Ireland. The Code has been adopted and implemented by governing bodies of sports, clubs, local sports partnerships, and community/voluntary groups.

**Designated Liaison Person** shall mean the person who is responsible for ensuring that reporting procedures within the Club are followed so that Child welfare and protection concerns are referred promptly to Statutory Authorities and will also liaise with outside agencies. Additionally, they will be a resource person to a volunteer who has Child protection concerns.

**Deputy Designated Liaison Person** shall mean the person who carries out the duties of the Designated Liaison Person when the Designated Liaison Person is unavailable.

**Harm** shall mean, as defined in the Children First Act 2015, in relation to a Child:

- Assault, ill-treatment, or neglect of the Child in a manner that seriously affects, or is likely to seriously affect the Child's health, development, or welfare, or,
- Sexual abuse of the Child.

Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances or otherwise.

**Liaison Person** shall mean the registered person(s) with The National Vetting Bureau for the purposes of Garda Vetting on behalf of the Road Bowling Association of Ireland (*Ból Chumann na hÉireann*).

**Mandated Persons** shall mean, as set out in the Children's First Act 2015, persons who have contact with Children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect Children from harm.

**National Body** shall mean the National Executive Committee

**Organisation** shall mean all National Regions and Clubs who have affiliated directly to *Ból Chumann na hÉireann* and provide a service to Children.

**Participants** shall mean a Player, Official, Manager, Steward, Intermediary and all such persons who are from time to time participating in any activity sanctioned by The Association or by any Affiliated Member.

**Relevant Person-** shall mean the person who is appointed as the Children's Officer within National Bodies, Regions, to be the first point of contact in respect of an Organisation's Child Safeguarding Statement.

**Relevant Service-** shall mean Organisations that have statutory responsibilities under the Children First Act 2015, any work or activity which consists of the provision of educational, research, training, cultural, recreational, leisure, social or physical activities to Children.

**Service Level Agreement-** Shall mean the agreement in place between *Ból Chumann na hÉireann* and its Affiliate Members for the purpose of completing Garda vetting applications.

**Stand Down Order** shall mean an order which is issued to any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child Welfare or

Vulnerable Person concern. A Stand Down Order is issued to an individual to immediately refrain from particular activities within *Ból Chumann na hÉireann* for a specified or indefinite period pending the outcome of an enquiry or investigation in accordance with Bol-Chumann na hEireann. Rules.

**Statutory Authorities** shall mean those state bodies which promote the welfare and protection of Children and Vulnerable Persons and have a legal responsibility for the investigation and/or validation of suspected abuse, and these include but are not limited to An Garda Síochána, the Health Service Executive and the Child and Family Agency (Tusla).

**The Policy** shall mean the *Ból Chumann na hÉireann* Child Welfare and Safeguarding Policy.

**Vulnerable Person** means a person, other than a Child, who—

- is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- has an intellectual disability,
- is suffering from a physical impairment, whether as a result of injury, illness or age,
- has a physical disability,

Which is of such a nature or degree:

- As to restrict the capacity of the person to guard himself or herself against harm by another person, or
- That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing, and bathing.

**Please note- within the Policy where Child/ Children is referred to there may be occasions when it may also be applicable to Vulnerable Persons.**

## Foreword

**Ból Chumann na hÉireann** is committed to ensuring that Children, Young Persons, and Vulnerable Persons can participate in the game of Bowling activities in a safe environment. The Game of Bowling provides an excellent opportunity to learn new skills, become more confident and maximise potential as Members of teams and as individuals. Participation in Bowling should be fun, enjoyable and provide a platform to learn and develop life skills, make new friends, and enhance personal growth. The safety and welfare of all is paramount.

**Ból Chumann na hÉireann** acknowledges that all our members and volunteers are playing their part in providing an enjoyable and safe environment in which Children and Vulnerable Persons can play, learn, and thrive within road bowling. We thank the countless number of participants, many of whom are volunteers, for their commitment, hard work and dedication which has contributed in no small way to keeping Road Bowling a Heritage Sport alive and well. The work of Affiliated Members, particularly the Club Children's Officers and the Designated Liaison Persons, is of crucial importance to implementing this Policy and their endeavours need to be acknowledged and supported at all levels within the game. Their efforts are deeply appreciated and the full adoption and application of this Policy by everyone in Road Bowling will help ensure the promotion of happy, healthy, and successful experiences.

The Children First Act 2015 has provided a great statutory framework for all, supporting Children and Young People, ensuring that they are kept safe, and their welfare maintained to a high standard whilst participating within the services we provide. Additionally, the Children First National Guidance for the Protection and Welfare of Children 2017, is a great guidance when introducing measures to fulfil the statutory obligations of the Children First Act 2015.

### ***Ból Chumann na hÉireann Executive Officers***

<b><i>President:</i></b>	<b><i>Liam O'Keeffe</i></b>
<b><i>Chairman:</i></b>	<b><i>Michael Brennan</i></b>
<b><i>Vice Chairman:</i></b>	<b><i>Willie Murphy</i></b>
<b><i>Secretary:</i></b>	<b><i>Micheál Ó Ceallacháin</i></b>
<b><i>Treasurer:</i></b>	<b><i>James O'Driscoll</i></b>
<b><i>Press and Social Media Officer:</i></b>	<b><i>Pat McCarthy</i></b>
<b><i>Youth Development Officer:</i></b>	<b><i>David Murphy</i></b>
<b><i>Registrar:</i></b>	<b><i>Bill McAuliffe</i></b>
<b><i>Safety Officer:</i></b>	<b><i>Michael Brennan</i></b>
<b><i>Fixtures Secretary:</i></b>	<b><i>Richie Fitzgerald</i></b>
<b><i>Child Welfare and Safeguarding Officer:</i></b>	<b><i>Caroline Smith</i></b>

## 1. POLICY STATEMENT

Why do we need a Policy?

***Ból Chumann na hÉireann*** Child Welfare and Safeguarding Policy (the “Policy”) aims to set out guidelines and procedures to assist those working with Children within the game and where appropriate those working with Vulnerable Persons. It is the responsibility of all adults involved in the Game of Bowling to actively promote best practice standards whilst being ever vigilant and aware of their responsibilities. This policy has been formulated in line with the statutory requirements of the Children First Act 2015, the guidance from the Children First National Guidance of the Protection and Welfare of Children 2017 and the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016

### **Who is the Policy aimed at?**

The Policy is aimed at all those working and engaged in the Game of Bowling activities in the Republic of Ireland.

***Ból Chumann na hÉireann*** is committed to following the principles and practice guidelines contained in the Policy by:

- Recognising that the safety, protection and welfare of Children and Vulnerable Persons is of paramount importance
- Obliging all persons engaging with Children and Vulnerable Persons to be Garda vetted
- Providing appropriate training and education in the area of Child welfare and safeguarding
- Providing guidance and assistance to all who work with Children and Vulnerable Persons
- Ensuring Clubs and Regions appoint a Club Children’s Officer and Designated Liaison Persons
- Ensuring all Affiliated Regions adhere to statutory obligations relating to Child welfare and safeguarding
- Providing appropriate rules for the protection of Children and Vulnerable Persons within the ***Ból Chumann na hÉireann*** Rule Book
- Appointing a Child Welfare and Safeguarding Committee responsible for overseeing ***Ból Chumann na hÉireann***’s policy on child protection and its implementation
- Providing a clear pathway for the investigation of complaints and appropriate disciplinary procedures
- Providing codes of practice and templates for all Members



## What is contained within the Policy?

In particular the Policy outlines:

Children's First Act 2015 statutory obligations

- Child Welfare and Safeguarding roles within Clubs and Regions
- Guidelines in respect of away/overnight trips
- The recommended reporting procedures
- The various types of abuse which can arise
- Guidance on Garda Vetting
- Guidance on confidentiality
- Principles of safe record keeping
- Procedures for handling allegations and complaints relating to Children
- Safe recruitment and management practices
- The process for involving parents and Children

Who approves the Policy?

The Policy is approved by the Executive Committee of ***Ból Chumann na hÉireann***. Proposals for additions and/or amendments are considered by the Child Welfare and Safeguarding Committee of ***Ból Chumann na hÉireann*** on an ongoing basis. Once proposed amendments are approved by the Committee they are then put forward to the Executive Committee for final approval.

What are the underlying principles of the Policy?

The Policy follows the principles outlined in relevant guidelines and legislation provided by Statutory Authorities. The Policy is established on a number of core principles:

The needs of the Child or Vulnerable Person, integrity and respect, equality, environment, fair play, welfare and safety in Road Bowling.

These underlying principles underpin the Policy and outline our principles of good practice and Child protection and safeguarding policy and procedures.

- **Safe Environment**

The safety and welfare of Children and Vulnerable Persons is of paramount importance, and they must feel safe in their surroundings. **Unhealthy competitive demands should not be placed too early as this could result in excessive levels of pressure and as a consequence, high levels of dropout from the sport.** Those working with Children and Vulnerable Persons should be suitable for their positions, i.e., all should be Garda vetted and should be aware of the principles of Children First Act (2015) and the requirements of the Policy. Administrators should ensure proper procedures are put in place to ensure our Children and Vulnerable Persons can participate in a safe manner and that concerns regarding their welfare are correctly and speedily handled.

- **The Needs of the Child and Vulnerable Person**

A balanced approach to competition can make a significant contribution to the development of Children and Vulnerable Persons, while at the same time providing fun, enjoyment, and satisfaction. **Participants should put the welfare of the child first and competitive standards second.** A Child-Centred/Person-Centred approach will help to ensure that competition and specialisation are kept in their appropriate place.

- **Integrity and Respect**

Adults interacting with Children and Vulnerable persons in Road Bowling should do so with integrity and respect. All adult actions in Road Bowling should be guided by what is in the best interests of the Child or Vulnerable Person and in the context of quality and open working relationships. Abuse of any kind is unacceptable within Road Bowling.

- **Fair Play**

Fair Play is the guiding principle of the Code of Ethics and Good Practice for Children's Sport. It states that "All Children's sport should be conducted in an atmosphere of fair play". Ireland has contributed and is committed to the European Code of Sports Ethics, which defines fair play as: "much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing with the right spirit. Fair play is defined as a way of thinking, not just behaving",

- **Equality**

All Children and Vulnerable Persons should be treated in an equitable and fair manner regardless of age, ability, gender, religious, social, or ethnic background or political persuasion. The provisions of equality legislation apply to all involved in Bowling.

## **2. CHILDREN FIRST ACT 2015: STATUTORY OBLIGATIONS**

Clubs and Regions are defined in the Children First Act 2015 as providing Relevant Services and as such have specific statutory obligations under the Act.

The requirements include:

- Appoint a Relevant Person to be the first point of contact in respect of the Organisation's Child Safeguarding Statement.
- Develop a Child Safeguarding Statement that outlines the policies and procedures which are in place to manage the risks that have been identified
- Carry out a Risk Assessment to identify whether a Child could be harmed whilst receiving your services
- Keep Children safe from Harm while they are using the service
- Produce, implement, and review Organisational Codes of Conduct/Practice Guidelines when working with Children and Young People

### **Risk Assessment**

A Risk Assessment is an exercise where the Club examines all aspects of the service from a safeguarding perspective to establish whether there are any practices or features of the service that have the potential to put Children at risk. The Risk Assessment considers the potential for harm to come to children whilst they are in our care.

The Risk Assessment process is intended to enable the organisation to:

- Identify potential risks
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks
- Review whether adequate precautions have been taken to eliminate or reduce these risks

Further guidance and a sample of a Risk Assessment can be found within appendix 2 and 3 of this Policy.

### **Child Safeguarding Statement**

This is a written statement that specifies the Relevant Service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a Child availing of the service is safe from Harm.

*Ból Chumann na hÉireann* are obliged to

- Keep children safe from harm while they are under our care and promote the paramount principle that the welfare of the child is core
- To carry out a Risk Assessment to identify whether a child or young person could be harmed while in our care
- To develop a Child Safeguarding Statement which must include both the written Risk Assessment and the procedures that are in place to appoint a relevant person to be the first point of contact in respect of the Associations Child Safeguarding Statement.

The statement must include both the written Risk Assessment and the procedures that are in place to:

- Manage any risk identified
- Investigate an allegation against any volunteer or staff Member about any act, omission, or circumstance in respect of a Child availing of the service
- Select and recruit volunteers and staff who are suitable to work with Children
- Provide information and training to volunteers and staff on Child Protection and Safeguarding issues
- Enable volunteers or staff Members, Regions whether Mandated Persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children and Youth Affairs
- Maintain a list of persons in the Association who are Mandated Persons under the Act
- Appoint a Relevant Person in the Association for the purposes of the Act.
- The Child Safeguarding Statement should provide an overview of the measures that the Club/Regions has put in place to ensure that Children are protected from harm
- It may also refer to more detailed policies which can be made available on request
- The Club/Regions must circulate the Child Safeguarding Statement to all volunteers and employees
- The Club/Regions must also display the Child Safeguarding Statement publicly and make it

available to parents and guardians, Tusla and Members of the public upon request. This may be done by displaying it on the Association website

- The Child Safeguarding Statement must be reviewed every two years, or sooner if there has been a material change in any of the issues to which it refers to

### Appointing a Relevant Person

The Relevant Person for Clubs/Regions and other Affiliated Members will be under the roles and responsibilities of the Children's Officer.

### Register of Non- Compliance

There is a provision in the Children First Act 2015 for Tusla – Child and Family Agency to establish and maintain a register of non-compliance for service providers who fail to provide a copy of the Child Safeguarding Statement to Tusla when requested to do so.

Non-compliance could also lead to disciplinary action against a Club or Region.

*"It is mandatory that all Members and Participants shall comply with all legislation and guidelines issued by any Statutory Authority in respect of Child Protection, the protection of Vulnerable persons and the Welfare of both"*

### Mandated persons

The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report Child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. These Mandated Persons must also assist Tusla, on request, in its assessment of Child protection concerns about Children who have been the subject of a mandated report.

**Guidance with a full list of people who are classified as Mandated Persons under the Act can be found within Appendix 4 along with the Mandated Persons thresholds for reporting in Appendix 5.**

Please note that individuals must fulfil one of the roles detailed in Appendix 4 of this policy within the Organisation to be classified as a Mandated Person for that Organisation.

## **3. CHILD WELFARE AND SAFEGUARDING ROLES**

All Clubs/Regions and other Affiliated Members are required to have two key roles in place in order to fulfil the Child welfare and safeguarding roles and responsibilities within the Association. These two roles are Club/Regions Children's Officer and Designated Liaison Person.

## **NATIONAL CHILDREN'S OFFICER**

The role of the National Children's Officer involves:

- Have knowledge of the Safeguarding Code and relevant child protection legislation (Children First Act 2015 (ROI)/ National Vetting Bureau Act 2012-2016, Co-operating to Safeguard Children and Young People in Northern Ireland 2017).
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Co-ordination of Child Safeguarding training
- The promotion of the values, attitudes and structures which make sport enjoyable for children
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of the sports organisations
- Communication with Club Children's Officers to ensure the distribution of the Code and the promotion of related education programmes, materials events and governing body related codes
- Liaison with all clubs to examine the rules, regulations, and structures to ensure that they are child centred, e.g., equal playing time, appropriate competition structures, modified equipment to allow sense of achievement and success, use of protective gear, bullying policy etc
- Liaison with clubs, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
- Assisting in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary

- Ensuring that the Governing Body develops an appropriate sport specific policy, which includes a policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures

## **CLUB/REGION CHILDREN'S OFFICER**

- (a) The appointment of a Club/Region Children's Officer is an essential element in the creation of a quality atmosphere in any club.
- (b) They act as a resource to members with regard to Children's issues and also ensure that Children have a voice in the running of the club and can freely talk about their experiences.
- (c) The Children's Officer should be a member of or have access to, the Club/Region Committee.
- (d) To undertake the role of Children's Officer, the individual **must** have completed the Safeguarding 1 and Safeguarding 2 courses.
- (e) The Club/Region Children's Officer roles and responsibilities are:
- Be familiar with ***Ból Chumann na hÉireann*** Child Welfare and Safeguarding policy, Complaints and Disciplinary procedures, social media Policy and any other relevant guidelines
  - Implement Child-Centred policies and procedures within the Road Bowling Association
  - Ensure safe recruitment procedures are in place
  - Have completed the Risk Assessment and Child Safeguarding Statement
  - Promotion of Child Safeguarding Statement and be the first point of call for it
  - Host regular information meetings and get parental involvement
  - Ensure that Club/Region Members are adequately trained and adhere to the Child Welfare and Safeguarding Policy
  - Ensure that there are accurate and up to date records of coaches and volunteers training and Garda Vetting Clearance
  - Monitor movement and drop out of players and volunteers.
  - Handle any complaints received regarding poor practice.
  - In addition to the functions outlined above, all Regional Children's Officers should ensure that all affiliated clubs with members under the age of eighteen have at least one Club Children's Officer appointed, that the clubs have completed a Risk Assessment and have a Child Safeguarding Statement in place. The Region Children's

Officer should also maintain a database with all of this information, along with training records of all the Club's Children's Officers.

