



WELFARE POLICY

Foreword

Sport can and does have a powerful and positive influence on its participants, especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all participants first and adopt practices that support, protect and empower them.

The reality, however, is that abuse and harassment of various kinds does sometimes take place in sport and in some cases coaches and other trusted adults in sport have been convicted of criminal offences.

BaseballSoftballUK is committed to working in partnership with all relevant agencies to ensure that information and training opportunities are available for everyone involved in Baseball and/or Softball to guide them in best practice when working with children, young people and adults. Adopting best practice will help to safeguard young people and adults from potential abuse and harassment as well as protecting coaches and other adults in positions of responsibility from potential false allegations.

These procedures have been produced to offer guidelines to everyone involved with Baseball and Softball: paid staff, volunteers, administrators, coaches, officials, parents and players. We all have a duty of care towards young and vulnerable people and can help to protect them from abuse and harassment.

These procedures have been divided into two discrete, but complimentary sections:

- Child Protection Policy & Procedures
- Anti-Harassment Policy

Together these documents make up the **BaseballSoftballUK** Welfare Policy, which will provide everyone within the organization with a framework on which to base their activities and involvement.

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CHILD PROTECTION POLICY & PROCEDURES

Contents

	Page
1.0 Policy Statement	4
1.1 Responsibilities	4
1.2 Principles	
2.0 Recruitment, Employment and Deployment of Staff and Volunteers	5
2.1 Introduction	5
2.2 Pre-recruitment Checks	5
2.3 Checks and References	6
2.4 Interview and Induction	6
2.5 Training	7
2.6 Monitoring and Appraisal	7
2.7 Complaints Procedures	7
3.0 Promoting Good Practice with Young People	8
3.1 Introduction	8
3.2 Good Practice Guidelines	8
4.0 Recognition of Poor Practice, Abuse and Bullying	10
4.1 Introduction	10
4.2 Poor Practice	10
4.3 Abuse	10
4.4 Bullying	12
5.0 Responding to Disclosure, Suspicions and Allegations	14
5.1 Introduction	14
5.2 Responding to Disclosure	14
5.3 Responding to Suspicions	15
5.4 Allegations against Staff or Volunteers	16
5.5 Allegations of Previous Abuse	19
5.6 Action if Bullying is Suspected	19

1.0 Policy Statement

1.1 Responsibilities

BaseballSoftballUK will:

- accept the moral and legal responsibility to provide a duty of care for young people, and implement procedures to safeguard their well-being and protect them from abuse.
- respect and promote the rights, wishes and feelings of young people and vulnerable adults.
- recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse and themselves against false allegations.
- require staff/volunteers to adopt and abide by the Organisation's Code of Conduct and the Child Protection Policy and Procedures.
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

1.2 Principles

The guidance given in the procedures is based on the following principles:

- The welfare of young people (the Children Act 1989 defines a young person as under 18 years of age) and vulnerable adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of suspicious or poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998 (Implemented 2000).

Important

*Please note that the term **parents** is used throughout this document as a generic term to represent parents, carers and guardians.*

*Please note that the term **young people** also refers to players with disabilities and vulnerable adults.*

2.0 Recruitment, Employment and Deployment of Staff and Volunteers

2.1 Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people and disabled adults. The same procedures should be adopted whether those doing the work are paid or unpaid, full or part-time, or volunteers.

2.2 Pre-recruitment Checks

The following pre-recruitment checks should always be carried out:

2.2.1 Advertising

If any form of advertising is used to recruit staff, it should reflect:

- the aims of the Organisation and where appropriate, the particular programme involved.
- the responsibilities of the role.
- the level of experience or qualifications required (eg experience of working with children is an advantage).
- the Organisation's open and positive stance on child protection.

2.2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- a job description including roles and responsibilities.
- a person specification (eg stating qualifications or experience required).
- an application form.

2.2.3 Applications

All applicants, whether for paid or voluntary, full- or part-time positions, should complete an application and self-declaration form which should elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record.
- Whether the applicants are known to any social services department as being an actual or potential risk to children or young people: a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.

- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer).
- Any former involvement with the sport.
- The applicant's consent to criminal record checks being undertaken where appropriate E.G. If there is contact with children.
- The applicant's consent to abide by the Organisation's Code of Ethics and Conduct appropriate to the position sought (eg coach, official etc).

The forms should also state that failure to disclose information or subsequent failure to conform to the Code of Conduct will result in disciplinary action and possible exclusion from the activities of **BaseballSoftballUK**.

2.3 Checks and References

2.3.1 The Government has altered the arrangements for criminal record checks in line with the Protection of Children Act 1999. The Home Office has announced that from April 2002 the Criminal Records Bureau (CRB) will provide criminal record checks for volunteers, free of charge to employers or voluntary organisations.

2.3.2 A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

2.3.3 A self-disclosure form should be adopted as part of the Organisation's Coaches/Helpers Register (registers need to be extended to all those with substantial access to children).

2.3.4 Checks may be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children:

- | | |
|-------------------------|--|
| • In England and Wales: | Criminal Records Bureau (CRB) |
| • In Scotland: | The Scottish Office (Social Work Services Group) |
| • In Northern Ireland: | The DHSS Pre-employment Consultancy Service (PECS) |

2.4 Interview and Induction

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol.

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- their qualifications as a coach/official are substantiated.
- they complete a profile to identify training needs/aspirations.
- they **sign** up to the Organisation's Code of Conduct.
- the expectations, roles and responsibilities of the job are clarified (eg through a formal or informal work programme or goal-setting exercise).
- child protection procedures are explained and training needs established.

2.5 Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

2.5.1 It is recommended that all staff working with children must be up to date, or receive training in the following areas:

- Child protection awareness (eg **scUK** workshop on *Good Practice and Child Protection / NSPCC Educare Programme*).
- First aid (eg NCF/BRC *Emergency First Aid for Sport*, St John or St Andrew's Ambulance First Aid qualifications).
- How to work effectively with children (eg **scUK** workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*).
- Child-centred coaching styles (eg **scUK** workshop *Coaching Methods and Communication*).

The training programme of specific groups of people, i.e. coaches, volunteers etc. will follow the guidelines produced by the Child Protection in Sport Unit.

2.6 Monitoring and Appraisal

At regular intervals (or following a programme), all staff or volunteers should be given the opportunity to receive formal (eg through an appraisal) or informal feedback, to identify training needs and set new goals. Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

2.7 Complaints Procedures

The **BaseballSoftballUK** complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. **BaseballSoftballUK** should ensure that all clubs/leagues are aware of the existence of these procedures; clubs/leagues should ensure that parents and young people are also aware of them.

3.0 Promoting Good Practice with Young People

3.1 Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to create situations in which abuse can be perpetrated. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to a **BaseballSoftballUK** Welfare Officer.

3.2 Good Practice Guidelines

All personnel within **BaseballSoftballUK** should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Baseball and Softball.

3.2.1 Good practice means:

- always working in an open environment: eg avoiding private or unobserved situations and encouraging an open environment (eg no secrets).
- treating all young people/disabled adults equally, and with respect and dignity.
- always putting the welfare of each young person first, before winning or achieving goals.
- maintaining a safe and appropriate distance with performers (eg it is not appropriate to have an intimate relationship with a child or to share a room with them).
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- making sport fun and enjoyable and promoting fair play.
- keeping up to date with technical skills, qualifications and appropriate insurance in the sport.
- involving parents/carers wherever possible (eg for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (**NB** However, same-gender abuse can also occur.).
- ensuring that at tournaments or residential training, adults should not enter children's rooms or invite children into their rooms.
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- giving enthusiastic and constructive feedback rather than negative criticism.
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.

- securing parental consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- awareness of any medicines being taken by participants, or existing injuries or medical conditions.
- keeping a written record of any injury that occurs, along with the details of any treatment given.
- requesting written parental consent if club officials are required to transport young people in their cars.