**Children's Officers do not have the responsibility of investigating or validating Child protection concerns within the Club/Region and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.**

## **DESIGNATED LIAISON PERSON**

- The Clubs, Regions Designated Liaison Person shall be the Chairperson who will be responsible for dealing with any concerns about the protection of Children
- The Designated Liaison Person is responsible for reporting allegations or suspicions of Child abuse to Tusla and/or An Garda Síochána
- Support and advice are available from *Ból Chumann na hÉireann* Director of Child Welfare and Safeguarding who is also the Mandated Person
- To undertake the role of Designated Liaison Person, the individual **must** have completed the Safeguarding 1 and Safeguarding 3 course. Please see the training section within section 11 of the Policy for further details
- Clubs, Regions should make the name and contact details of the Designated Liaison Person available to all volunteers working within the Organisation. It may also be useful to appoint a Deputy Liaison Person who can fulfil the role when the Designated Liaison Person is not available
- **The Designated Liaison Person Roles and Responsibilities are:**
  - Have knowledge of the Code of Ethics, and statutory requirements
  - Have a knowledge of categories and indicators of abuse
  - Be familiar with and able to carry out reporting procedures using the correct forms, (see appendix 6 for forms).
  - Communicate with parents and/or agencies as appropriate



- Assist with the ongoing development and implementation of Child protection training needs
- Be aware of local contacts and services in relation to Child protection, i.e., principal and duty social workers and their contacts.
- To inform duty social worker in Tusla – Child and Family agency and/ or An Garda Síochána of relevant concerns about individual Children, using the Reporting Form, keep a copy of this form and ensure acknowledgement of receipt of this form
- Reporting poor practice to their relevant governing body having ensured that any concerns regarding Child protection issues have been reported to the relevant Statutory Authority.
- Advise Administrators on issues of confidentiality, record keeping and data protection.eg a copy of this form and ensure acknowledgement of receipt of this form
- Have completed Safeguarding 3 Course

Designated Liaison Persons do not have the responsibility of investigating or validating Child protection concerns within the Club/Region and have no counselling or therapeutic role. This responsibility lies with the Gardaí, Tusla or the HSE.

#### **4. CHILD ABUSE**

##### **Reasonable grounds for concerns**

Individuals should always inform Tusla when they have **reasonable grounds for concern** that a Child may have been, is being, or is at risk of being abused or neglected.

It is not necessary for the individual to prove that abuse has occurred to report a concern to Tusla. All that is required is that the individual have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it.

Reasonable grounds for a Child protection or welfare concern include:

- Evidence, for example of an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a Child is suffering from emotional or physical neglect
- A Child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a Child of an alleged abuse they committed
- An account from a person who saw the Child being abused

## What is Child Abuse

Child Abuse can be categorised into four main types: **neglect, emotional abuse, physical abuse, and sexual abuse**. Other forms of abuse include **bullying**. A Child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting.

The abuser may be someone known to the Child or a stranger and can be an adult or another Child. In a situation where abuse is alleged to have been carried out by another Child, you should consider it a Child welfare and protection issue for both Children, and you should follow Child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour constitutes abuse or neglect is the impact of that behaviour on the Child rather than the intention of the parent/carer/alleged abuser.

The definitions of neglect and abuse presented in this section are not legal definitions nor are they exhaustive. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

## NEGLECT

Neglect is generally defined in terms of an omission of care, where a Child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision, and safety.

The following are features of Child Neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food, or erratic feeding
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the Child’s age
- Non-organic failure to thrive, i.e., a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the Child’s medical and developmental needs, including intellectual stimulation

A reasonable concern for the Child’s welfare would exist when neglect becomes typical of the relationship between the Child and the parent or carer. This may become apparent where you see the Child over a period of time, or the effects of neglect may be obvious based on having seen the Child once.

### **EMOTIONAL ABUSE**

- Emotional abuse is the systematic emotional or psychological ill-treatment of a Child as part of the overall relationship between a caregiver and a Child. Abuse occurs when a Child’s basic need for attention, affection, approval, consistency, and security are not met, due to incapacity or indifference from their parent or caregiver.
- Emotional abuse may be seen in some of the following ways:
  - Rejection
  - Lack of comfort and love
  - Lack of attachment
  - Lack of proper stimulation (e.g., fun and play)
  - Lack of continuity of care (e.g., frequent moves, particularly unplanned)
  - Persistent criticism, sarcasm, hostility or blaming of the Child
  - Bullying
  - Conditional parenting in which care or affection of a Child depends on his or her behaviours or actions
  - Extreme over protectiveness
  - Inappropriate non-physical punishment (e.g., locking Child in bedroom)
  - Seriously inappropriate expectations of a Child relative to his/her age and stage of development
- There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A Child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

- A reasonable concern for the Child's welfare would exist when the behaviour becomes typical of the relationship between the Child and the parent or carer.

## **PHYSICAL ABUSE**

- Physical Abuse is when someone deliberately hurts a Child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents
- Physical abuse can include the following:
  - Beating, slapping, hitting, or kicking
  - Pushing, shaking, or throwing
  - Pinching, biting, choking, or hair-pulling
  - Use of excessive force in handling
  - Suffocation
  - Physical punishment
  - Fabricated/induced illness
  - Female genital mutilation
  - Deliberate poisoning

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a Child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a Child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a Child in the same way as they do to an adult.

A reasonable concern exists where the Child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

## **SEXUAL ABUSE**

- Sexual abuse occurs when a Child is used by another person for his or her gratification or sexual arousal or for that of others. It includes the Child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the Child to sexual activity directly or through pornography
- Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a

single incident and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

- It should be remembered that sexual activity involving a Young Person may be sexual abuse even if the Young Person concerned does not themselves recognise it as abusive.

#### **Examples of child sexual abuse include the following:**

- Any sexual act intentionally performed in the presence of a Child
- An invitation to sexual touching or intentional touching or molesting of a Child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a Child or the involvement of a Child in an act of masturbation
- Sexual intercourse with a Child, whether oral, vaginal, or anal

#### **Sexual exploitation of a Child, which includes:**

- Inviting, inducing or coercing a Child to engage in prostitution or the production of Child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
- Inviting, coercing, or inducing a Child to participate in, or to observe, any sexual, indecent or obscene act
- Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a Child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a Child will be considered within the wider objective of Child welfare and protection. The safety of the Child is paramount and at no stage should a Child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to Child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as Child sexual abuse. Details on exemptions for **mandated reporting** of certain cases of underage consensual sexual activity can be found in Appendix 5 under reporting for Mandated Persons

## **OTHER FORMS OF 'ABUSE'**

### **Bullying**

- Bullying can be defined as repeated aggression – whether it is verbal, psychological, or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among Children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity, and religious factors. With developments in modern technology, Children can also be the victims of non-contact bullying, via mobile phones, the internet, and other personal devices.
- While bullying can happen to any Child, some may be more vulnerable. These include:

Children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Travelling community; lesbian, gay, bisexual, or transgender (LGBT) Children and those perceived to be LGBT and Children of minority religious faiths.

- There can be an increased vulnerability to bullying among Children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some Children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such Children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

**In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, you may need to make a referral to Tusla and/or An Garda Síochána.**

### **Cyber, text and social media bullying**

- Cyber bullying can involve unwanted text messages, phone calls, video chats/ recordings or web posts being used to threaten abuse or harm someone. It is similar to physical or verbal bullying, but it uses technology instead. Cyber bullying, like all bullying, is difficult for the victim. It can be hard to prove and difficult to get the courage to report it. Text bullying or harassment can be texts that frighten, insult, threaten or make the recipient feel uncomfortable. Email, social networks like Facebook/Twitter and phone calls can be used to harass in the same way.

- ***Ból Chumann na hÉireann*** social media Policy provides guidance on the appropriate use of social media. A copy of ***Ból Chumann na hÉireann*** social media Policy can be found within Appendix 11.

## **SAFEGUARDING VULNERABLE PERSONS**

- All adults have the right to be safe and to live a life free from abuse. All persons are entitled to this right, regardless of their circumstances. It is the responsibility of all service providers, statutory and non-statutory, to ensure that all adults using the services provided are treated with respect and dignity, have their welfare promoted and receive support in an environment in which every effort is made to promote welfare and to prevent abuse.
- Vulnerable Persons may need extra support when accessing clubs. Please see ***Ból Chumann na hÉireann*** Support Guidance for Children with Additional Needs and Vulnerable Persons, for help and advice which can be found within Appendix 12.

## **VULNERABLE CHILDREN**

- Certain Children are more vulnerable to abuse than others. Such Children include those with disabilities, homeless Children, and those who, for one reason or another, are separated from their parents or other family Members and who depend on others for their care and protection. The same categories of abuse - neglect, emotional abuse, physical abuse and sexual abuse - are applicable, but may take a slightly different form. For example, abuse may take the form of deprivation of basic rights, harsh disciplinary regimes or the inappropriate use of medications or physical restraints.
- It is important to remember that the presence of any of these factors does not necessarily mean that a Child in those circumstances or settings is being abused.
- Vulnerable Children and Children with additional needs may need extra support when accessing our services within the Association

## **RECOGNISING CHILD ABUSE**

Child abuse can often be difficult to identify and may be present in many forms, therefore it is necessary to follow some general guidelines.

There are commonly three stages in the identification of child abuse:

- Considering the possibility.
- Looking out for signs of abuse.
- Recording of information.

### Stage 1: Considering the possibility

The possibility of Child abuse should be considered if a Child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the Child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of Child abuse should also be considered if the Child displays unusual or fearful responses to parents/carers.

### Stage 2: Looking out for signs of abuse

Signs of abuse can be physical, behavioural, or developmental. They can exist in the relationships between Children and parents/carers or between Children and other family members/other persons. A cluster or pattern of signs is likely to be more indicative of abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should be believed.

Some signs are more indicative of abuse than others. These include:

- Disclosure of abuse and neglect by a Child or Young Person
- Age-inappropriate or abnormal sexual play, language, or knowledge
- Specific injuries or patterns of injuries
- Absconding from home or a care situation
- Self-harm
- Attempted suicide
- Underage pregnancy or sexually transmitted disease
- Signs in one or more categories at the same time may together indicate a pattern of abuse

Most signs of abuse are non-specific and must be considered in the Child's social and family context with the aid of professionals. Road Bowling clubs are often the places where appropriate trusting relationships with adults outside the family or formal education sector are developed. However, it can also provide opportunities for adults to target and groom a Child or Young Person through their role as a volunteer or paid employee. Grooming can be seen as the process by which an individual manipulates those around them – particularly, but not exclusively, the Child – to provide opportunities to abuse and reduce the likelihood of being reported or discovered.

### Stage 3: Recording and reporting of information

If abuse is suspected, it is important to establish the grounds for concern by obtaining as much detailed information as possible. Observations should be accurately recorded and should include dates, times, names, locations, context, and any other information that may be relevant. **Please refer to section 5- reporting procedures of the Policy for more information.**

#### **Points to Remember:**

- The severity of a sign does not necessarily equate with the severity of the abuse. Severe and



potentially fatal injuries are not always visible. Emotional and/or psychological abuse tends to be cumulative, and effects may only be observable in the longer term.

- Neglect is as potentially fatal as physical abuse. It can cause delayed physical, psychological, and emotional development, chronic ill-health, and significant long-term damage. It may also precede or co-exist with other forms of abuse and must be acted upon.
- Child abuse is not restricted to any socio-economic group, gender, or culture. All signs must be considered in the wider social and family context.
- Challenging behaviour by a Child should not render them liable to abuse. Children in certain circumstances may present management problems. This should not leave them vulnerable to harsh disciplinary measures or neglect of care.
- It is sometimes difficult to distinguish between indicators of Child abuse and other adversities suffered by Children and families. The advice of professionals should always be sought.

## **DISTINGUISHING BETWEEN 'CHILD ABUSE' AND 'POOR PRACTICE'**

(a) Concerns identified as child abuse will fall within the following categories:

- Physical Abuse
- Neglect
- Sexual Abuse
- Emotional Abuse
- Bullying

(b) Incidents of poor practice occur when the needs of Children and Vulnerable Persons are not afforded the necessary priority, so their welfare is compromised. Examples of poor practice are likely to be once off incidents and these might include but are not limited to:

### **i. Coach**

- Giving preferential treatment to individuals and unfairly rejecting others (e.g., singling out and only focusing on the talented children and failing to involve the full squad).
- Giving preference to winning scores over Children's development, participation, and satisfaction.
- Encouraging Children to play while injured.
- Using inappropriate language, gestures or comments to motivate Children or provoke a reaction.
- Using inappropriate language, gestures or comments with other coaches or parents

- Delivering a coaching session alone, without another responsible adult present.
- Coaching alone when their own child is part of the team.

## **ii. Parent/Guardian**

- Placing too much pressure on their Child to perform to a high standard and win games.
- Criticising their Child's performances instead of highlighting the positives of their game and where improvements were made.
- Failing to ensure that their Child is appropriately dressed for weather conditions.
- Making derogatory comments about their Child, or another Child during a game or training session.
- Failing to bring their Child to training on time or collect them promptly at the end of the session.

## **iii. Supporters**

- Using inappropriate language towards Children, coaches, referees' stewards, or other supporters.
- Making inappropriate comments about the performance of Children, coaches, or referees.
- Entering the field of play during a Score or training session without being asked to do so.

## **iv. The Club**

- Failing to implement Ból Chumann na hÉireann Rules on the protection and welfare of Children and Vulnerable Persons, Ból Chumann na hÉireann Child Welfare and Safeguarding Policy and other supporting documents.
- Placing undue pressure on a coach or team of Children to win games or competitions.
- Allowing poor practice to go unreported (e.g., a coach who ridicules and criticises Children who make a mistake during training or a Score).
- Failing to create an environment that encourages player development and enjoyment over winning games and trophies.
- Failing to provide appropriate safeguarding education for their coaches and Members.
- Not having procedures in place to ensure a parent does not coach their child's team alone and to ensure that they do not enter the field of play as the coach or manager when their own child is involved in an on-road incident.

## **v. General**

- Shouting at or ridiculing Children when they make a mistake. Children should be given the opportunity to learn from their mistakes and develop.
- When insufficient care is taken to avoid injuries (e.g., by excessive training or inappropriate training for the age, maturity, experience, and ability of players).
- Allowing Children to use inappropriate language unchallenged.
- Placing Children, Young People or Vulnerable Persons in potentially compromising and uncomfortable situations with adults (e.g., changing in a 1:1 situation with a coach).
- Ignoring health and safety guidelines
- Failing to adhere to the Club's codes of practice.

### Points to Remember

- Judgement about whether an incident is one of Child abuse or poor practice may not be possible at the point of referral, but only after the collation of relevant information.
- The majority of poor practice concerns should be dealt with directly by the Club in the first instance. Further support and guidance should be sought from *Ból Chumann na hÉireann* the National Governing Body of Road Bowling.
- In some cases, poor practice may amount to Child abuse, e.g., where the actions of a coach/manager put a Child at unacceptable risk of injury and accordingly must be reported to the Statutory Authorities.
- All Child abuse investigations will be dealt with by the Statutory Authorities with the support of *Ból Chumann na hÉireann*.
- The role of *Ból Chumann na hÉireann* is to also report any allegations of abuse to the Statutory Authorities. Any action taken by *Ból Chumann na hÉireann* will not interfere with or impede any statutory investigation.

## 5. REPORTING PROCEDURES

*Ból Chumann na hÉireann* shall treat all concerns reported under the Policy in a serious manner and in line with the following principles.

- Regions/Members of *Ból Chumann na hÉireann* who have reasonable grounds for concerns that a Child or Vulnerable Person may have been, is being, or is at risk of being abused or neglected are advised, to immediately inform the relevant Designated Liaison Person of their Affiliated Member body. If this is not possible *Ból Chumann na hÉireann* Child Welfare and Safeguarding Director should be informed. The priority in all cases is the safety and

wellbeing of the Child. The Statutory Authorities should also be advised where appropriate and all necessary steps taken to protect the Child.

- The Designated Liaison Person should record all concerns or allegations brought to his or her attention.
- If, as a Designated Liaison Person, you decided not to report a concern to Tusla, the following steps should be taken:
  - The reasons for not reporting should be recorded
  - Any actions taken as a result of the concern should be recorded
  - The employee or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla
  - The employee or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána.
- If there are concerns about a Child but the Designated Liaison Person is unsure if it should be reported to Tusla, it may be useful to contact Tusla to informally discuss the concern. This provides an opportunity to discuss the query in general and to decide whether a formal report of the concern to Tusla is appropriate at this stage
- Employees or others engaged by **Ból Chumann na hÉireann** who are advised, suspect or are concerned that a Child may be at risk of abuse are obliged to immediately inform the **Ból Chumann na hÉireann** Child Welfare and Safeguarding Director. The priority in all cases is the safety and wellbeing of the child. The Statutory Authorities should also be advised, and all necessary steps taken to protect the Child.
- In the event of an emergency where a Child is believed to be in immediate danger and Tusla cannot be contacted then the Gardaí should be contacted.
- In cases where there is deemed to be a serious risk to Children the Designated Liaison Person may issue a temporary Stand Down Order in line with the Policy.
- Reports can be made to Tusla in person, by telephone or in writing - including by email- to the local duty service in the area where the Child lives. Detail can be found on the Tusla website ([www.tusla.ie](http://www.tusla.ie))
- To help Tusla staff assess the reasonable concern, they need all relevant information. Observations should be accurately recorded and should include dates, times, names, locations, context, and any other information that may be relevant. **It is not the role of the Designated Liaison Person to investigate the circumstances of an allegation of abuse prior to informing the Statutory Authorities.** It should be ensured that all relevant information is

recorded and provided to the Statutory Authorities. The reporting form can be found in Appendix 6 of the Policy.

- Parents/carers of a Child who is a suspected victim of abuse should be advised that a report is being made unless doing so is likely to endanger the Child.
- Reports received anonymously should be taken seriously and relevant enquiries made to establish if there is any substance to the complaint. The welfare of the Child is a priority in all cases.
- Children who are being abused may hint that they are being harmed and sometimes make disclosures. Disclosures should always be believed and reported to the relevant Designated Liaison Person without delay.
- Any request to keep information anonymous cannot be guaranteed.

## **MISSING CHILDREN**

If a Child is believed to be missing, efforts should be made to first establish the Child's whereabouts by contacting the parents/carers. If the Child's location cannot be established and/or the parents/carers are not available and reasonable efforts have been made to contact them the matter should be reported to the Gardaí urgently.

- **Protection from civil liability for persons reporting concerns of child abuse in good faith**

**Section 16 (3) of the Children First Act, 2015:** If a Mandated Person furnishes any information (including a report), document or thing to the Agency pursuant to a request made under subsection (1), the furnishing of that information, document or thing **shall not give rise to any civil liability in contract, tort or otherwise and nor shall the information, document or thing be admissible as evidence against that person in any civil or criminal proceedings.**

Section 3 Protections for Persons Reporting Child Abuse Act 1998: Legislation makes provision for the protection from civil liability of persons who have communicated Child abuse 'reasonably and in good faith' to designated officers of Tusla or to any Member of An Garda Síochána. This protection applies to Organisations as well as to individuals. This means that even if a communicated suspicion of Child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

## **HOW REPORTS SHALL BE MANAGED**

Once a report is received it shall be reviewed by the relevant Designated Liaison Person. The Designated Liaison Person shall determine if an enquiry is required and the nature and extent of enquiries and/or reports to be made to the relevant Authorities following the above information.

If the report is not reported to the relevant Authorities but the Designated Liaison Person feels a breach of this Policy has occurred, then the matter may be delegated to the Club Children's Officer in line with the Concerns\Complaint Policy 2018.

Any enquiry is not to proceed if a Statutory Investigation is underway. Once any Statutory Investigation is completed then the Designated Liaison Person shall follow the above step.

It is a matter for the Designated Liaison Person and Children's Officer to determine if a report falls under the remit of the Policy.

Any report made directly to Ból Chumann na hÉireann Child Welfare and Safeguarding Director shall be assessed and if deemed more appropriate it shall be remitted to the Designated Club Children's Officer of the Affiliated Member for consideration.

If a report is made to Ból Chumann na hÉireann Child Welfare and Safeguarding Director and it meets the thresholds for abuse for a Mandated Person to report, as a Mandated Person, Ból Chumann na hÉireann Child Welfare and Safeguarding Director will complete a mandated report and submit it to Tusla. Please see **Appendix 5** for further information on mandated reporting.

### **False/Malicious Allegations**

False or malicious allegations are deemed to be a serious breach of the Policy and Ból Chumann na hÉireann Rules. This may result in disciplinary action being taken and may constitute an offence under relevant legislation.

## **6. BÓL CHUMANN NA HÉIREANN CHILD WELFARE AND SAFEGUARDING COMMITTEE**

- The Policy shall be monitored by Ból Chumann na hÉireann Child Welfare and Safeguarding Committee. The Child Welfare and Safeguarding Committee is constituted in accordance

with Ból Chumann na hÉireann Rules and shall conduct itself in accordance with the provisions of the Policy, Ból Chumann na hÉireann Rules and any relevant guidelines or legislation. The Committee has the following general remit.

- To monitor and oversee compliance with the Policy, Ból Chumann na hÉireann Protection and Welfare of Children (Person's under the age of 18) and Vulnerable Persons Rules statutory provisions, legislation and all regulations, codes, policies and guidelines in respect of Child protection and welfare.
- To consider matters referred to by Ból Chumann na hÉireann Child Welfare and Safeguarding Director in accordance with the Policy.
- To review decisions made by Ból Chumann na hÉireann regarding vetting disclosures in accordance with the Policy.
  - To review all, Stand Down Orders issued by Ból Chumann na hÉireann Child Welfare and Safeguarding Director and Affiliated Members, pertaining to Child Welfare and Safeguarding.
  - To issue automatic bans where necessary.
- To take all appropriate action in relation to breaches of the Policy, Ból Chumann na hÉireann Protection and Welfare of Children (Person's under the age of 18) and Vulnerable Persons Rules, statutory provisions, legislation and any regulations, codes, policies, and guidelines in respect of Child Protection Welfare and Safeguarding, advise the Statutory Authorities of any concerns pertaining to Child protection and welfare
- To report concerns pertaining to Child protection and welfare regarding any employee or independent contractor
- To prepare reports for the **Executive Committee** on its activities
- To consider complaints regarding the Policy or practices and to make recommendations to the **Executive Committee**
- To partake where necessary in disciplinary investigation and hearings
- To work closely with Ból Chumann na hÉireann Child Welfare and Safeguarding Director
- To consider such other matters as it and/or the **Executive Committee** consider appropriate to fulfil its aims as the Child Welfare and Safeguarding Committee

## **7. STAND DOWN ORDERS**

The Stand Down Order may be issued to an individual directly by Ból Chumann na hÉireann itself or by an Affiliated Region. A Stand Down Order is an order made for the immediate protection and safeguarding of Children and Vulnerable Persons and is not a determination of wrongdoing by any individual. Stand Down Orders may be issued in a number of circumstances including but not limited to the following:

- Any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child welfare or Vulnerable Person concern shall be issued with a Stand Down Order from all road bowling activities. This order shall be issued by the Child Welfare and Safeguarding Director of Ból Chumann na hÉireann or the Designated Liaison Person of any Affiliated Member, pending the outcome of any inquiry and any subsequent internal disciplinary proceedings. Terms of a Stand Down Order must be complied with
- Affiliated Regions shall immediately notify Ból Chumann na hÉireann of any Stand Down Order issued
- Ból Chumann na hÉireann may also issue a Stand Down Order in circumstances where concerns are raised with Ból Chumann na hÉireann outside of a Statutory Authority investigation. An Affiliated Region may also issue a Stand Down Order in these circumstances, however the issuance of such order must be notified to Ból Chumann na hÉireann Child Welfare and Safeguarding Director immediately
- Stand Down Orders shall be issued, managed, and lifted in accordance with Ból Chumann na hÉireann Child Welfare and Safeguarding Policy
- Any person wishing to continue to engage within Road Bowling who is the subject of a vetting disclosure, which in the opinion of the Child Welfare and Safeguarding Committee or Ból Chumann na hÉireann Child Welfare and Safeguarding Director deems them unsuitable to work with Children or Vulnerable Persons, shall be issued with an immediate Stand Down Order
- Where it is determined that urgent action is required for any reason an immediate Stand Down Order shall be issued by Ból Chumann na hÉireann Child Welfare and Safeguarding Director or by an Affiliate Region. A written explanation as to why such an order was issued must be included when notifying Ból Chumann na hÉireann Child Welfare and Safeguarding Director
- In the case of a Stand Down Order issued, Ból Chumann na hÉireann Child Welfare and



Safeguarding Director shall inform the individual of the issuance of a Stand Down Order. Ból Chumann na hÉireann Child Welfare and Safeguarding Director shall also inform all persons/bodies who are engaging/employing the individual within the game including but not limited to the person's Club, the Region to which the Club belongs, and any other party deemed necessary to protect Children or Vulnerable Persons. Failure of any person or body to comply with the terms of such an order once notified shall be a disciplinary matter and subject to further sanction

- Where a Stand Down Order has been issued directly by an Affiliated Region, that Region must immediately inform Ból Chumann na hÉireann Child Welfare and Safeguarding Director to determine if such a stand down should be applied to all Ból Chumann na hÉireann Road Bowling related activity. The notification must include a written explanation as to why the Stand Down Order was issued
- The Child Welfare and Safeguarding Committee shall monitor all Stand Down Orders issued and may be requested to review a Stand Down Order on request from the individual concerned. This is a review process, not an Appeal, and the Child Welfare and Safeguarding Committee shall make all such final determinations as it deems necessary for the protection and welfare of Children and Vulnerable Persons
- If the Child Welfare and Safeguarding Committee considers that any breaches of Ból Chumann na hÉireann Rules or the Policy are deemed to have occurred, it shall refer such matters for disciplinary action where necessary

## **8. AUTOMATIC BAN FROM BÓL CHUMANN NA hÉIREANN MEMBERSHIP**

Ból Chumann na hÉireann Child Welfare and Safeguarding Committee may also issue an automatic ban from Membership of Ból Chumann na hÉireann were deemed necessary for the protection of Children and Vulnerable Persons in line with Ból Chumann na hÉireann rules.

## **9. DISCIPLINARY ACTION**

If, following an investigation, a person is found to have breached Ból Chumann na hÉireann Rules or committed an offence in relation to Child protection and welfare they shall be subject to disciplinary action. Disciplinary action by Ból Chumann na hÉireann may proceed notwithstanding any action by Statutory Authorities, however Ból Chumann na hÉireann reserves the right to liaise with the Statutory Authorities in respect of any action and to take instruction from them in respect of same. Any delay in the initiation of disciplinary charges at the request of Statutory Authorities shall not prejudice later disciplinary action.

It should be noted that any action taken by Ból Chumann na hÉireann under the Policy is under Road Bowling Rules and policy and not indicative of any criminal or civil liability.

Disciplinary Procedure:

- All disciplinary procedures shall be carried out in accordance with the disciplinary procedures outlined in Ból Chumann na hÉireann Rules and in line with the Policy.
- The Child Welfare and Safeguarding Director, in consultation with the Child Welfare and Safeguarding Committee, shall notify the Ból Chumann na hÉireann Executive Committee in writing of the alleged offence.
- For the avoidance of doubt vetting determinations and decisions relating to Stand Down Orders or automatic bans shall be handled in accordance with sections 7, 8 and 10 of the Policy and not within the remit of the Disciplinary Bodies of Ból Chumann na hÉireann.
- The Child Welfare and Safeguarding Director shall provide the Executive Committee with all relevant information from the investigation.
- The Executive Committee shall empanel the Disciplinary and Disputes Committee to hear the charge and notify all parties of the venue, date and time of the hearing and the constitution of the panel. All notified parties are entitled to attend the hearing.
- Any party specifically requested to attend by the Disciplinary and Disputes Committee shall do so. Failure to attend when requested to do so may result in disciplinary sanction.
- All parties involved in the hearing must confirm to Ból Chumann na hÉireann Executive Committee in writing the name and role within, or relationship to the party, of all persons who will be attending the hearing on their behalf, or at their request within the time limits as stated in the notification. The Disciplinary and Disputes Committee shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.
- The Disciplinary and Disputes Committee, once appointed, can issue directions to the parties in respect of the hearing prior to proceedings commencing.
- All parties shall be notified by Ból Chumann na hÉireann Executive Committee within three days by electronic mail and/or registered post, of the decision of the Disciplinary and Disputes Committee. In urgent matters the Chairperson may issue or direct Ból Chumann na hÉireann Executive Committee to issue an oral decision in advance of the written

notification.

- A hearing can be postponed if the appointed Disciplinary and Disputes Committee requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.
- The Disciplinary and Disputes Committee may adjourn or suspend proceedings for further deliberation, or to seek further or additional evidence or expert advice or where it is otherwise considered necessary to do so, provided an adjournment does not unduly prejudice any party.
- The Disciplinary and Disputes Committee shall consider all evidence that it deems relevant to the case.

### Appeals

All Disciplinary and Disputes Committee decisions are subject to appeal in accordance with Ból Chumann na hÉireann Rules.

## **10. LIABILITIES**

1. The trustees and Executive Committee and each of the members thereof and all Regional Councils and Club Committees and each of the members thereof and all referees, markers and stewards shall be indemnified by all the members of the association jointly and severally against all liability properly incurred by them or any of them in or on account of the management of the affairs of the Association and the conduct of its activities or arising out of any act or omission by them or any of them as trustees, executive committee members, regional Committee members, club committee members, referees, markers or stewards as the case may be. Such indemnity shall initially be provided out of the funds and assets of the Association and thereafter and if necessary, jointly and severally by all members of the Association. No person shall be entitled to the indemnity provided for herein if the liability has arisen from his/her own fraud or wilful default.
2. All members shall comply with such requirements as may be necessary for their inclusion under the benefit of any policy of insurance against liability for personal injury, loss or damage to any person or property arising out of any act or omission by such member as a member of the Association.
3.
  - a) Notwithstanding any other provision hereof each member shall immediately before, while and immediately after participating, whether as a player, spectator or in any other capacity whatsoever in any activity conducted under the Associations auspices, be primarily responsible for his/her own safety.

- b) By his/her membership, each member acknowledges and agrees that he/she has no legal right or remedy against the Association, its members or trustees, club or regions or committees or any of the foregoing for any personal injuries, loss or damage suffered or sustained by him or her or for any contribution or indemnity in respect of any personal injuries, loss or damage suffered or sustained by the third party.

4.

- a) Without prejudice to the foregoing no member shall under any circumstances whatsoever be liable to any other member, whether in negligence, nuisance or any other tort or in contract or otherwise howsoever for any personal injury, loss or other damage suffered or sustained by such other member, and caused, occasioned or permitted by any act or omission of such member as is first herein mentioned and properly arising out of, or in connection with, any activities whatsoever conducted under the auspices of the Association.
- b) Without prejudice to the generality of sub paragraph (a) above no person shall by virtue of his capacity as trustee, patron, officer, executive committee member, referee, steward or tournament committee member as the case may be or virtue of any bona fide act or omission by him/her in that capacity, owe a duty of care to or incur any liability whatsoever (whether in negligence, nuisance or any other tort or in contract or otherwise howsoever) to any other member.

## 11. GARDA VETTING

Ból Chumann na hÉireann registered in the register of relevant Organisations with the Garda Central Vetting Unit for the purposes of Garda vetting. Garda vetting is a process which involves an individual giving consent for An Garda Síochána to furnish Ból Chumann na hÉireann with a statement that there are no convictions recorded in the Republic of Ireland or elsewhere or a statement of all convictions and / or prosecutions, successful or not, pending or completed in the State or elsewhere as the case may be.

Garda vetting **must** be completed prior to the commencement of any position for those who will be working with Children and/or Vulnerable Persons in any capacity. This is a statutory requirement under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. The Act creates offences and penalties for persons who fail to comply with its provisions. Garda vetting is not a substitute for safe recruitment but provides another element in determining a person's suitability to work with Children or Vulnerable Persons.

Ból Chumann na hÉireann recommends that Affiliated Members **do not** solely rely upon vetting checks but should also seek to determine an individual's suitability for a position through normal recruitment processes including interviews and reference checks.

Ból Chumann na hÉireann Vetting Obligations:

- All those engaging with persons under the age of 18 and Vulnerable Persons shall be Garda Vetted
- All Children's Officers, Chairpersons and Secretaries of each Affiliated Region involved with individual teams that are competing in any age group up to and including Under 18's and Vulnerable Persons shall be Garda Vetted
- All coaches or those involved with the management of any individual team that are competing in any age group up to and including Under 18 or have Vulnerable Persons on their team shall be Garda Vetted
- Any other person working or volunteering with Children or Vulnerable Persons in any capacity on behalf of Ból Chumann na hÉireann or an Affiliated Region shall be Garda Vetted. It is the responsibility of the Road Bowling body concerned to determine the persons within their organisation who this applies to subject to the relevant legislation and guidelines
- Failure to ensure that persons are vetted in accordance with the Policy, Ból Chumann na hÉireann Rules and/or legislation may result in disciplinary action against the individual and/or Affiliated Region and may also constitute a legal offence under relevant legislation
- Affiliated Regions shall not accept confirmation of the Garda vetting status of any individual prior to confirmation being received by the individual from Ból Chumann na hÉireann that the Garda vetting of the individual is in order, which the individual will receive in the form of written correspondence. It is the responsibility of each Club, Region who engage individuals to ensure that they have received a copy of a completed vetting application letter issued by Ból Chumann na hÉireann from the individual. No letter other than that issued by Ból Chumann na hÉireann can be accepted

### **Vetting Applications**

Ból Chumann na hÉireann shall provide a Garda vetting service to all Members/Regions. Applications for vetting may be made by contacting the Child Welfare & Safeguarding Director of Ból Chumann na hÉireann or the person responsible for the vetting application with the relevant Road Bowling Body or directly through Ból Chumann na hÉireann.

Ból Chumann na hÉireann shall be solely responsible for the approval of all vetting applications and final determination on disclosures provided by the National Vetting Bureau in accordance with the Policy.

All persons shall complete their vetting application in good faith and shall ensure all information provided is accurate, complete, and up to date. Providing false or incorrect information also carries penalties and is detailed clearly within the National Vetting Bureau Act 2012 to 2016.

All matters disclosed as part of the Garda vetting application shall remain confidential to Ból Chumann na hÉireann authorised personnel, the applicant, the Child Welfare and Safeguarding Committee Members, Regions, and Statutory Authorities, and stored in line with General Data Protection Regulations. However, approvals and rejections shall be notified to all relevant Road Bowling personnel in accordance with the Policy.

### **Vetting Application Process:**

The relevant application forms can be found on Ból Chumann na hÉireann website. If the applicant is between the ages 16-17 the NVB3 Parent/Guardian form will also need to be completed and attached to the application form. When the applicant has obtained the relevant application form the below steps should be followed. Please note all forms received must be dated within 5 months of submission or they will be returned to the applicant. Incomplete forms or forms with errors on them will also be returned and may delay applications.

#### **Step 1**

Once a vetting application form has been fully completed all forms should be sent by the Club, Region, to the Director of Child Welfare and Safeguarding Director, all forms must be sent to Ból Chumann na hÉireann for processing and not to An Garda Síochána. When the application is received by Ból Chumann na hÉireann, if correctly completed, an email will be sent from the National Vetting Bureau to the applicant requesting that they complete the next part of the process. This involves the applicant providing further personal details such as their previous address history, any criminal convictions, and changes in names, passport numbers and place of birth. After the applicant has completed the online part of the process, the National Vetting Bureau e-vetting system will request that the Liaison Person for Ból Chumann na hÉireann review the application data. If the Liaison Person is satisfied with the data, it will be submitted to the National Vetting Bureau to conduct the relevant checks. The National Vetting Bureau will keep the applicant up to date with each part of the online process.