3.2.2 Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the Organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.

3.2.3 Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay.
- share a room with a child.
- allow or engage in any form of inappropriate touching.
- allow children to use inappropriate language unchallenged.
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of *control* .
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- do things of a personal nature for children or disabled adults that they can do for themselves.
- invite or allow children to stay with you at your home unsupervised (except in emergency situations as in 3.2.2, above).

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a performer.
- if he/she seems distressed in any manner.

- if a performer appears to be sexually aroused by your actions.
- if a performer appears to misunderstand or misinterpret something you have done.

4.0 Recognition of Poor Practice, Abuse and Bullying

4.1 Introduction

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in Baseball and Softball, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. Clubs, leagues etc. should therefore encourage and expect staff to discuss any concern they may have about the welfare of a young person immediately with the designated officer – this might be the chairperson, president, team manager, official or coach.

4.2 Poor Practice

Poor practice includes any behaviour that contravenes **BaseballSoftballUK's** Codes of Conduct in the following areas:

- Rights – for example, of the player, the parent, the coach, the official etc.
- Responsibilities – for example, responsibility for the welfare of the players, the sport, the profession of coaching, their own development.
- Respect – for example, for other players, officials and their decisions, coaches, the rules.

4.3 Abuse

Abuse can happen wherever there are young people, and young people and disabled adults of any age can be abused. The effects of abuse can be immensely damaging and, if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, may become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

4.3.1 Disabled People

There have been a number of studies¹ that suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.²

¹ Westcott, H (1993) **The Abuse of Children and Adults with Disabilities**. London, NSPCC

² Kerr, A (1999) **Protecting Disabled Children and Adults in Sport and Recreation**.

4.3.2 Race and Racism

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Racism causes significant harm and may be categorised as a form of emotional abuse. All clubs/leagues working with children, including those operating where black and minority ethnic communities are numerically small, should be aware of and address these issues. Within this Policy document, racism is dealt with in the following section (Anti-Harassment).

4.3.3 Definitions of Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for young people.

- **Neglect:** Where adults fail to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (eg failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in sport could include a teacher or coach not ensuring children are safe, exposing them to undue cold or heat or to unnecessary risk of injury.
- **Physical abuse:** Where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after eg factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in sport may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty.
- **Sexual abuse:** Where girls and boys are abused by adults or other children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- **Emotional abuse:** The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature inappropriate expectations being imposed on children in relation to their age or development. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted, which may make

the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform consistently to high expectations.

There is a growing awareness that children who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long-term emotional abuse.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children.*

4.3.4 Indicators of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- The child is prevented from socialising with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section Five.)

4.4 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can sometimes occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms: the three main types are physical (e.g. hitting, kicking, theft) verbal (e.g. racist or homophobic remarks, threats, name-calling) and emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

4.4.1 Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

4.4.2 Girls and boys can be bullies, although it seems to be more conspicuous in boys. Although bullying often takes place in schools,¹ research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and in changing rooms.

4.4.3 Bullies come from all walks of life, bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.¹

4.4.4 The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- a parent who pushes too hard.
- a coach who adopts a win-at-all costs philosophy.
- a player who intimidates others inappropriately.
- an official who places unfair pressure on a player or coach.

4.4.5 Bullying can include:

- Physical: eg hitting, kicking and theft.
- Verbal: eg name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: eg tormenting, ridiculing, humiliating and ignoring.
- Sexual: eg unwanted physical contact or abusive comments.

4.4.6 The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, becoming clingy, depressed, tearful and emotionally up and down; reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing; for example on food, cigarettes or alcohol.
- A shortage of money or frequent *loss* of possessions.

¹ Research by Sheffield University, reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4% of secondary school children are bullied once a week.

¹ The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.

5.0 Responding to Disclosure, Suspicions and Allegations

5.1 Introduction

If a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately. False allegations of abuse do occur, however, they are rare.

5.2 Responding to Disclosure

5.2.1 Actions to Take

The person receiving information concerning disclosure should:

- react calmly so as not to frighten the child.
- tell the child he/she is not to blame and that he/she was right to tell .
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child, especially in situations where a child might have a speech disability and/or differences in language.
- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments.
- make a full record of what had been said, heard and/or seen as soon as possible.

NB It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, especially in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow the Organisation's procedures to report these concerns. Where there are no procedures in place, seek advice from social services.¹

5.2.2 Actions to Avoid

The person receiving the disclosure should not:

- panic.
- allow their shock or distaste to show.
- probe for more information than is offered.
- speculate or make assumptions.
- make negative comments about the alleged abuser.
- approach the alleged abuser.
- make promises or agree to keep secrets.

¹ Kerr, A (1999) **Protecting Disabled Children and Adults in Sport and Recreation, The Guide.** Contact Disability Sport England (Tel: 020 7490 4919).

5.3 Responding to Suspicions

It is not the responsibility of anyone working under the auspices of BaseballSoftballUK in a paid or voluntary capacity, or those working in affiliated organisations, to take responsibility for deciding whether or not child abuse is taking place.

However, there is a responsibility to protect children by ensuring that appropriate agencies can make enquiries and take any necessary action to protect the young person.

5.3.1 Social Services

Social services have a statutory duty under **The Children Act 1989** to ensure the welfare of children and work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective ACPC and cross-reference the guidance produced by the ACPC.

5.3.2 Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

5.3.3 When it is Not Appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (eg where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded. Advice and guidance should be sought from the local social services officer with respect to consulting with parents.

5.3.4 Designated Officer

Each organisation (club, league etc) should identify a child protection officer (CPO) to handle child protection issues. This person should complete a self-declaration form and undergo a voluntary police check for quality assurance purposes. The CPO will require support from the club or league and from **BaseballSoftballUK**, as well as appropriate training and information. This support should be provided as part of the Child Protection Policy and Implementation Procedures being adopted by **BaseballSoftballUK**, which now has Welfare Officers who lead in Child Protection and can offer support.

It is the responsibility of the CPO to inform the social services without delay if there is a suspicion of abuse. If the person in charge is not available or the concern is about

the person in charge, the person with concerns or being informed of them should immediately contact the social services or the police. The numbers are in the telephone directory. In these circumstances, you do not have to give your name but it is helpful if you can. The social services, together with the CPO where appropriate, will decide how and when parents or carers will be informed.

Any incidents should also be referred to the **BaseballSoftballUK** Welfare Officers by contacting **John Boyd on 020-7453-7055 or: boyd@baseballsoftballuk.com**. A Flow Chart included with this document as **Appendix B** sets out the structure now in place within Baseball and Softball to deal with these sorts of issues.

5.3.5 Expert Advice

If you are not sure what to do, you can obtain advice by telephoning the local social services department and speaking to the duty worker or calling the NSPCC 24-hour free phone Helpline on 0808 800 5000. The police also have specially trained child protection teams who will give guidance and support, and will deal with out-of-office-hours enquiries when social services are not available.

5.3.6 Records and Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

A copy of this information should be sent to a BaseballSoftballUK Welfare Officer.

5.4 Allegations against Staff or Volunteers

This includes anyone working with children in a paid or voluntary capacity (eg volunteers or helpers in clubs, tournament officials, team managers on training camps, coaches). Child abuse can and does occur outside the family setting. Recent

inquiries¹ indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of a child, arising from abuse or harassment by a member of staff or a volunteer, should be reported immediately.

5.4.1 Seek Advice

On occasion the CPO may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse. However, those responsible should always consult a **BaseballSoftballUK** Welfare Officer and/or gain advice from social services, police or the NSPCC if there is any doubt. This is because the incident may be just one of a series of other instances which together may cause concern.