#### **Step 2**

When the relevant checks have been completed a Garda vetting disclosure will be returned to Ból Chumann na hÉireann, the disclosure will contain a statement which will include either that:

- there are no convictions recorded against the individual in the Republic of Ireland or

- elsewhere, or
- a statement of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be

It may also contain specific information in relation to the applicant. This means information concerning a finding or allegation of harm to another person received by the Bureau from An Garda Síochána or a scheduled Organisation pursuant to section 19 of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016. Please note the National Vetting Bureau will notify the applicant before disclosing specified information to the Relevant Organisation.

A copy of the vetting disclosure will be made available to the applicants on request.

### Step 3 – No Convictions or Specified Information

Should the vetting disclosure contain no convictions recorded against an individual, correspondence shall be sent to the applicant advising them of this. This correspondence should be provided to the relevant Road Bowling Club/Region as proof of a completed vetting application by the individual. **Verbal assurances should never be accepted.**

### Step 4 – Vetting Disclosures with Convictions or Specified information

In some instances, disclosure of convictions and/or other information will be provided to the Child Welfare and Safeguarding Director of Ból Chumann na hÉireann by the National Vetting Bureau. In many cases these disclosures may not prevent an individual from receiving a completed vetting application letter.

A decision regarding an individual's receipt of the completed vetting application letter will be assessed. This decision is made at the sole discretion of Ból Chumann na hÉireann Child Welfare and Safeguarding Committee as a sporting body which determines the suitability of its own members, employees, and independent contractors to work with Children and Vulnerable Persons. All cases are treated individually and confidentially and are assessed as per the requirements of the post/role and the work that it entails.

Disclosures which are of a serious nature may deem a person unsuitable to work with Children or Vulnerable Persons in Ból Chumann na hÉireann.

Applicants will be given an opportunity to comment on any disclosures before any decision is made to always ensure fairness and transparency. In some cases, it may be necessary to meet and interview the applicant before a decision is made.

Applicants will then be advised of the decision which has been made in respect of any vetting disclosures. If the decision is negative and if the applicant is not being recommended as being suitable to work with Children or Vulnerable Persons, a letter informing them of this decision will be sent to them.

If an applicant is currently engaged within Road Bowling due to a previously completed Garda vetting application, and if following a vetting application is subsequently deemed unsuitable to work with Children or Vulnerable Persons, they may also be issued with an immediate Stand Down Order in accordance with the Policy. Ból Chumann na hÉireann shall advise all relevant Road Bowling bodies who are known to be associated with the applicant of the outcome of any negative vetting application.

#### **Step 5 – Review**

Unsuccessful applicants will be afforded an opportunity for a negative decision made against them to be reviewed by Ból Chumann na hÉireann Executive Committee. The applicant will be invited to make any written submissions to support their position. In some situations, it may be necessary to meet and interview the applicant if Ból Chumann na hÉireann Executive Committee deems this appropriate in any given case. This is a review process conducted at the sole discretion of Ból Chumann na hÉireann Executive Committee and they shall determine what further information they may require for any particular review. Decisions made by Ból Chumann na hÉireann Executive Committee regarding vetting applications are final and not subject to appeal.

If the recommendation of rejection is confirmed, the applicant and Road Bowling bodies involved will be duly informed.

In the case of rejection of an applicant Ból Chumann na hÉireann Executive Committee may also issue an automatic ban from Membership of Ból Chumann na hÉireann where vetting disclosures deem it necessary for the protection of Children, Young People or Vulnerable Persons.

#### **Vetting Enquiries**

Ból Chumann na hÉireann shall keep a secure central database of all vetting applications in accordance with data protection legislation for the duration of the individual's Garda vetting application clearance. Vetting information shall be passed to Affiliated Regions seeking



information on applicants where the applicant has indicated their consent to such information being disclosed. Affiliated Regions **shall not** engage any person to work with Children or Vulnerable Persons without such information being provided either by way of production of a letter confirming the vetting status of an individual or an enquiry being made to Ból Chumann na hÉireann with the consent of the individual concerned.

### Length of Vetting Status

An individual's criminal record may change at any time hence the importance of general practices being put into place around safe recruitment, references, and safe practices in working with Children and Vulnerable Persons. **The current recommended vetting period is every 3 years.** Notwithstanding this if any person has a concern that an individual should be re-vetted at an earlier interval this should be requested. Additionally, if the individual's role changes within the Association, they should complete a new Garda vetting application.

### Convictions

Any Member charged with or convicted of an offence in any jurisdiction for an offence which may raise significant concerns regarding their appropriateness to work with Children or Vulnerable Persons may be issued with a Stand Down Order if previously received clearance and/or Automatic Ban as referred to in the Policy.

If any individual does not comply with providing the Child Welfare and Safeguarding Committee or the Child Welfare and Safeguarding Director, with any additional information that is requested, then a letter will be issued to the individual informing them that the process has now ended, and the application will not proceed.

## **12. SAFE RECRUITMENT PRACTICES**

### **Ból Chumann na hÉireann Recruitment**

Ból Chumann na hÉireann shall ensure that all persons working directly with Children and Vulnerable Persons have completed a Garda vetting application and have received the relevant training. The Child Welfare and Safeguarding Director shall work closely with Clubs and Regions to ensure best practice and procedures are adopted at all times.

The following principles shall be adopted by Ból Chumann na hÉireann in recruitment for positions involving work with Children and Vulnerable Persons

- Roles shall provide a clear description to ensure Clubs and Regions understand the extent and nature of their role
- Persons applying for a role or for an event shall complete an application form which shall include a section allowing the individual to self-declare any convictions
- Two references shall be requested. As part of the reference check the referee will be asked if there is any reason to be concerned about the potential employee contact with Children or Vulnerable Persons
- Those roles shall involve an interview or meeting with at least two representatives of the Association face to face or otherwise
- All contracts shall be dependent on Garda vetting and persons will be advised of the process pending record checks being completed

### **Ból Chumann na hÉireann INDUCTION AND TRAINING**

The recruitment and selection process for those engaged by the Association shall be followed up with relevant training for those working with Children and Vulnerable Persons. In particular, independent contractors and those engaged to work with Children or Vulnerable Persons should be:

- Brought through the policy and made aware that abuse can occur
- Made aware of how to recognise abuse
- Made aware of the reporting procedures
- Made aware of the importance of listening to Children and Vulnerable Persons and taking their concerns seriously
- Complete a basic awareness training course in Child protection as part of their induction

### **Affiliated Member Recruitment and Training**

- Affiliated Members should ensure they encompass the above principles into their recruitment of employees, independent contractors, and volunteers where appropriate

- Please note it is a legal requirement under the National Vetting Act 2012 to 2016, that all individuals, volunteers or paid, working with Children and Vulnerable Persons have completed Garda vetting clearance before engaging with an Organisation or services
- Also, under the Children First Act 2015 the following **must** be adhered to ensure Children are safe from Harm:

*The selection and recruitment of individuals who are suitable to work with Children*

*Provide information and training to individuals on Child protection and safeguarding issues.*

### **Ból Chumann na hÉireann Training**

The Association offers three safeguarding courses which have been developed by Sport Ireland. Each course is targeted at certain roles within a Club/Region

#### **Safeguarding 1- Basic awareness:**

- This course is targeted at all volunteers, coaches, committee members and staff within a service for Children. It provides a good basic understanding of Child protection legislation and educates participants on the implementation of best practice in protecting the welfare of children involved in Road Bowling
- The course should be refreshed every 3 years. The initial course should always be a face-to-face course
- After 3 years the individual can complete the Sport Ireland online refresher. Once the individual completes this online course, they should print off the completion certificate and attach it to the certificate obtained during the face-to-face course
- The individual will need to present both as evidence for the next 3 years. After the total 6-year period has completed then the individual will need to attend the face-to-face course again

#### **Safeguarding 2- Children's Officer**

- This course is targeted at all volunteers who undertake the role of Children's Officer. It provides a more in depth look at Child protection and also helps Clubs to have a child centred approach with their services
- It also helps explain the role of the Children's Officer
- The Children's Officer should do a refresher course within a 3-year period to ensure they are aware of any relevant legislation
- The course must be completed by all Children Officers

### **Safeguarding 3- Designated Liaison Person**

- This course is targeted at the Designated Liaison Person with Clubs/Regions. It provides an in depth look at the Child protection legislations and the categories for abuse and reporting procedures
- It also helps explain the role of the Designated Liaison Person
- The Designated Liaison Person should do a refresher course within a 3-year period to ensure they are aware of any relevant legislation
- The course must be completed by all Designated Liaison Persons

Ból Chumann na hÉireann are running courses in conjunction with Cork Local Sports Partnership

## **13. GENERAL GUIDELINES FOR INTERACTION BETWEEN ADULTS AND CHILDREN**

### **Conduct and Behaviour towards Children**

- The importance of participation for each Child, best effort, and enjoyment rather than winning should be stressed. All Children should be valued and treated in an equitable and fair manner and every Child, irrespective of ability, should be involved in Road Bowling in an integrated and inclusive way where possible
- All adults involved in Road Bowling have an important role to play in promoting good practice. Their first priority has to be the Children's welfare, safety, and enjoyment of the game
- Adults should be aware of the emotional, physical, and personal needs of Children and should ensure that Children are treated with integrity and respect
- The trust implicit in adult Child relationships in sport places a duty of care on all adults, voluntary or professional, to safeguard the health, safety and welfare of the Child while engaged in Road Bowling
- The principles referred to in Section 1 of this Policy should always be emphasised in Road Bowling and Children should be given clear guidelines regarding acceptable standards of behaviour
- Adults have a crucial leadership role to play and contribute to the creation of a positive sporting environment for Children. This allows the Child to develop and express themselves in an open and secure way
- In particular all adult-Child relationships in Road Bowling should be:

*Open, positive, and encouraging*

*Defined by a mutually agreed set of goals and commitments*

*Respectful of the creativity and autonomy of Children*

*Carried out in a context where Children are protected and where their rights are promoted*

*Free from any abuse or any threat of such abuse*

*Respectful of the needs and developmental stage of the Child*

*Aimed at the promotion of enjoyment and individual progress*

*In accordance with Ból Chumann na hÉireann policies and codes*

*Respectful but not unquestioning of authority*

*Aware that Children with disabilities or additional needs may be more vulnerable.*

## General Supervision of Children

It is important to create a safe and enjoyable environment in which to play and train and to ensure any risks in relation to premises, training facilities and equipment are minimised with the implementation of appropriate safety rules. Children need to be supervised at all times as the likelihood of accidents happening increases when adequate supervision is not in place.

In particular the following should be adhered to:

1. Ensure adequate Adult: Child ratios
2. There should be at least one adult of each gender with mixed parties
3. Adults should avoid being left alone with Children. Clearly state times for start and finish of training and/or competitions. If late collections occur, participants should remain in pairs until all players have left
4. Children should be supervised at all times
5. If a coach/manager needs to talk separately to a player this should be done in an open environment, in view of others
6. If a Child suffers an injury or accident the parents/guardians should be informed, and necessary reports completed
7. Activities being undertaken should be suitable for the ability, age, and experience of the participants
8. Equipment and facilities should meet the highest possible standards and be appropriate to the maturity of the participants
9. Where protective equipment is deemed necessary it should be used
10. Respect the privacy of Children while changing, coaches/managers may only need to enter changing rooms where the Participants are very young or require special assistance. When necessary, Participants should supervise in pairs or seek assistance, it is the safety and welfare of the Participants that is of paramount importance

**11.** First Aid should be available for all training sessions and Scores



## **Transport of Children**

1. Children being transported should have the express permission of parents/guardians to do so
2. Parents/guardians have a responsibility to ensure that they are fully aware of any transport arrangements and that they are happy with them
3. Appropriate insurance should be in place by the transporter and duties conducted in accordance with relevant legislation including the use of seat belts
4. Only the permitted number of passengers should be allowed in specific transport
5. Clear itineraries for transport arrangements including collection and drop off details and contact details for the appropriate adults in charge should be provided
6. Personnel shall not allow themselves to be alone with any one Child when assisting with transport arrangements
7. If a private arrangement is made between parents/guardians, they should be aware that there are extra responsibilities placed on persons who transport players to events.
8. The use of private cars may be necessary from time to time but where possible this should be avoided
9. Children should be collected promptly, and it is a matter for parents/guardians to make any necessary arrangements
10. In the event that a parent/guardian is late for collection or drop off immediate contact should be made with the contact person involved
11. In the event a Child is late being collected efforts should be made to contact the parent/guardian to make whatever other appropriate arrangements can be made
12. It is a matter for parents/guardians to arrange transport to events for Children unless specific arrangements are made

## **Overnight and away trips**

All Affiliated Members have a responsibility to ensure the safety of the players with whom they work as far as possible within the limits of their control. There are additional responsibilities placed on adults accompanying teams in relation to the organisation of away trips and overnights.

The following general guidelines should be followed:

- Trips away should be covered within the Clubs/Regions Risk Assessment and Child Safeguarding Statement
- All adults who travel on away trips with Children should be carefully chosen and appropriately vetted
- Written permission of parents/guardians shall be required for all overnight trips. Parents/Guardians should complete the Parent/Guardian Medical Consent Form as attached in Appendix 7 disclosing any medical conditions or special needs of their Child/Children
- A meeting with parents and Participants is useful to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs, and any other necessary details. Ground rules and behavioural expectations can also be discussed
- Participants should sign a behaviour agreement
- The organising body should appoint a team manager/head of delegation for all away trips having overall responsibility for the Children's wellbeing, behaviour and sleeping arrangements. Children should be informed at the outset to whom they can report any concerns they might have and shall be clearly encouraged to tell anybody if they should have a concern
- Any group socialisation should take place in communal areas (i.e., no group gatherings in bedrooms at all)
- Alcoholic drink, smoking and other illegal substances/activities shall be forbidden, and adults are expected to act as appropriate role models in this respect
- The roles and responsibilities of adults participating in away trips should be clearly defined

- If Children are sharing rooms, it should be with those of the same age and sex, this should be agreed with parents/guardians in advance and should be strictly supervised
- Lights out times should be enforced
- On away trips, coaches should be accountable to the appointed team manager/head of delegation in all non-performance related matters
- Where there are mixed teams there should be at least one female in the management/coaching structure
- The team manager/head of delegation should submit a report as soon as possible after the trip recording any incidents/accidents or simply recording that no incidents arose
- Parents/Guardians should be informed as soon as possible if their Child suffers any significant injury, accident or becomes unwell
- Adults should never share a room with a Child. Where the presence of an adult is absolutely necessary due to accommodation arrangements this should be agreed with parents/guardians in advance and arrangements made to ensure there should be an agreed number of children in the room with the adult
- Adults should respect Children's privacy and knock before entering rooms
- Adults should avoid being alone with one Child. If talking separately, do so in an open environment, in view of others
- Best practice is to ensure two coaches are on site for each team. Adequate Child ratios should always be maintained (this can depend on the ages of the Children, the nature of the activity involved or any special needs of the group) Sport Ireland provides a general guidance of 1:8 for under 12 years of ages and 1:10 for over 12 years of age. Ensure at least one adult of each gender with mixed parties and that there is adequate supervision at all times
- Ensure that there is adequate insurance cover for the trip and that any incidents are correctly reported

## **Hosting Children**

Being a host family or being hosted is an integral part of many sports and, if handled appropriately, can add to a Child's enjoyment and experience at a competition. Hosting can be a challenging role but also very rewarding. Special care should be taken in the selection of homes for overnight stays. A host should be provided with as much information about the Child/Children staying with them and details of the competition.

- Where practicable, more than one child should be placed with each host family. The host family should agree to provide references and be vetted. In addition, clubs should follow recommended recruitment and selection procedures
- When arranging hosting for events/trips abroad, Clubs, Regions, and other Road Bowling bodies will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references. It is the responsibility of the trip organiser to provide the hosts with the relevant information on the Child and details of what is expected
- Host families' arrangements and procedures should be included and considered within the Risk Assessment and Child Safeguarding Statement for the Club/Region

### **Host families should:**

- Agree to abide by Ból Chumann na hÉireann Child Welfare and Safeguarding Policy
- Consent to appropriate vetting checks and references
- Attend host family meetings before competitions or events
- Provide a safe and supportive environment for Children, Young People and Vulnerable Persons
- Should not ask a Child to share a bed or room with an adult

### **Organisers shall:**

- Provide a travel pack to hosting families, including sleeping arrangement guidance set out in point 12.4 of the policy
- Check out vetting and references with hosting families
- Provide an itinerary of the trip
- Gather information on destination and venue

#### **(a) Children and Vulnerable persons:**

- Should sign an age-appropriate behaviour agreement

- Should be happy with the arrangements.
- Should show respect to the host families.

(b) Parent and Guardians should:

- Receive information on the host family
- Be happy with the arrangements
- Give consent to the arrangements
- Be provided with an itinerary of the trip

### **Changing facilities**

- (c) Where possible Children should have sole use of changing facilities and all efforts should be made to try and secure separate facilities for Children. As many Children are self-conscious about changing in front of others, it may become more suitable to ask Children to change at home before and after activities. A common-sense approach should be adopted as to what the parents/guardians may prefer.
- (d) Where facilities are being used by Children proper supervision is required and careful consideration should be given to who should be supervising.
- (e) Those persons should be suitable for such supervision, being vetted and recruited in line with the safe procedures outlined in this Policy.
- (f) Adults in such supervisory roles should balance the need of supervision with respect of the privacy of Children at all times.
- (g) It is recommended that more than one adult supervise at any time and supervisors are of the same gender as the Children involved.
- (h) Contact between other adults and Children should be avoided by careful timing of the changing facilities and adequate notices being put in place. Where mixed changing facilities with adults and Children are unavoidable, proper adult supervision is even more important.
- (i) Parents may be of valuable assistance but should also be suitable for undertaking this responsibility.
- (j) Where mixed gender teams are involved, arrangements should be made to allow for separate changing facilities. This can be accomplished through timing arrangements, changing at home only, allocating rooms or areas which are screened off.