5.4.2 Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

BaseballSoftballUK assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent) reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

5.4.3 Action if there are Concerns

The following action should be taken if there are concerns:

Poor Practice

- If, following consideration, the allegation is clearly about poor practice, the CPO at the club or league will deal with it as a misconduct issue.
- If the allegation is about poor practice by the CPO, or if the matter has been handled inadequately and concerns remain, it should be referred to **BaseballSoftballUK**. The Welfare Officer(s) will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If the incident of poor practice is suspicious and may also constitute abuse, all details should be recorded and reported to a **BaseballSoftballUK** Welfare Officer.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the CPO, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The CPO will refer the allegation to the social services department who may involve the police, or will go directly to the police if out-of-hours.

¹ Newcastle City Council (1994) **Report of the Independent Enquiry into Multiple Abuse in Nursery Classes in Newcastle Upon Tyne.**

- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the CPO is the subject of the suspicion/allegation, the report must be made directly to **BaseballSoftballUK** Welfare Officer(s), who are then responsible for taking the actions outlined above.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a *need to know basis* only. This may include some or all of the following people:

- The CPO in charge.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- Designated officers within **BaseballSoftballUK**.
- The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with access limited to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

- **BaseballSoftballUK** should make an immediate decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional procedures) pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, **BaseballSoftballUK** must assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, **BaseballSoftballUK** must reach a decision based on the available information that could suggest, on a balance of probability, that it is more likely than not the allegation is true. The welfare of children should always remain paramount.

Support to Deal with the Aftermath

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counseling Directory² may be a useful resource.

² **The British Association for Counseling Directory** is available from The British Association for Counseling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bac.co.uk, Internet: www.bac.co.uk.

- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

5.5 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (eg by an adult who was abused as a child regarding a member of staff who is still currently working with children). Where such an allegation is made, the procedures as detailed above should be followed and the matter reported to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

5.6 Action if Bullying is Suspected

The same procedure should be followed as set out in Section 5.3 if bullying is suspected. All settings in which children are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

5.6.1 Action to Help the Victim and Prevent Bullying in Sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns.³ Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

5.6.2 Action Towards the Bully(ies):

The coach or person in charge should:

- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families concerned to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

³ It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately.

ANTI – HARASSMENT POLICY

TABLE OF CONTENTS	PAGE NO
Policy Statement	21
Application of this Policy	21
Definitions	21
Unlawful Harassment	21
Examples of Harassment	22
Responsibilities	23
Disciplinary Action	24
Harassment Complaints	24
APPENDIX A: COMPLAINT PROCEDURES	
Internal Resolution	25
Disciplinary Action	27
External Resolution	28
De-Registration	28
APPENDIX B: PROCEDURAL FLOW CHART	29
APPENDIX C: CODES OF ETHICS	
Coaches	30
Umpires	32
Athletes and Volunteers	33
Parents	34
APPENDIX D: CONTACT DETAILS	35
APPENDIX E: PHOTOGRAPHIC POLICY	36

POLICY STATEMENT

1. **BaseballSoftballUK** is committed to providing a sport and work environment free from harassment. **BaseballSoftballUK** will not tolerate any behaviour that constitutes harassment and will take disciplinary action against any member who is found in breach of this policy.

APPLICATION OF THIS POLICY

2. This policy applies to all members of **BaseballSoftballUK**, including players, coaches, employees, administrators, officials and volunteers.
3. This policy applies to behaviour occurring both within and outside the course of **BaseballSoftballUK**'s business, activities and events, when the behaviour involves individuals associated with **BaseballSoftballUK** and negatively affects relationships within the sport and work environment.

DEFINITIONS

4. For the purposes of this policy, harassment in general is defined as offensive, abusive, belittling or threatening behaviour, including direct or indirect discrimination, directed at a person or people because of a particular characteristic of that person or people (including the person or people's level of empowerment relative to the harasser). It is behaviour that is unwelcome, and that could reasonably be expected to upset the person or people at whom it is directed.
5. This behaviour must not be confused with legitimate comment and advice (including negative comment or feedback) from coaches, managers, or supervisors on the performance of an individual or group. Feedback differs from harassment in that it is intended to assist members to improve their performance or behaviour.
6. For the purposes of this policy, the particular form of harassment known as sexual harassment is defined as behaviour that has a sexual element, that is unwelcome and that could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate or intimidate the person or people at whom it is directed.