## **Accidents/Incidents**

- (k) Any accidents or incidents involving Children should be reported in full to the Children's Officer by completion of the appropriate report in **Appendix 8**.
- (l) If a Child is referred for medical treatment contact should immediately be made with the Child's parent/guardian and the relevant consent form located for medical treatment.
- (m) The Child should be accompanied by the person in charge of the Child, if for any reason enquiries should be made regarding any diagnosis or treatment.
- (n) An incident report form should be completed in all cases whether medical treatment is required or not.
- (o) In all cases insurers should be notified of the incident and the report form submitted for their records.

## **Insurance**

- (p) Appropriate Insurance must be in place to cover organised activities and programmes undertaken with Children or otherwise.
- (q) Away trips must be included in such cover and your insurance company must be informed in advance of such trips.
- (r) In relation to away trips, parents/guardians must be advised of the need for comprehensive personal insurance to cover the Child, to include but not limited to medical or health insurance.
- (s) Adults transporting Children in their personal vehicles should be aware of the extent and limits of their own motor insurance cover, particularly in relation to acceptable numbers and liability.

## **14. COMPLAINTS**

### **Complaints regarding the Policy**

- (a) Should any person wish to make a complaint regarding the application of the Policy by Ból Chumann na hÉireann the complaint should be made in writing and addressed

to the Chairman or the Associations Secretary. All relevant information should be included regarding the subject of the complaint. On receipt, the complaint shall be reviewed, and a response shall be issued as soon as possible.

### **Child Welfare Complaints**

- (b) Complaints relating to Child Welfare matters should be reported in accordance with the Reporting Procedure as outlined in section 5 of the Policy.

### **Complaints relating to Ból Chumann na hÉireann Employees/Independent Contractors**

- (c) Complaints relating to Ból Chumann na hÉireann or independent contractors should be reported to Ból Chumann na hÉireann for review.

## **15. CONFIDENTIALITY**

All matters relating to the welfare and protection of Children shall be managed in accordance with the Policy and the following principles shall be adhered to.

- (a) All complaints, concerns and allegations shall be handled in the best interests of the child concerned and in a careful and sensitive manner. It is a matter for the Designated Liaison Person to determine the persons to be advised in such circumstances.
- (b) No undertakings regarding secrecy shall be given to any party.
- (c) All information regarding concerns relating to Child protection and welfare shall be shared on 'a need to know' basis in the interests of the Child. This shall not be deemed a breach of confidentiality.
- (d) The exchange of information with the Statutory Authorities for ensuring the protection of Children is not a breach of confidentiality.
- (e) Any information gathered for one purpose will not be used for any another purpose without consultation with the persons who provided that information.
- (f) All Ból Chumann na hÉireann independent contractors working with Children and Vulnerable Persons shall be trained in respect of confidentiality and how information shall be disseminated to the parties involved. At all times, the protection of a Child shall determine decisions made by Ból Chumann na hÉireann

Volunteers to share and exchange relevant information.

(g) All breaches of confidentiality shall be considered extremely serious and dealt with accordingly.

## **16. RECORD KEEPING**

- All information gathered by Ból Chumann na hÉireann shall be stored in a secure location with access only by the Child Welfare and Safeguarding Director
- All records shall be maintained in an accurate manner so as to ensure the protection of children and all information shall be recorded
- Records shall be presented so that clear information may be accessed by the Statutory Authorities if necessary
- With regard to Child Welfare and Safeguarding casework such a complaint or investigation will be held for **5 years** from when the casework began **plus one year**
- Garda Vetting applications are stored and kept as detailed in section Garda Vetting

## **17. DATA PROTECTION**

- Ból Chumann na hÉireann holds all information in accordance with data protection legislation

Information shall not be passed to third parties unless by consent or deemed necessary for the protection and welfare of Children or otherwise in line with the Policy and the data protection policy.





## ***SECTION 8***

***CODE***

***OF***

***CONDUCT***

## **CODE OF BEST PRACTICE Ból Chumann na hÉireann**

### **INTRODUCTION**

**Ból Chumann na hÉireann** lists among its objectives the promotion, development and fostering of Road Bowling within Ireland. It also confirms its affiliation to IBA and its commitment to be bound by the rules of both bodies.

*An essential aspect of the promotion, development and fostering of the Sport of Road Bowling is the promotion and implementation of best practices and pursuits by all involved in the Sport at every level, permeating down through each of the affiliates, thereby ensuring that the rules of the Sport are upheld in spirit and in fact and that the manner in which those associated with the Sport carry out their roles, is a positive advertisement for the Sport in the wider community.*

To this end the Association has endorsed the following Codes for all involved in every level of the Sport and has enshrined it within the rules of **Ból Chumann na hÉireann**. The purpose of these codes is to assist in attaining the objectives of the Association, to promote and foster the continued development of right relationships between those involved in the Sport and to promote and safeguard a positive image for the Sport in the wider community.

Where it is alleged that a body, a person, or persons have by virtue of an act or utterance violated any of these Codes, an injured or interested party may make a complaint pursuant to the Constitution of the Association and the matter shall be dealt with by the relevant body. Where the complaint is upheld, the body, person or persons shall be deemed to have brought the Sport into disrepute.

## ***CODE OF CONDUCT FOR ADMINISTRATORS***

Administrators at all levels in the Sport be they Committee Members in a Club, Region, Members of the Executive Committee Officers, have a responsibility to act to uphold the highest standards of integrity within the Sport and to ensure that the reputation of the Sport and the Association and each Member is and remains beyond reproach. It is their duty to ensure that the Sport is run in an orderly and seemly manner, thereby encouraging the maximum levels of participation and enjoyment by all players, members, and spectators, regardless of the level of the Sport at which they compete or support. It is further the duty of Administrators to ensure that the Association maximises the earning potential which the Sport enjoys, thereby providing the finance required to improve standards and facilities throughout the entire Sport.

1. An Administrator must appreciate that Road Bowling is an important part of the community at large and accordingly must take into account community feelings when making decisions.
2. An Administrator must emphasise that the Association is opposed to discrimination of any form and promote whatever measures are necessary to prevent discrimination, either direct or indirect from infiltrating the Sport.
3. When called upon to represent the Sport in the wider community an Administrator should seek to promote a positive view of the Sport.
4. Administrators are there to firstly serve the interests of the Sport and not their own self-interests or any particular sectional interest.
5. Administrators must be constantly mindful of the best interests of the Sport in the decisions they make.
6. The appropriate Administrators must ensure that monies spent in the name of the Sport and in the pursuit of the interests and objectives of the Sport are monies well spent.
7. All monies spent must be fully accounted for within the Sport.
8. Administrators must carry on the business of the Sport in a seemingly orderly fashion.
9. Meetings must be carried on in a cordial and business-like manner through the chair.
10. An Administrator must abide by the standing orders regulating the conduct of meetings.
11. It is the duty of the appropriate Administrator to ensure that a complete and accurate set of minutes is available in respect of all meetings held in the name of the Association.
12. An Administrator must recognise the sense of ownership felt by those who

participate at all levels in the Sport including players, members, mentors, those who help out in many different ways, those who officiate as well as supporters.

13. An Administrator must acknowledge that public confidence demands the highest standards of financial and administrative propriety within the Sport and accordingly shall not tolerate corruption or improper practices of any kind at any time.
14. An Administrator must seek to foster and uphold a relationship of trust and respect between all involved in the Sport.
15. An Administrator must abhor and reject the use of violence of any nature by anyone involved in the Sport.
16. An Administrator must be committed to fairness in dealing with all involved in the Sport.
17. An Administrator must set a positive example for others particularly players, supporters, and mentors.
18. An Administrator must promote and develop the Sport of Road Bowling, having particular regard to the interest of players, supporters, mentors, and the reputation of the Sport in Ireland.
19. An Administrator must share knowledge and experience when invited to do so, taking into account the interests of the body that has requested these rather than personal or sectional interests.
20. An Administrator must show due respect to others involved in the Sport.
21. An Administrator must avoid all forms of inappropriate behaviour and must be seen to challenge the use of inappropriate behaviour within the Sport.
22. An Administrator must refrain from making contributions to the media which are likely to lead to unfair criticism of other people within the Sport.
23. An Administrator must refrain from making contributions to the media which are likely to portray the Sport unfairly, incompletely, or inaccurately.
24. Administrators must safeguard the confidentiality of information imparted to them in the exercise of their functions.
25. Administrators should promote adherence to the Code of Practice by those within the Sport with whom they come into contact.

## ***CODE OF CONDUCT FOR MENTORS***

Coaches are key to the establishment of good practices in Road Bowling. Their attitude to the Sport directly informs the attitude of the players under their supervision. Mentors must speak and act in a manner consistent with this reality.

1. A Mentor must respect the rights, dignity and worth of each person and treat each equally within the context of the sport.
2. A Mentor must abide by the rules of the Sport.
3. A Mentor must not subscribe to the ethos of “win at all costs”.
4. A Mentor must place the health, well-being, and safety of each player above all other considerations.
5. A Mentor must strive to develop an appropriate working relationship with each player based on mutual trust and respect.
6. A Mentor must have regard for the code when working with young players in the Sport.
7. A Mentor must not exert undue influence to obtain personal benefit or reward.
8. A Mentor must guide players to accept responsibility for their own behaviour and performance.
9. A Mentor must ensure that the activities and strategies they direct, and advocate are appropriate for the age, maturity, experience, and ability of players involved.
10. A Mentor must be conversant with the laws of the Sport and the rules of any competition in which a team under his/her stewardship is participating.
11. A Mentor must exercise authority and control over the players under his/her stewardship particularly whilst partaking in Road Bowling, Lofting and Moors Bowling and with regard to the decisions of Score officials.
12. A Mentor must at the outset of each season, clarify with the players (and where the players are under the age of 18, their parents) exactly what is expected of them and also what they are entitled to expect from the Mentor.
13. A Mentor must observe the highest standards of integrity and fair dealing.
14. A Mentor must not use or tolerate the use of inappropriate language.
15. A Mentor must not encourage or condone violations of the laws of the Sport, behaviour contrary to the spirit of the Sport, or the use of questionable strategies or tactics.
16. A Mentor must not encourage or condone the use of prohibited substances.
17. A Mentor must always promote a positive approach to the Sport e.g., fair play, honest endeavour, and genuine teamwork.
18. A Mentor must consistently display high standards of behaviour and comment.

19. A Mentor must demonstrate due respect towards Score officials.
20. In making public comments on a particular fixture or on the Sport in general a mentor must be mindful of upholding and promoting the good name of the Sport and others involved in the wider community.
21. A Mentor must accept the decisions of the Score officials.

## ***CODE OF CONDUCT FOR PLAYERS***

As players are constantly in the glare of public attention and are widely recognised as the most important people in the sport, there is a considerable onus upon them to speak and act in a manner which promotes all that is good about the Sport.

1. A Player must make every honest effort to develop their sporting ability, to include fitness, skill, technique, and tactical ability.
2. A Player must resist any influence which might, or might be seen to, bring into question their commitment to the team winning.
3. A Player should know and abide by the laws, rules of the Sport and of any given competition, both in fact and in spirit.
4. A Player must strive to set a positive example for younger players and supporters. (Role model)
5. A Player must give maximum effort and strive for the best possible performance during each Sport.
6. A Player must avoid all forms of Sportsmanship, and time wasting.
7. A Player must refrain from using inappropriate language particularly to referees/officials and other players during Sports.
8. A Player must make every effort consistent with fair play and the laws of the Sport to help their own team win.
9. A Player should accept victory and defeat with equanimity.
10. A player must resist any temptation to consume or otherwise imbibe any banned substances.
11. A Player must always treat opponents with respect, irrespective of the outcome of any Sport.
12. A Player must demonstrate due respect towards Score officials.
13. A Player must accept the decisions of the Score officials without protest.
14. A Player must demonstrate due regard for the interest of supporters.
15. A player is responsible for his/her supporters.
16. A Player must not act or speak so as to incite or encourage supporters to act in a manner that may endanger the safety of anyone attending or participating in the Sport.

17. A Player must avoid words or actions which may mislead a Score official.
18. A Player must abide by the lawful instructions and directions of mentors and team officials.
19. A Player must act towards the mentors and officials of the opposing side in a respectful manner.
20. In making public comments on a particular fixture or on the Sport in general a Player must be mindful of upholding and promoting the good name of the Sport and others involved in it, in the wider community.
21. A Player must always have regard to the best interests of the Sport when publicly expressing an opinion on the Sport or on others involved in the Sport.

### **CODE OF ETHICS AND CONDUCT FOR REFEREES OF Ból Chumann na hÉireann**

Integrity in sport is a core value underpinning the notion of 'Fair Play'. Integrity is also a fundamental and core value underpinning the task of refereeing. Failure to uphold this value can result in the principles of objectivity, honesty and independence breaking down. Consequently, everyone associated with the sport of Road Bowling has a duty and responsibility to ensure that the core values associated with fair play are upheld.

The code equally applies and should be adhered to by all personnel immediately associated with these functions and also to all Participants in the sport both actively and administratively.

#### **Code of Ethics & Conduct for Referees**

**This Code consists of four overall ethical principles, which subsume a number of specific ethical standards.**

#### **1. INTEGRITY**

**Principle:** Referees are obliged to be honest, impartial, objective in carrying out their duties as outlined in the Rules of the Sport and in terms of representing *Ból Chumann na hÉireann*

Specifically, referees shall: -

- Conduct themselves in a professional manner at all times and carry out their duties to the best of their ability
- Seek support/ guidance advice from peers, colleagues, mentors and /or Observers regarding issues that may hamper their performance as a referee
- Avoid situations or engage in activities or behaviour, which might oblige them or lead to them contravening the provisions of this Code of Ethics

1. **Referee refers** to a registered Score official regardless of duties assigned in a

particular Score.

2. **Observer refers** to all personnel involved in instruction, training, and development of referees.
3. **Association Official** refers to all administrative personnel including Executive officers, Disciplinary and Disputes Committee Members, officials and National Executive members and volunteers of ***Ból Chumann na hÉireann***.
4. **Members of *Ból Chumann na hÉireann*** refers to registered players, members and administrators of Regions and clubs.
5. For ease of writing the term '**referee**' is used throughout the code but all of the value's principles and standards of behaviour referred to apply equally to the personnel

Ensure that they and others accurately represent and reflect the body of knowledge and training in their role.

Honour all refereeing commitments except in the case of serious illness or unexpected circumstances whereby their ability to perform their duties would be impaired and, in such circumstances, to notify, in a timely manner, the appropriate personnel or where appropriate to make alternative arrangements.

Not exploit any relationship to further their own or others personal gain.

## 2. COMPETENCE

Referees shall strive to ensure and maintain high standards in the application of their duties. They shall adhere to the standards and attain the relevant competencies required appropriate to the level of Road Bowling at which they are qualified to officiate. They must maintain and update their knowledge and skills in accordance with the Rules of Play of ***Ból Chumann na hÉireann***. They shall recognise the limits of their competence and take care not to exceed these limits by officiating at scores outside the parameters of their particular grading.

Specifically, referees shall:

- Comply with the rules of ***Ból Chumann na hÉireann*** and develop the skills and knowledge required appropriate to the level they wish to officiate at
- Engage in continuing professional development in terms of all aspects of refereeing, e.g., physical fitness, knowledge, application, and interpretation of the Rules of Play
- Accept the obligation to know, understand and to operate the provisions of this Code of Ethics



- Recognise the limits of their competence and take care not to exceed these limits by officiating at scores outside the parameters of their particular standard
- Participate in and contribute to the continuing development of refereeing
- Refrain from officiating when their ability to carry out their duties in a professional and competent manner is impaired by physical, medical, or other reason
- Seek relevant, competent, and professional assistance to ameliorate and remedy any difficulty that prevents or inhibits their ability to carry out their duties in a professional and competent manner

### **3 RESPECT**

Referees shall honour, respect, and uphold the fundamental rights, dignity and worth of all Participants, officials, and spectators of the sport. They shall be mindful and respect differences based on age, gender, ethnicity, race, culture, religious belief, or other difference.

Specifically, referees shall:

- Treat all players, coaches, and officials as persons of intrinsic worth and respect any difference based on age, gender, ethnicity, race, culture, religious belief, or other difference
- In the course of their duties safeguard the respect of players and coaches based on age, gender, ethnicity, race, culture, religious belief or other difference and deal with any infringements of these rights in the context of the rules of the Sport of Road Bowling, Lofting and Moors Bowling.
- When involved with children adhere to Child Care Legislation, 'codes of conduct' and the policy and procedures of ***Ból Chumann na hÉireann***
- Take the necessary preventative actions so as not to allow themselves to be compromised by events or situations where individuals' respect or dignity could be undermined in the context of age, gender, disability etc.

### **3. RESPONSIBILITY**

The 'Rules of Play' and ***Ból Chumann na hÉireann*** bestows authority and power on Referees. Thus, this privileged position must be taken seriously and managed with dignity, respect, responsibility, and professionalism. Referees carry responsibility to themselves, their Association, and the Sport in which they operate.

Specifically, referees shall:

- Be aware of their responsibilities to the players and teams in the Sport at which they are officiating and to the Regions to which they are assigned and to ***Ból Chumann na hÉireann***
- Shall be responsible for their actions, and assure themselves, as far as possible, that they carry out their duties to the best of their ability
- Shall carry out their duties in a responsible, professional, and respectful manner

Behave in professional activities in such a way as not to undermine public confidence in their profession.