UNLAWFUL HARASSMENT

7. Racial discrimination, sexual harassment and other forms of harassment are unlawful and are governed by **BaseballSoftballUK's** Equity Policy and anti-discrimination laws, including the European Human Rights Act, all of which apply to **BaseballSoftballUK**.
8. People engaging in harassment can have sanctions or legal action taken against them under the above policies or laws. In some cases, legal action can also be taken against the organisation for which they work or which they represent.
9. As a consequence of the above laws, **BaseballSoftballUK** has a legal responsibility to ensure that harassment does not occur in the course of any of its activities.

EXAMPLES OF HARASSMENT

10. Harassment can occur between any participants in Baseball and Softball, for example:

- coach/official to athlete.
- athlete to athlete.
- administrator to employee.
- athlete to coach/official.
- administrator to coach/official.
- coach to coach.
- coach to administrator.
- athlete to administrator.

Behaviour

11. Behaviour constituting harassment can take many forms and may be explicit or implicit, physical, verbal or non-verbal. Examples of harassment include, ***but are not limited to:***

- abusive behaviour aimed at humiliating or intimidating someone in a less powerful position.
- insulting comments about physical or racial characteristics, abilities or mannerisms of a person.
- persistent teasing, name calling or insults.
- sexually offensive jokes.
- racially offensive jokes or remarks.
- offensive gestures, staring, leering or ogling.
- uninvited physical contact such as patting, pinching, touching, kissing, embracing or massaging.
- provocative posters, calendars or like material with a sexual connotation.
- unwelcome sexual advances or requests for sexual favours.
- persistent or intrusive questions about people's private lives.

12. Everyone has a responsibility to be sensitive to the impact of his/her behaviour on the feelings of all people witnessing it, not just on the feelings of the person or people at whom the behaviour is primarily directed.

Misuse of Power

13. Sometimes harassment is not just based on grounds such as sex, race, disability or sexuality but consists simply of an abuse of power that the harasser holds over those harassed. Examples of relationships that involve a power disparity are coach-athlete, manager-athlete and official-athlete. People in a position of power need to be particularly wary of not exploiting that power.

Intimate Relationships

14. Although not every intimate relationship between a person in a position of power (e.g. coach, manager/administrator) and an adult athlete is based on an abuse of power (which would constitute harassment), such relationships should be avoided.

This is because there is usually a great disparity between the two persons in terms of authority, maturity, status and dependence. Other professionals, such as medical and sports science practitioners are required, when dealing with relatively vulnerable clients or athletes, to avoid sexual relationships with them.

15. Should an intimate relationship develop between an athlete and a person in a position of power over that athlete, **BaseballSoftballUK** will investigate the relationship to determine whether any action against the person in authority is necessary. Factors that will be considered are the age and maturity of those concerned, any financial or emotional inter-dependency and/or the likelihood of the relationship having any adverse impact on the athlete concerned or the sport in general.
16. If it is determined that the relationship is inappropriate, action taken by **BaseballSoftballUK** may include transfer, termination or dismissal from the position of power.
17. In the event that an athlete attempts to initiate an intimate relationship with a person in a position of power over that athlete, the person in authority must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The person in authority may wish to obtain advice from **BaseballSoftballUK** if he/she feels harassed.