### ***CODE OF BEST PRACTICE FOR PARENTS***

**Parents have a powerful influence on the level of fun and enjoyment which children derive from the Sport and on the degree of enthusiasm with which they participate in it. Positive encouragement is the key to a child's enjoyment of the Sport, their sense of personal achievement, the development of their skill levels and their self-esteem.**

- Parents should not shout and scream
- Parents should respect the decisions of the Referee and Stewards
- Parents should give attention to each participating child, and not just to the most talented
- The parents of all members under 18 must sign the Code of membership form on behalf of their child

### ***CODE OF BEST PRACTICE FOR SPECTATORS***

- Spectators convey to the wider community the values of the Sport

- Spectators should appreciate the opposition as well as their own player/s
- Spectators should be respectful towards all players whilst at a score, Moors bowling or lofting regardless of nationality, race, religion, or other affiliations
- Spectators should show appreciation of the efforts of all players



## ***SECTION***

***9***

## ***APPENDICES***

## APPENDIX 1 CLUB/REGION CHECKLIST

- Does your Club /Region have a Child Safeguarding Statement?
- Is this clearly displayed, this may be on the Club /Region website or at training/playing venues?
- Is the Child Safeguarding Statement readily available from the Club/Region if requested?
- Does the Child Safeguarding Statement clearly state who the Mandated Persons are for the Region/Club and how to contact them?
- Has your club completed a Risk Assessment in relation to Child Welfare concerns?
- Do you know when it is due to be reviewed and which risks need improvement?
- Does the Club/ Region have a Children's Officer, to handle all Child Welfare concerns?
- Has your Children's Officer completed both Safeguarding One and Two Workshops and are they Garda Vetted?
- Is your Children's Officer aware of how to handle any Child Welfare Concerns which are raised to them or the Region/Club in line with the Concern/ Complaint Policy?
  
- Does your Club/ Region know who the Designated Liaison Person is?
- Has the Designated Liaison Person completed both the Safeguarding One and Three Workshops and are they Garda Vetted?
- Is your Designated Liaison Person fully aware of how to report concerns to the relevant statutory authorities?
- Do all your coaches have valid, in date Garda Vetting Clearance?
- Do all your staff/volunteers and relevant committee members have valid in date Garda Vetting Clearance?
- Is your club aware of the enforceable penalties for engaging with staff or volunteers without Garda Clearance from **Ból Chumann na hÉireann**?
- Have all your coaches completed the Safeguarding One Workshop?
- Have you followed the safe recruitment practise within the Child Welfare and Safeguarding Policy when taking on staff or Volunteers? Such as obtaining reference?
- Is Ból Chumann na hÉireann Welfare and Safeguarding Policy easily accessible to all your Members?

## **APPENDIX 2**

### **Carrying out a Risk Assessment**

As part of the Risk Assessment process, the Club/Region should reflect on what specific risks arise as a result of the service you provide and how these risks can be managed. The following steps are a guide to help the Club/Region consider where the potential for risk lies and how these risks can be managed.

#### **Step 1- Identify potential risks**

Think about who or what might cause Harm to Children using your service. Make sure all persons in the service, including Children, are involved in this process. Different people will have different perceptions of what is a risk.

#### **Step 2- Rank each risk**

Rank each risk in terms of low, medium and high risks. To help rank each risk, consider the likelihood of the risk occurring and how serious the consequences could be.

#### **Step 3- Control and manage the risk**

Who owns the risk? Assign risk owners. What current controls are in place to reduce the risk? What future actions must be done to reduce the risk? What else do you need to do about the risk?

#### **Step 4- Monitor and review**

Are the controls effective? Are the actions effective?

A sample template of the Risk Assessment format can be found in Appendix 3.

A full sample template can be found on the following Tusla Ireland site <https://www.tusla.ie/template+tusla+safeguarding+document>.

The list of risks in the sample template is not exhaustive and it must be tailored to the specific Organisation as appropriate.

## APPENDIX 3

### Sample Risk Assessment Document for BÓL CHUMANN na hÉIREANN

This risk assessment considers the potential for harm to come to children whilst they are in *(insert Club/Region/NGB)'s* care. This Risk Assessment precedes the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) which is developed following this risk assessment process. In accordance with the requirements of *Section 11 (1) of the Children First Act 2015 the risk is of abuse and not general health and safety risk (covered under a separate H&S policy and risk assessment).*

*Section 11 (1) of the Children First Act 2015 states that where a person proposes to operate as a provider of a relevant service, he or she shall, within 3 months from the date on which he or she commences as such a provider —*

*(a) Undertake an assessment of any potential for harm to a child while availing of the service (in this section referred to as a “risk”).*

Potential risk of harm to children	Likelihood of harm happening L - M-H	Required Policy, Guidance and Procedure document	Responsibility Club/Region/Executive	Further action required ...
<b>CLUB &amp; COACHING PRACTICES</b>				
Lack of coaching qualification	H	<ul style="list-style-type: none"> <li>▪ Coach education policy</li> <li>▪ Recruitment policy</li> </ul>		<i>Proof of qualification to be confirmed</i>
Supervision issues		<ul style="list-style-type: none"> <li>▪ Supervision policy</li> <li>▪ Coach education policy</li> </ul>		<i>Ongoing review</i>
Unauthorized photography & recording activities		<ul style="list-style-type: none"> <li>▪ Photographic and Use of images policy</li> </ul>		<i>Ongoing review</i>
Behavioral Issues		<ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Safeguarding Level 1 (min)</li> <li>▪ Complaints &amp; Disciplinary policy</li> </ul>		<i>Ongoing review</i>



<b>Lack of gender balance amongst coaches</b>		<ul style="list-style-type: none"><li>▪ Coach education policy</li><li>▪ Supervision policy</li></ul>		<i>Ongoing review</i>
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## **APPENDIX 4**

### **Full list of people who are classified as Mandated Persons**

#### **SCHEDULE OF MANDATED PERSONS UNDER THE CHILDREN FIRST ACT 2015**

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as Mandated Persons for the purposes of the Act:

1. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011
2. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007
3. Occupational therapist registered in the register of Members of that profession.
4. Physiotherapist registered in the register of Members of that profession.
5. Speech and language therapist registered in the register of Members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of Members of that profession.
8. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
9. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
10. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
11. Member of An Garda Síochána.
12. Teacher registered with the Teaching Council.
13. Guardian *ad litem* appointed in accordance with section 26 of the Child Care Act 1991.

Person employed in any of the following capacities:

- A. Manager of domestic violence shelter
- B. Manager of homeless provision or emergency accommodation facility
- C. Manager of asylum seeker accommodation (direct provision) center
- D. Psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies
- E. Addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas
- F. Member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community
- G. Manager of a language school or other recreational school where children reside away from home
- H. Director of any institution where a child is detained by an order of a court
- I. Childcare staff Member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991
- J. Safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational, and other bodies and organisations offering services to children
- K. Person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001

Youth worker who

- A.** Holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and

**B.** Is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.

A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991  
Foster carer registered with the Agency.

## **APPENDIX 5**

### **Thresholds and Criteria of Abuse for Mandated Persons**

Mandated persons have two main legal obligations under the Children First Act 2015. These are:

1. To report the harm of children above a defined threshold to Tusla;
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect, or sexual abuse, and covers single and multiple instances.

If you are in doubt about whether your concern reaches the legal definition of harm for making a mandated report, Tusla can provide advice in this regard. You can find details of who to contact to discuss your concern on the Tusla website ([www.tusla.ie](http://www.tusla.ie)). If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under the guidance given within the Policy.

#### **NEGLECT**

Neglect is defined as 'to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care'. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe, or have reasonable grounds to suspect that a child's needs have been neglected, are being neglected, or are at risk of being neglected to the point where **the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

#### **EMOTIONAL ABUSE/ILL-TREATMENT**

Ill-treatment is defined as 'to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated'. Emotional abuse is covered in the definition of ill-treatment used in the Children First Act 2015.

The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe, or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where **the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

## **PHYSICAL ABUSE**

Physical abuse is covered in the references to assault in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe, or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result **the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

## **SEXUAL ABUSE**

If, as a mandated person, you know, believe, or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla under the Children First Act 2015. Sexual abuse to be reported under the Children First Act 2015 [as amended by section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

A full list of relevant offences against the child which are considered sexual abuse is set out in Appendix 3 of Children First National Guidance for the Protection and Welfare of Children 2017.

As all sexual abuse falls within the category of seriously affecting a child's health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla. There is one exception, which deals with certain consensual sexual activity between teenagers, which is outlined below.

### **Exemptions from requirements to report**

#### **UNDERAGE CONSENSUAL SEXUAL ACTIVITY**

Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17 years. While a sexual relationship where one or both parties is under 17 years of age is illegal, when making a mandated report to Tusla, it might not be regarded as child sexual abuse.

There are certain exemptions from reporting underage consensual sexual activity under section 14(3) of the Children First Act 2015. If you are satisfied that all of the following criteria are met, you are not required to make a report to Tusla:

- The young person(s) concerned are between 15 and 17 years old
- The age difference between them is not more than 24 months
- There is no material difference in their maturity or capacity to consent
- The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person

The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla. In effect, this means that if all of the above criteria are met, you as a mandated person do not have to report consensual sexual activity between older teenagers as sexual abuse to Tusla.

## **Joint reporting**

As a mandated person you can make a report jointly with another person, whether that person is also a mandated person or not.

There is nothing in the Act to prevent you from either making a mandated report jointly with a designated liaison person or providing a copy of the mandated report you have submitted to Tusla for the information of the designated liaison person.

As a mandated person, you should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with you and not with the designated liaison person.

Where mandated persons share the same concern or information, only one person is required to report, or they can report jointly.

What if my concern does not meet the threshold for a mandated report?

If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children.

Reporting forms can be found in Appendix 6.

## **Dealing with a retrospective allegation**

Some adults may disclose abuse that took place during their childhood. Such disclosures may come to light when an adult attends counselling or is being treated for a psychiatric or health problem. If you are, for example, a counsellor or health professional, and you receive a disclosure from a client that they were abused as a child, you should report this information to Tusla, as the alleged abuser may pose a current risk to children.

The reporting requirements under the Children First Act 2015 apply only to information that you, as a mandated person, received or became aware of since the Act came into force, whether the harm occurred before or after that point. However, if you have a reasonable concern about past abuse, where information came to your attention before the Act and there is a possible continuing risk to children, you should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children.

Forms for Retrospective abuse report can be found at

[https://www.tusla.ie/uploads/content/Retrospective\\_Abuse\\_Report\\_Form\\_FINAL.pdf](https://www.tusla.ie/uploads/content/Retrospective_Abuse_Report_Form_FINAL.pdf)



**Further details on Mandated persons roles and responsibilities and reporting can be found within the Children First National Guidance for the Protection and Welfare of Children 2017.**

## **APPENDIX 6**

### **Reporting Form**

Use block letters when filling out this form.

Fields marked with an \* are mandatory.

<b>1. Tusla Area (this is where the child resides) *</b>	
--	--

<b>2. Date of Report*</b>	
---------------------------	--

#### **2. Details of Child**

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address*</b>		<b>Date of Birth*</b>	
		<b>Estimated Age*</b>	
		<b>School Name</b>	
		<b>School Address</b>	
<b>Eircode</b>			

#### **3. Details of Concerns\***

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

#### 4. Type of Concern

<b>Child Welfare Concern</b>	<input type="checkbox"/>		
<b>Emotional Abuse</b>	<input type="checkbox"/>	<b>Physical Abuse</b>	<input type="checkbox"/>
<b>Neglect</b>	<input type="checkbox"/>	<b>Sexual Abuse</b>	<input type="checkbox"/>

#### 5. Details of Reporter

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organization</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>Is this a Mandated Report made under Sec 14, Children First Act 2015? *</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Mandated Person's Type</b>				

#### 6. Details of Other Persons Where a Joint Report is Being Made

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organization</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your		<b>Organization</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	

professional address		Telephone No.	
Eircode		Email Address	

### 7. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

### 8. Relationships

<b>Details of Mother</b>			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the mother a Legal Guardian? *	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----------------------------------	-----	--------------------------	----	--------------------------

<b>Details of Father</b>			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Father a Legal Guardian? *	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**9. Household Composition**

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g.school, occupation, other

**10. Details of Person(s) Allegedly Causing Harm**

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>		<b>Date of Birth</b>	
		<b>Estimated Age</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	
<b>Occupation</b>		<b>Organisation</b>	
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown, please indicate reason</b>	

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>

<b>Address</b>		<b>Date of Birth</b>	
		<b>Estimated Age</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	
<b>Occupation</b>		<b>Organisation</b>	
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown, please indicate reason</b>	

**11. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family**

<b>Profession</b>	<b>First Name</b>	<b>Surname</b>	<b>Address</b>	<b>Contact Number</b>	<b>Recent Contact</b> e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

**13. Any Other Relevant Information, Including any Previous Contact with the Child or Family**

--

**Please ensure you have indicated if this is a mandated report in section 6.**

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction, or accidental loss.

**14. For Completion by Tusla Authorised Person on Receipt of Report**

<b>Report Received by</b>					
<b>First Name</b>		<b>Surname</b>		<b>Date</b>	

<b>Mandated Report Acknowledgement by</b>					
<b>First Name</b>		<b>Surname</b>		<b>Date Sent</b>	

<b>Authorized Person Signature*</b>	
<b>Date*</b>	

<b>Child Previously Known</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>Allocated Case</b>	
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**APPENDIX 7**

**Medical Consent Form**

**CLUB NAME:** \_\_\_\_\_

Parent/Guardian Medical Consent Form

Name of Child/Member: .....

*Address:*

.....  
.....  
.....

Date of Birth: .....

Parent/Guardian Contact Tel. Number: .....

Parent/Guardian Alternative Tel. Number: .....

Club: .....

**Medical Information:**

**Any specific medical requirements?**

.....  
.....  
.....

**Allergies**

.....

.....

**Medications**

.....

.....

...

In the event of a medical emergency, I/We authorise **Ból Chumann na hÉireann** nominated Event Leader to consent to emergency medical treatment as may be deemed necessary on appropriate professional medical advice.

Signed (Parent/Guardian):.....

Please print name:.....

Date:.....

**APPENDIX 8 Sample Accident/ Incident Report Form**

CLUB NAME: .....

**Accident/Incident Report Form (Please use block capitals or type this form)**

<b><u>Name of person completing this form:</u></b>	
<b><u>Title/Role:</u></b>	
<b><u>Address:</u></b>	
<b><u>Tel:</u></b>	
<b><u>Mobile:</u></b>	

**Accident Details**

<b><u>Date and time:</u></b>	
<b><u>Venue:</u></b>	

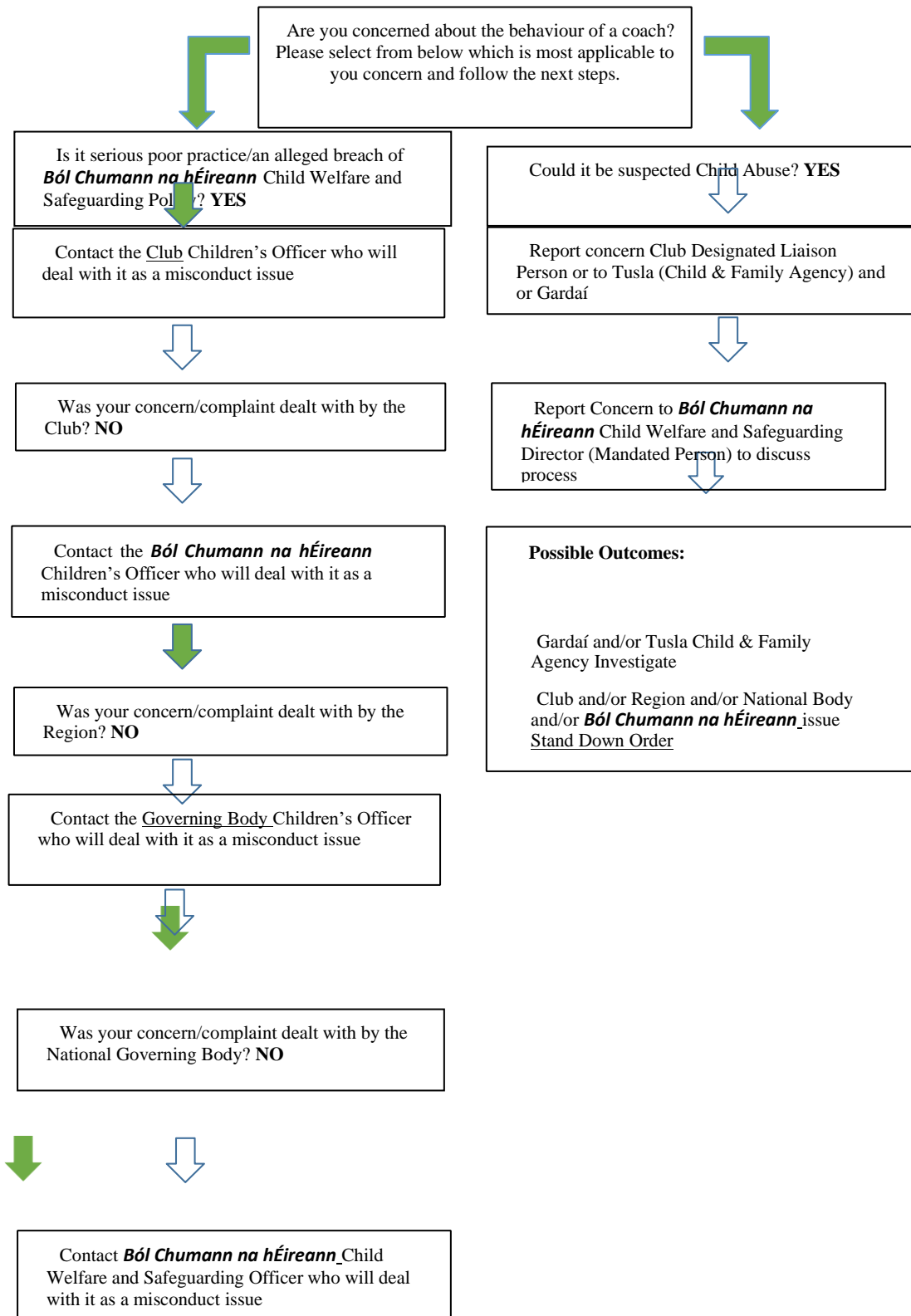
<b><u>Name of Injured Person:</u></b>	
<b><u>Details of injury:</u></b>	
<b><u>Any Further Comments:</u></b>	
<b><u>Witness 1. Contact Details:</u></b>	
<b><u>Witness 2. Contact Details:</u></b>	

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPENDIX 9

### Concern and Complaint Procedure



## **APPENDIX 10**

### Concerns/ Complaint Policy

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- Glossary
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#### 1. Introduction

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#### 2. What is Poor Practice?

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#### 3. How to Deal with Alleged Poor Practice

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#### 4. Possible Sanctions Involving Poor Practice

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#### 5. Child Abuse

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#### 6. Reporting

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#### 7. Stand Down Order

---

#### 8. Anonymous Complaints

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· Appendix 1: Concern / Complaint Procedure

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· Appendix 2: Incident Form

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· Appendix 3: Reporting Form

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## Glossary

- **Affiliated** Members of the Association shall mean all clubs/regions and Members who have affiliated directly to *Ból Chumann na hÉireann* or to their respective governing body.
- **Children, Child, or Young Person** shall mean a person under the age of 18 other than a person who is or has been married.
- **National Children's Officer** shall mean The National Children's Officer role is to provide support and advice to all golf clubs in all areas relating to child welfare and protection, vetting and safe recruitment of volunteers. The NCO is responsible for ensuring appropriate training programmes are available to clubs to raise the awareness of all child welfare and protection issues. The NCO also advises and guides Club Children's Officers to assist Clubs in following the policies and procedures
- **Clubs/Region Children's Officer** shall mean the person who the Child welfare day to day functions is delegated to. Their remit shall be a key component of the Safeguarding Statement and they shall be the Relevant Person for the Child Safeguarding Statement.
- **Designated Liaison Person** shall mean the person who is responsible for ensuring that reporting procedures within the Club/Region are followed so that child welfare and protection concerns are referred promptly to Statutory Authorities and will also liaise with outside agencies. Additionally, they will be a resource person to any employee or volunteer who has child protection concerns.
- **National Executive Committee** shall mean the Committee of the Elected Members responsible for the day to day running of the Association.
- **Incident Form**- Shall mean the document which should be completed when making a report of poor practise.
- **Reporting Form** shall mean the document which should be completed when making a report of Child abuse.
- **Stand Down Order** shall mean an order which is issued to any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child welfare or Vulnerable Person concern. A Stand Down Order is issued to an individual to immediately refrain from particular activities within *Ból Chumann na hÉireann* for a specified or indefinite period pending the outcome of an enquiry or investigation in accordance with *Ból Chumann na hÉireann* Rules.
- **Statutory Authorities** shall mean those state bodies which promote the welfare and

protection of Children and Vulnerable Persons and have a legal responsibility for the investigation and/or validation of suspected abuse, and these include An Garda Síochána, the Health Service Executive and the Child and Family Agency (Tusla) and any other authority as may be appropriate from time to time.

**Vulnerable Person** means a person, other than a Child, who:

- A. Is suffering from a disorder of the mind, whether as a result of mental illness or dementia
- B. Has an intellectual disability
- C. Is suffering from a physical impairment, whether as a result of injury, illness or age  
or
- D. Has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person,  
Or
- E. That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing, and bathing.

**Please note- within the Policy where Child/Children is referred to there may be occasions when it may also be applicable to Vulnerable Persons.**

## **Introduction**

- This document is written to provide clear and unambiguous procedures for responding to cases of suspected poor practice and/or abuse. The document aims to set out guidelines and procedures on how to act if there are any concerns about a Child's or Vulnerable Person's safety and welfare, for those working in a voluntary or paid capacity with Children or Vulnerable Persons within the game.
- There is a responsibility on all volunteers within the game of Road Bowling in Ireland to protect Children, Young Persons and Vulnerable Persons and report suspected abuse so that the Statutory Authorities can investigate. However, it is important to distinguish between poor practice and abuse.

## 1. What is Poor Practice?

- Incidents of poor practice occur when the needs of Children or Vulnerable Persons are compromised. Examples of poor practice are likely to be once off incidents and these might include but are not limited to:

### COACH

- Giving preferential treatment to individuals and unfairly rejecting others (e.g. singling out and only focusing on the talented Children and failing to involve the full squad)
- Giving preference to winning scores over Children's development, participation and satisfaction
- Encouraging Children to play while injured
- Using inappropriate language, gestures or comments to motivate Children or provoke a reaction
- Delivering a coaching session alone, without another responsible adult present
- Not paying due care and attention to the Children taking part in the training session or score
- Failing to recognise and applaud a Child's efforts to make improvements to their game
- Coaching alone when their own child is part of the team

### PARENT / GUARDIAN

- Placing too much pressure on their Child to perform to a high standard and win scores
- Criticising their Child's performances instead of highlighting the positives of their game and where improvements were made
- Failing to ensure that their Child is appropriately dressed for the weather conditions



- Making derogatory comments about their Child, or another Child during a score or training session
- Failing to bring their Child to training on time or collect them promptly at the end of the session.

### **SUPPORTERS**

- Using inappropriate language towards Children, coaches, referees, or other supporters
- Making inappropriate comments about the performance of Children, coaches, or referees
- Entering the field of play during a Score or training session without being asked to do so

### **THE CLUB**

- Failing to provide adequate safeguarding arrangements for the Children in their care
- Failing to implement ***Ból Chumann na hÉireann*** Rules on the protection and welfare of Children, ***Ból Chumann na hÉireann*** Child Welfare Policy and other supporting documents
- Placing undue pressure on a coach or team of Children to win games or competitions
- Allowing poor practice to go unreported (e.g., a coach who ridicules and criticises Children who make a mistake during a Score or training)
- Failing to create an environment that encourages player development and enjoyment over winning scores and trophies
- Failing to provide appropriate safeguarding education for their coaches and members

### **GENERAL**

- Shouting at or ridiculing Children when they make a mistake. Children should be given the opportunity to learn from their mistakes and develop

- Allowing Children to use inappropriate language unchallenged
- Placing Children in potentially compromising and uncomfortable situations with adults
- Ignoring health and safety guidelines
- Failing to adhere to the club's codes of practice.

### **POINTS TO REMEMBER**

- Judgement about whether an incident is one of Child abuse or poor practice may not be possible at the point of referral, but only after the collation of relevant information
- The majority of poor practice concerns should be dealt with directly by the club in the first instance. Please refer to Section 3 for guidance on how to deal with an example of Poor Practice.

## **2. How to Deal with Alleged Poor Practice**

Where alleged poor practice has been identified or reported, it must be dealt with in a fair and impartial manner. All information should be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined in Ból Chumann na hÉireann Child Welfare and Safeguarding Policy.

When an example of alleged poor practice is reported, it should be dealt with on a case by case basis. The following steps provide guidance as to how a complaint of poor practice could be handled:

- Alleged poor practice is observed and/or reported. This information is then passed on to the Children's Officer
- Initial assessment is carried out by the Children's Officer who should collate all information /reports and record what action has been initially taken, if any
- Inform the person(s) against which the report of alleged poor practice has been made and

offer them the opportunity to respond

- The Children's Officer should then record what the next step will be and if any other parties need to be approached to collect information or reports from
- If information needs to be collected from Children, this should be done in the presence of their parents or guardians. Collecting information from Children should only occur where necessary
- All information should be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined in Ból Chumann na Éireann Child Welfare and Safeguarding Policy
- If the accused agrees that poor practice has taken place, they may be subject to an appropriate sanction. The matter should be referred by the Designated Liaison Person and /or Children's Officer to their Executive Committee for review. On assessment, the Executive Committee may refer the matter to an appropriate disciplinary body. This should be the body to which the matter was reported and if investigated in full no referral to a higher body is warranted
- If the alleged poor practice is disputed, the Designated Liaison Person and / or Children's Officer must refer the matter to their Executive Committee for review. On assessment, the Executive Committee may refer the matter to an appropriate disciplinary body. This should be the body to which the matter was reported and if investigated in full no referral to a higher body is warranted
- Should a disciplinary hearing be required, the panel should be impartial consisting of at least 5 Members. All parties should be provided with the opportunity to make further oral and / or written submissions
- Should the alleged poor practice relate to an individual that is under 18 years of age, **no meetings should be held with that person without the presence or permission of a parent /guardian. If a parent or guardian cannot attend, then a coach chosen by the parents can attend in their place.**
- All parties should be informed of the decision of any such investigation or disciplinary hearing in **writing** as soon as possible on completion of same.

### **3. POSSIBLE SANCTIONS INVOLVING POOR PRACTICE**

- If there is cause to believe that poor practice has occurred, a sanction proportionate to the offence should be applied. Some examples of possible sanctions are likely to be, but are

not limited to:

### Coach

- A. Issued with a verbal and / or written warning and warned as to their future conduct
- B. Required to re-attend a ***Ból Chumann na hÉireann*** approved Safeguarding course
- C. Required to step aside from duties for a specified period of time, or permanent removal
- D. Asked to work alongside a more experienced coach to ensure best practice is followed at all times
- E. Monitored by a nominated person as directed by the appropriate Committee

### Parent / Guardian and Supporters

- A. Issued with a verbal and / or written warning and warned as to their future conduct
- B. Asked not to attend scores for a period of time, or permanent removal
- C. Required to attend a ***Ból Chumann na hÉireann*** approved Safeguarding 1 course
- D. Suspended from club and have club Membership removed

**Note:** Any suspension / removal of a parent / guardian **should not** impact the involvement of the Child. Drop off and collection of their Child should be facilitated to allow the Child to attend training and Scores.

### The Club

- A. Issued with a verbal and / or written warning and warned as to their future conduct
- B. Required to attend a ***Ból Chumann na hÉireann*** approved Safeguarding 2 or 3 course as

appropriate to the role

- C. If a complaint of poor practice concerns a Member of the Executive Committee, they may be asked to step down from their role for a specified period of time, or permanent removal
- D. Required to comply with recommendations concerning safeguarding practices from a higher body

## 5. CHILD ABUSE

Concerns identified as Child abuse will fall within the following categories:

- A. Physical Abuse
- B. Neglect
- C. Sexual Abuse
- D. Emotional Abuse
- E. Bullying

**Note:** Further information on each form of abuse can be found in *Ból Chumann na hÉireann* Child Welfare and Safeguarding Policy.

### Grounds for Reasonable Concern

There are a number of indicators of abuse / suspected abuse, which include but are not limited to:

- A. A direct disclosure / indication from a Child that they are / have been abused
- B. An account or report by a person who saw the Child being abused
- C. Consistent indication, over a period of time that a Child is suffering from abuse as defined in *Ból Chumann na hÉireann* Child Welfare and Safeguarding Policy
- D. Evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way
- E. A sudden change of temperament and / or personality in the Child

- F. Corroborative indicators supporting a concern e.g., pattern of injuries, an implausible explanation, other indicators of abuse, dysfunctional behaviour
  
- G. If you have any concerns, you should discuss these with the Designated Liaison Person in your organisation. At any time, you can consult informally with Tusla (Child & Family Agency) if you have a concern.

**Note:** For more information on recognising child abuse, please refer to ***Ból Chumann na hÉireann*** Child Welfare and Safeguarding Policy.

### **How to Respond to a Disclosure from a Child**

Should a Child make a disclosure, the following points should be considered:

- A. At all times, take the Child seriously
  
- B. Questions should be kept to a minimum. Your role is to listen, not to interview
  
- C. Praise the Child and assure them they have done the right thing
  
- D. Stay calm and do not react emotionally
  
- E. Do not make any judgemental statements about the alleged abuse or abuser.
  
- F. Do not promise to keep the information a secret, but reassure the Child that any sharing of information will be to protect them
  
- G. Record exactly what has been said as soon as possible in line with recording procedures (Please see Appendix 2)
  
- H. Explain to the Child what will happen next
  
- I. All information should be treated in the strictest of confidence, in accordance with procedures concerning confidentiality outlined in ***Ból Chumann na hÉireann*** Child Welfare and Safeguarding Policy

## **6. REPORTING**

If a report of poor practice is made it should be recorded using the Incident Form in Appendix 2. This report should be submitted to the Children's Officer. A record should be kept of when the report was made, to whom and any response(s) received. For the avoidance of doubt, the person completing the Incident Form may in fact be the Children's Officer.

If the report of Child abuse is made it should be recorded using the Reporting Form in Appendix 6. This report should be submitted to the Designated Liaison Person. Reporting procedures are detailed within Section 5 of the Child Welfare and Safeguarding Policy should be followed.

In cases which are deemed to be poor practice, they should be dealt with in accordance with **Child Welfare and Safeguarding** Policy.

In cases which are deemed child abuse they should be dealt with as follows:

- Anyone can report a concern about a child. If you have any concerns about a child, you should report it to the Child and Family Agency (Tusla)
- A report can be made in person, by telephone or in writing to the Child and Family Agency (Tusla)
- The Reporting Form should also be completed and submitted immediately to the Designated Liaison Person for your organisation, where appropriate
- This report must also be forwarded to a Duty Social worker in the Child and Family Agency (Tusla) in the area where the child lives
- To access the contact details of a Duty Social worker you will need to log onto [www.tusla.ie](http://www.tusla.ie), select 'Get in Touch', select 'Duty Social Work Teams'
- If the Designated Liaison Person is unsure whether reasonable grounds for concern exist, they should informally contact the Child and Family Agency (Tusla) who will advise whether or not the matter requires a formal report
- If a child is in danger outside of office hours for the Child and Family Agency (Tusla) you need to contact the Gardaí

**Note:** In the event that the Designated Liaison Person decides that they do not have reasonable grounds for reporting any concerns - individuals are free to consult with or make a report (formal or informal) to the Statutory Authorities themselves.

## **7. STAND DOWN ORDER**

Any persons under investigation by a Statutory Authority must be issued with a Stand Down Order in accordance with *Ból Chumann na hÉireann* Child Welfare and Safeguarding Policy.

## **8. ANONYMOUS COMPLAINTS**

Whilst difficult to pursue, anonymous complaints should not be ignored. Anonymous complaints should be brought to the attention of the Designated Liaison Person and / or Children's Officer and investigated in full based on the information that has been provided. The investigation should be completed without prejudice to any person, and it should be explained to all parties that there is an obligation to investigate all matters reported. Where necessary, having carefully considered all of the facts, a report to the Statutory Authorities may be submitted.



## **APPENDIX 11**

### Social Media Policy

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## GLOSSARY

**Affiliated Member** of the Association shall mean clubs and Regions who have affiliated directly to *Ból Chumann na hÉireann*.

**Executive** shall mean the Executive of *Ból Chumann na hÉireann*.

**Child Welfare and Safeguarding Committee** shall mean a Committee of *Ból Chumann na hÉireann*.

**Children, Child, or Young Person** shall mean individuals under the age of 18 other than a person who is or has been married.

**National Children's Officer** The National Children's Officer role is to provide support and advice to all golf clubs in all areas relating to child welfare and protection, vetting and safe recruitment of volunteers. The NCO is responsible for ensuring appropriate training programmes are available to clubs to raise the awareness of all child welfare and protection issues. The NCO also advises and guides Club Children's Officers to assist Clubs in following the policies and procedures

**Clubs/Regions Children's Officer** shall mean the person who the Child welfare day to day functions is delegated to. Their remit shall be a key component of the Safeguarding Statement and they shall be the Relevant Person for the Child Safeguarding Statement.

**Designated Liaison Person** shall mean the person who is responsible for ensuring that reporting procedures within the Club/Region are followed so that Child welfare and protection concerns are referred promptly to Statutory Authorities and will also liaise with outside agencies. Additionally, they will be a resource person to any employee or volunteer who has Child protection concerns.

**Provincial Association** shall mean the Connaught Region, Leinster Region, Munster Region, Ulster Region, North America Region, and London Region.

**Social Media** shall mean any form of electronic communication through which users share information, ideas, personal messages, and other content.

**Stand Down Order** shall mean an order which is issued to any person who is the subject of a complaint or inquiry by a Statutory Authority in relation to any Child welfare or Vulnerable person concern. A Stand Down Order is issued to an individual to immediately refrain from particular activities within *Ból Chumann na hÉireann* for a specified or indefinite period pending the outcome of an enquiry or investigation in accordance *Ból Chumann na hÉireann* Rules.

**Statutory Authorities** shall mean those state bodies which promote the welfare and protection of Children and Vulnerable person and have a legal responsibility for the investigation and / or validation of suspected child abuse, and these include An Garda Síochána, the Health Service Executive and the Child and Family Agency (Tusla).

**The Association** shall mean *Ból Chumann na hÉireann*.

**The Policy** shall mean ***Ból Chumann na hÉireann*** social media Policy.

**Vulnerable Person** means a person, other than a Child, who

- A. Is suffering from a disorder of the mind, whether as a result of mental illness or dementia
- B. Has an intellectual disability
- C. Is suffering from a physical impairment, whether as a result of injury, illness, or age has a physical disability which is of such a nature or degree:
- D. As to restrict the capacity of the person to guard himself or herself against harm by another person, or
- E. That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing, and bathing.

Please note- within the Policy where Child/ Children is written there may be occasions when it may also be applicable to Vulnerable Persons.

## **1. POLICY STATEMENT**

Ból Chumann na hÉireann understands that the use of social media helps promote Road Bowling in the Republic of Ireland and World Wide Web if used appropriately. The Policy outlines the standards ***Ból Chumann na hÉireann*** requires when using social media.