RESPONSIBILITIES

18. **BaseballSoftballUK's** Council is responsible for managing and implementing this policy.
19. **BaseballSoftballUK's** Council will ensure that:
 - the names and details related to harassment complaints will be kept confidential, unless disclosure is required as part of the disciplinary process.
 - an effective complaints procedure is put in place.
 - designated Welfare Officers are identified to advise and assist those who experience harassment.
 - appropriate training and resources are provided to those who manage and implement the policy.
 - complaints are treated in a sensitive, fair, timely and confidential manner.
 - the reporting of harassment is encouraged, regardless of who the alleged offender might be.
 - the policy is promoted through all levels of **BaseballSoftballUK's** activities.
 - an awareness and understanding of harassment issues is created.
 - policy and procedures are monitored and reviewed regularly.
20. It is the responsibility of all employees and members of **BaseballSoftballUK**, whether they are coaches, administrators, officials or volunteers, to:
 - comply with this policy.
 - offer support to anyone who is being harassed and let them know where they can get help and advice.
 - maintain complete confidentiality if they provide information during the investigation of a complaint.

- avoid gossiping or spreading rumours about harassment (beyond giving information as part of a legitimate investigation process). Such behaviour can result in legal action for defamation.

DISCIPLINARY ACTION

21. **BaseballSoftballUK** can take disciplinary action against any member who is found to be guilty of harassment. Disciplinary action can also be taken against any member who victimises a person who has complained of harassment.
22. Similar disciplinary action will also be taken against any member **BaseballSoftballUK** who is found to have made false, vexatious or frivolous charges of harassment.

HARASSMENT COMPLAINTS

23. Any complaints about breaches of this policy will be dealt with promptly, seriously, sensitively and confidentially.
24. Appropriate complaints procedures have been developed for internal and external resolution of harassment complaints. The internal procedures include both informal and formal mechanisms for dealing with complaints (see this section).

APPENDIX A: COMPLAINT PROCEDURES

INTERNAL RESOLUTION

Informal Process

1. The witness could make an initial approach to a **BaseballSoftballUK** Welfare Officer.
2. Welfare Officers will be:
 - Person(s) who have trained as Welfare Officers.
3. A Welfare Officer will:
 - Serve in an unbiased/impartial capacity to listen to the complaint.
 - Provide confidential advice and moral support.
 - Provide advice as to whether the behaviour constitutes harassment.
 - Provide options for resolution of the complaint, both internal and external, including advice regarding police notification of criminal offences.
4. If the witness chooses the internal resolution option, the witness may attempt to resolve the matter with or without the assistance of a Welfare Officer.
5. If the witness cannot resolve the complaint himself or herself, he/she may seek informal resolution with the help of a mediator. The mediator may be a Welfare Officer or another person agreed to by both parties for this purpose.
6. If an informal resolution of the complaint is achieved between the witness and the alleged harasser, the Welfare Officer will prepare a report and no further action is necessary. No written complaint is necessary for informal resolution of complaints.

Formal Process

7. If the matter is not resolved with the support and advice of a Welfare Officer, the witness can make a formal complaint in writing about the alleged harassment to **BaseballSoftballUK**.
8. Complaints should be marked 'Private and Confidential' and addressed to a Welfare Officer.
9. The Welfare Officer should attempt to resolve the complaint between the parties concerned by mediation, unless this has already been attempted without success or is clearly not appropriate or timely in the circumstances.
10. If mediation fails, or is not feasible, the Welfare Officer must then ensure that a fair and impartial investigation is made of the allegations, and that appropriate action is taken to resolve the complaint and, where necessary, to deal with the harasser.