## **2. WHO IS COVERED BY THE POLICY?**

The Policy is applicable to all individuals working / volunteering within the game of Road Bowling in the Republic of Ireland.

## **3. THE SCOPE OF THE POLICY**

The Policy is established to ensure the interests of Children, Young Persons and Vulnerable Persons participating in Road Bowling is of paramount importance.

The Policy is also to ensure all Affiliated Members are aware of the negative impact social media can have on all our members and give guidance on how to avoid them.

Breach of the Policy may be dealt with using the disciplinary procedures which apply to each organisation and, in serious cases, may be treated as gross misconduct leading to a Stand Down Order, ban from membership of ***Ból Chumann na hÉireann*** and/or dismissal.

The Policy is approved by the Executive of ***Ból Chumann na hÉireann***. Proposals for additions and / or amendments to the Policy are considered by the Child Welfare and Safeguarding Committee on an ongoing basis.

#### **4. RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY**

***Ból Chumann na hÉireann*** and each Club/Region has overall responsibility for the effective operation of the Policy.

Each individual is responsible for their own compliance with the Policy and for ensuring that it is consistently applied.

#### **5. PERSONAL USE OF SOCIAL MEDIA SITES**

***Ból Chumann na hÉireann*** respects your right to use social media for personal use however it is important to be mindful of the impact social media can have on others. The following conditions must be met for personal use to continue:

You are responsible for your conduct when using any form of social media.

Our personal views should not conflict with your existing role in Road Bowling. You should be aware that what you publish will be public for many years.

Be mindful of the impact your contribution might make to people's perceptions of ***Ból Chumann na hÉireann*** and its Affiliated Members.

## **6. USING SOCIAL MEDIA**

When making use of any Social Media platform, you must read and comply with its terms of use.

Do not upload, post, or forward any content belonging to a third party unless you have that third party's consent. For example, don't discuss colleagues, competitors, coaches and / or players without their prior approval.

Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

Do not engage with irate players, parents, or coaches on a public forum. Organise a meeting to allow all parties to discuss possible outcomes.

If you are a coach, club official, referee you should not:

- (i) accept any player or referee who is under 18 as a friend on your personal Social Media page
- (ii) communicate with any person under 18 through social media, text message, phone, or email

All communications concerning under 18's should be made through parents / guardians. It is important to ensure all communications relate to specific club matters e.g., fixtures, training etc.

## **7. SETTING UP AND RUNNING A SOCIAL MEDIA PAGE**

Do not use personal details to set up your organisation's Social Media page. You should for example use the organisation's email address. All account log in details should be kept safe and secure to avoid possible hacking.

When setting up an email address and / or Social Media page for your organisation (for example, a club website), it should be accessed by at least three administrators. These administrators should be responsible for up-loading content and monitoring posts on the site. If any of these

administrators or any other person are behaving inappropriately their access should be removed immediately.

It is important to ensure everyone within your organisation is aware of who is administering your Social Media page(s).

Each administrator should be familiar with the privacy and safety settings on their Social Media page to ensure it is for use by your organisation only.

Do not accept anyone under the age of 13 on your Social Media page. Report underage users to the Child's parents or the Social Media outlet.

Any user under the age of 18 looking to join your Social Media page should have provided written parental / guardian consent in advance.

No images or personal information of under 18's should be posted online without prior written consent from each parent / guardian. It is critical that no user is asked to post any personal details of under 18's as certain information could be used to identify or locate them.

To avoid any inappropriate material appearing on your Social Media page you should enable the appropriate privacy settings. This will allow you to manage the content on your Social Media page to avoid any distress or reputational damage.

The content on your page should be accurate and up to date and any material that is no longer required should be removed.

Any inappropriate use, such as bullying, is strictly prohibited, and should be reported to the Children's Officer within your organisation.

Misuse of social media, in certain circumstances, constitute a criminal offence and suspicious behaviour towards under 18's should be reported to the Statutory Authorities.

If you are unsure about something you are about to post, then you should not do it. Always consider who will be able to view it and if in doubt, always discuss it with the Children's Officer within your organisation.

## 8. PHOTOGRAPHY & FILMING

There are inherent risks in posting personal information about Children or Vulnerable Persons as it can lead to being able to identify them and their location, or it is possible that images may be subject to inappropriate use. When posting photographs or videos the following points should be considered:

- i. At the start of each season, it is essential that written consent is received from every Child's parent/guardian before any photography or filming takes place. This should be obtained using an appropriate consent form.
- ii. Children's names or additional detailed information about them **must not** accompany any image or video. Before up-loading any images or videos of Children, written consent **must** be received from each parent / guardian.
- iii. Any person filming or taking photographs **must** be Garda vetted and have completed a relevant *Ból Chumann na hÉireann* approved Safeguarding 1 basic awareness training course.
- iv. If a Child within your organisation is under a court order or is in the care of the Child & Family Agency (Tusla)/HSE, their image **must not** be placed in the public domain.
- v. Ensure that Children are appropriately dressed and only allow images to be taken on the field of play. Photographing / filming **must not** take place in areas of personal privacy such as, changing rooms, showers, toilets, and bedrooms.
- vi. Camera phones **should never** be allowed into Children's changing rooms, showers, or toilets.
- vii. If an individual who is engaged in filming / photography presents a serious concern or an immediate danger, please report the issue to your local Garda station or Tusla.

If parents/guardians, professional photographers, or other spectators are intending to photograph or video at an event they should also be made aware of the Policy.

Specific details concerning the Policy in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public-address system, prior to the start of an event.

Organisations **must never** allow unsupervised access to Children, one to one photo sessions or photo sessions outside the event or at a Child's home.





## BÓL CHUMANN na hÉireann

### Sample Child/Young Person Social Media Consent Form

Organisation Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

In accordance with ***Ból Chumann na hÉireann*** Social Media Policy, ***Ból Chumann na hÉireann*** will not permit personal details, photographs or videos of children to be taken without the consent of their parents / guardians.

If at any time, the child or parent / guardian wishes images or their details to be removed from ***Ból Chumann na hÉireann*** social media page(s) the administrators should be contacted as per ***Ból Chumann na hÉireann*** Social Media Policy. This information should be removed within seven days.

<b>To be completed by parent / guardian:</b>	
<input type="checkbox"/> I consent to <b>Ból Chumann na hÉireann</b> using my child's name on social media.	
<input type="checkbox"/> I consent to <b>Ból Chumann na hÉireann</b> taking photographs or videoing my child.	
<input type="checkbox"/> I confirm that I have been made aware of how the organization will use these images or videos and how these images or videos will be stored within the organization.	
<input type="checkbox"/> I confirm that I have read or been made aware of <b>Ból Chumann na hÉireann</b> Social Media Policy.	
<input type="checkbox"/> I confirm that my child is not subject to family, care, or legal proceedings.	
<b>Signature of Parent/ Guardian:</b>	
<b>Print name of Parent/ Guardian:</b>	
<b>Date:</b>	
<b>To be completed by the Club Chairman</b>	
<b>Signature of Club Chairman:</b>	
<b>Print name of Club Chairman:</b>	
<b>Date:</b>	



## ***Ból Chumann na hÉireann***

### **Sample Social Media Consent Form**

**Organisation Name:** \_\_\_\_\_

**Person's Name:** \_\_\_\_\_

In accordance with ***Ból Chumann na hÉireann*** Social Media Policy, ***Ból Chumann na hÉireann*** will not permit personal details, photographs, or videos to be taken without the consent of the individual.

If at any time, the individual wishes images, or their details to be removed from ***Ból Chumann na hÉireann*** social media page(s) the administrators should be contacted as per ***Ból Chumann na hÉireann*** Social Media Policy. This information should be removed within seven days.

**To be completed by the individual:**

I consent to ***Ból Chumann na hÉireann*** using my name on social media.

I consent to ***Ból Chumann na hÉireann*** taking photographs or videoing me.

I confirm that I have been made aware of how the organization will use these images or videos and how these images or videos will be stored within the organization.

I confirm that I have read or been made aware of ***Ból Chumann na hÉireann*** social media Policy.

**Signature of Individual:**

**Date:**

**To be completed by the Club Chairman**

**Signature of Club Chairman:**

**Print name of Club  
Chairman:**

**Date:**

## Appendix 12

### Support Guidance for Children with Additional Needs and Vulnerable Persons.

*Ból Chumann na hÉireann* is committed to safely involving all children, young people and adults in Road Bowling who want to play – this includes children who have additional needs and Vulnerable Persons.

These support guidance notes will help Coaches, Clubs and Regions support these players in Road Bowling. It will enable them to be safely involved, however it is important these guidance notes are read alongside the other *Ból Chumann na hÉireann* policies and procedures including but not limited to The Child Welfare and Safeguarding Policy and the Concern/Complaint Policy.

If you have players who have additional needs or are defined as a vulnerable person at your club, the club may need to make reasonable adjustments to help them play or volunteer. This may be possible with a little extra support, preparation and understanding.

#### How will you know if a player needs extra support and preparation?

It is not always easy to know if a child or vulnerable person has additional needs, sometimes it can be 'invisible', for example Attention Deficit Hyperactive Disorder (ADHD), Autistic Spectrum Disorder (ASD), Developmental Coordination Disorder/Dyspraxia, colour blindness and epilepsy. Also, it can be 'visible', such as Down's syndrome or reduced mobility. Many parents/carers will be comfortable sharing information about their child with the club. However, in some cases, parents/carers and children might prefer that others do not know or feel unsure about talking about it. Some parents/carers are afraid the player may be excluded if they tell you and some parents/carers may not be fully aware of their child's additional needs. It is important that the Club follows a process for including children with additional needs and vulnerable persons and a positive attitude as this will help parents/carers, children and vulnerable persons be open about any support they may need.

#### Registration-Start as you mean to go on.

When the player registers with the Club it is best practice to complete a registration form. Parents, carers, or the player should share enough relevant information with the Club to help you include and safeguard the player and should also update the Club if things change.

To maximise the potential for parents/carers to fill out all aspects of the registration form as accurately as possible, it is important that the Coach/Club representative talks through the form first and reassures them that the information shared will be used to maximise their player's potential and to ensure that the club has all the relevant information to be able to best put in place any supports that their player may need.

Do:

- Get full registration details of player
- Arrange meetings with parents, carer, and coach and/or parents, player and coach - understand their abilities and goals and never assume.

- Develop training plan for player
- Regular reviews with parents, carers and players (if appropriate) on players' progress
- Adjust plan following reviews if needed

It is never too late to ask for help or advice or a chat or to review how best to support the player. Clubs may also wish to speak with specific organisations such as the organisations listed on pages 5-6 of these guidance notes.

### **What do we need to know?**

This will depend on the player, but the registration form and Road Bowling will guide you through important information regarding communication, sensory needs such as vision and hearing, physical health and behaviour.

It might be helpful to ask how the player responds to:

- Noise/large crowds
- Different places
- New people.
- Sometimes children, young people and vulnerable persons find change difficult and away games may mean they need some extra support or additional information in advance.

It will be the parents/ carers or the player themselves who best know how the player can be supported. Therefore, it is really important to build a relationship with the parents/ carers and the player and ask for information, help or advice from them. It will also be important to reassure the player and their parent/carer that the information is kept confidential and only shared with people who need to know.

It is best practise to have a session plan so everyone knows how to support and coach the player. Examples of what might be entailed are signs that she/he may be feeling tired or unwell or not coping with the demands of the training/exercise. This can be part of a "what if" plan and some examples of solutions as part of this plan might be:

- Frequent roll on/roll off substitutions
- Time out
- Extra recovery time between training activity
- Other adjustments that bring out best in the player

### **Communication**

**Communication is key to making good players and teams. Children with additional needs or vulnerable persons may need extra help to understand what they need to do and the whole team may need tips on communicating with each other so they can play well. Sometimes the tips will be really simple**

Examples of Good Practice:

- If the player has an Autistic Spectrum Disorder
  - use clear and simple language,
  - speak directly to the player and
  - use their name to get their attention before speaking
  - Try not to use 'negatives'
  
- Where a player uses Makaton, Lámh or Irish Sign Language you may need to involve a parent/carer or to seek help from a disability expert to learn how best to communicate.
- If a player has ADHD, they may need to be reminded of the task and have things repeated as they may be distracted by another sound or activity that's going on.
- If a player has a visual impairment or is deaf/hard of hearing, explore with the player and their parent/carers to find out how best to support them.
- It is fine to ask the parents/carer to stay at training or games until you feel confident about including the player safely.

### **Physical Health**

Not all players will have physical health needs but if they do it will be helpful to have this information in the coach/player/parent/carer action plan. This might need to be followed if the player is unwell or simply to check what impact exercise has on the player.

Examples of good practice are:

- Do they need extra breaks?
- Do they need extra fluids?
- Are there certain activities they need to avoid?
- Are time limits to be applied?
- It is ok to ask the parents to stay at training or scores until you feel confident about including the player safely.

Remember it will also be important to reassure the player and their parent/carer that the information is kept safe and only shared with people who need to know

### **Challenging Behaviour**

From time-to-time Members of staff and volunteers delivering Road Bowling to children/vulnerable persons may be required to respond to a player's behaviour that they find challenging. These guidelines aim to promote good practice which can help support players to manage their own behaviour. Clubs may want to engage with their Club Children's Officer and/or coaching or Disciplinary and Disputes Committee for support or guidance on specific incidents or seek support from their Region.

Staff, volunteers, players, and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour, such as the players Code of Conduct.

In dealing with players who display risk-taking or unacceptable behaviours, away from a Score situation, volunteers might consider some of the following strategies, however, please note this list is not exhaustive:

- Time out - from the activity, group, or individual work- this is to be used as last resort and only if the player is a risk to themselves or others or they want a break.
- Making up - the act or process of making amends.
- Behavioural reinforcement – rewards and praise for good behaviour, consequences for negative behaviour- e.g., missing an activity or trips (use consequences sparingly and only when their behaviour is a risk to themselves or others).
- Calming the situation - talking through with the players.
- Increased supervision by volunteers or parents/carers.
- Use of individual ‘contracts or agreements for their future or continued participation.

It is important to remember to avoid the use of strategies such as ignoring the player or shouting at the player and the use of physical restraint/removal. Physical restraint/removal should only be used in serious circumstances where a player is a threat to themselves or others. Coaches and volunteers should review the needs of any player for whom consequences are frequently imposed. This review should involve the player and parents/ carers to ensure an agreed decision is made about the player’s future or continued participation in the group or team.

### **Does a Club need extra safeguards?**

Children with additional needs and vulnerable persons are more vulnerable to poor practice and abuse (Please see the Child Welfare and Safeguarding policy for further information).

It is sometimes hard for them to acknowledge poor practice or abuse; this can lead to the issue not being reported. They can often be isolated, more likely to be bullied and sometimes their disability may be used as an excuse to explain injuries. The player may not recognise abuse, they may be used to receiving personal care (such as being dressed or bathed) and not realise when touch is inappropriate, or they may find people do not listen or believe them when they try to disclose. Some players struggle to understand ‘social interactions’ and may not realise that someone is behaving in a way that is not appropriate. For these reasons, it is important that Clubs follow all the policies and procedures which help safeguards such as the Child Welfare and Safeguarding Policy, and the Social Media Policy.

### **In Summary**

- Celebrate success
- Ask the player/or parent/ or carers if you are not sure about something



- Have plans for players with known needs
- Make sure you understand the players communication needs
- Use clear and plain language
- Be positive – aim high
- Think broadly about players and how you assist their development,
- Within your publications, websites and social media have positive images of children, young people, and vulnerable persons – this helps build a welcoming feeling for players.
- Plan carefully for dressing and changing and transporting if the players needs extra help
- Clearly identify who players can go to if they have any concerns, worries or are upset.
- Have enough helpers- you may need more than usual if the players needs extra support
- Learn to recognise the signs that a player is becoming stressed or aggravated and have a “what if” plan ready to allow the player some time to unwind and prevent disciplinary incidents.
- Have a very clear anti bullying position that does not allow banter or teasing about disability or any other differences.
- Ensure all players sign the ‘Player Code of Conduct’. You may need to take time explaining what this means and perhaps use pictures to help explain what ‘Acceptable’ and ‘Not Acceptable’ is.
- Report concerns immediately, do not wait – you are only expressing concerns and remember– it is your responsibility to report. It might be nothing- but you might also help make the player and other children safer
- Remind everybody about ‘touch’- some players may be very affectionate or perhaps frightened of touch so it’s very important to know the player. Make sure any touch is safe and appropriate.
- Follow ***Ból Chumann na hÉireann*** social media policy - some children with additional needs and vulnerable persons have less understanding of boundaries and relationships so it’s very important to stick to the guidance.

### Getting help and advice

There are many sources of help and advice locally and nationally

## **Intellectual Disability**

- Inclusion Ireland
- Local Special School
- Local adult services (St. John of God's, Rehab Care. National Learning Network)
- Special Olympics Ireland
- Down Syndrome Ireland

## **Sensory Disabilities (Deaf/Hard of Hearing/Visual Impairments)**

- Deaf Sports Ireland
- Vision Sports Ireland
- National Council for the Blind
- Deaf Hear
- Schools for Deaf and Visually Impaired (Dublin & Limerick)

## **Physical Disabilities**

- Central Remedial Clinic
- Enable Ireland
- Irish Wheelchair Association
- Muscular Dystrophy Ireland

## **Autism & Asperger's Syndrome**

- Irish Society of Autism
- Dyspraxia Ireland
- [www.lamSamAslAm.ie](http://www.lamSamAslAm.ie)
- Get Autism Active - <https://www.getautismactive.com/>

## **Other Supports**

- Sports Inclusion Disability Officers within Local Sports Partnerships's
- Cara (Sport-Inclusion-Ireland)

The flow chart below is a process for including children with additional needs and vulnerable persons in a way that encourages the Club to make reasonable adjustments in an informed way.