11. **BaseballSoftballUK's** Council shall then appoint a Disciplinary Tribunal. This Tribunal shall comprise of a minimum of three persons and shall include at least one male and one female.
12. The investigation shall adhere to basic rules of natural justice:
 - (i) a person who is the subject of a complaint will be fully informed of the allegations against him/her.
 - (ii) a person who is the subject of a complaint will be given full opportunity to respond to the allegations and raise any matters in his/her own defence.
 - (iii) the allegations will be investigated promptly, seriously, sensitively and confidentially, with all parties heard and all relevant submissions considered.
 - (iv) irrelevant matters or hearsay evidence will not be taken into account.
 - (v) the Disciplinary Tribunal will act fairly and without bias.
 - (vi) a person who makes the allegation or any other person who has a conflict of interest will not be involved in handling the complaint.
13. The procedure for handling complaints is as follows:
 - a) The accused shall be notified in writing by certified mail of the alleged complaint and specific charges, and requested to submit a written response within fourteen (14) days. The accused must be advised that the written response is to include an admission or denial of the allegations and, if an admission, whether the accused requests attendance at a hearing to determine any disciplinary action that will be taken.
 - b) On receipt of the written response or following the expiry of fourteen (14) days, the Disciplinary Tribunal shall proceed according to the following circumstances:
 - (i) If **no response** is forthcoming **or** the accused **admits** to the alleged offence and **does not** request attendance at the hearing, the Disciplinary Tribunal may:
 - (a) accept the written response and dismiss the complaint.
 - (b) find the complaint upheld and the accused guilty of a breach of the Anti- Harassment Policy, and impose an appropriate disciplinary action as set out in point 14.
 - (ii) If the accused **denies** the allegation, a hearing must be convened. A full written explanation of the hearing process and place, time, etc shall be mailed to the accused and the witness within seven (7) days of receipt of the response from the accused.
 - (iii) If the accused **admits** to the alleged offence and **requests** attendance at a hearing, a hearing must be convened. A full written explanation of the hearing process and place, time, etc. shall be mailed to the accused and the witness within seven (7) days of receipt of the response from the accused.
 - (iv) Following the hearing, the Disciplinary Tribunal may:
 - (a) accept the written response and dismiss the complaint; or
 - (b) find the complaint upheld and the accused guilty of a breach of the Anti- Harassment Policy and impose an appropriate disciplinary action as set out in point 14.

- (v) The Disciplinary Tribunal shall not be restricted to the evidence produced and may call witnesses, call other evidence or adjourn and reach its determination, as it sees fit.

DISCIPLINARY ACTION

- 14. In the case of a decision by the Tribunal that a breach of **BaseballSoftballUK's** Anti Harassment Policy policy has occurred, the Tribunal will have the power to recommend to **BaseballSoftballUK** an appropriate disciplinary action or resolution, and an appropriate disciplinary action or resolution will be taken.

An appropriate disciplinary action may include, but is not limited to any one or more of the following:

- (i) a letter of reminder about ethical conduct to the offending member.
 - (ii) a verbal apology from the offending member.
 - (iii) a written apology from the offending member.
 - (iv) a letter of reprimand to the offending member.
 - (v) a letter of reprimand to the offender, with a copy to their affiliated organisation.
 - (vi) a referral to counselling.
 - (vii) a period of probation in lieu of suspension, on such terms as the Disciplinary Tribunal may designate.
 - (viii) removal of certain privileges of membership or employment.
 - (ix) a demotion or reduction in salary.
 - (x) temporary suspension of membership for a defined period of time.
 - (xi) indefinite suspension of membership, to be reviewed at a future date.
 - (xii) termination of employment or contract.
 - (xiii) in the case of an umpire or coach, a recommendation for de-registration, or withdrawal of accreditation for a set time or for life.
- 15. The accused member and witness shall be notified in writing of the Disciplinary Tribunal's decision and details of the procedure by which an appeal may be lodged, within seven (7) days of the determination of the decision.
 - 16. Both the witness and the respondent have the right to appeal against the findings of the Disciplinary Tribunal, or against the resulting recommended action if they have any concerns about procedure, bias or fairness.
 - 17. Appeals will be dealt with in accordance with procedures contained in **BaseballSoftballUK's** Constitution or Sport-England approved Procedures.
 - 18. No member of the Disciplinary Tribunal that investigated the complaint, the complainant or any other person who has a conflict of interest, shall be permitted to be a member of the Appeals Committee.
 - 19. The Appeals Committee will investigate the findings and uphold or dismiss them.
 - 20. If the complaint is not resolved to the satisfaction of the witness, they may choose to approach a sports dispute resolution body, or use an external process for mediation or arbitration of the dispute.
 - 21. **BaseballSoftballUK** will provide details of the appropriate body(ies) to the witness upon request.

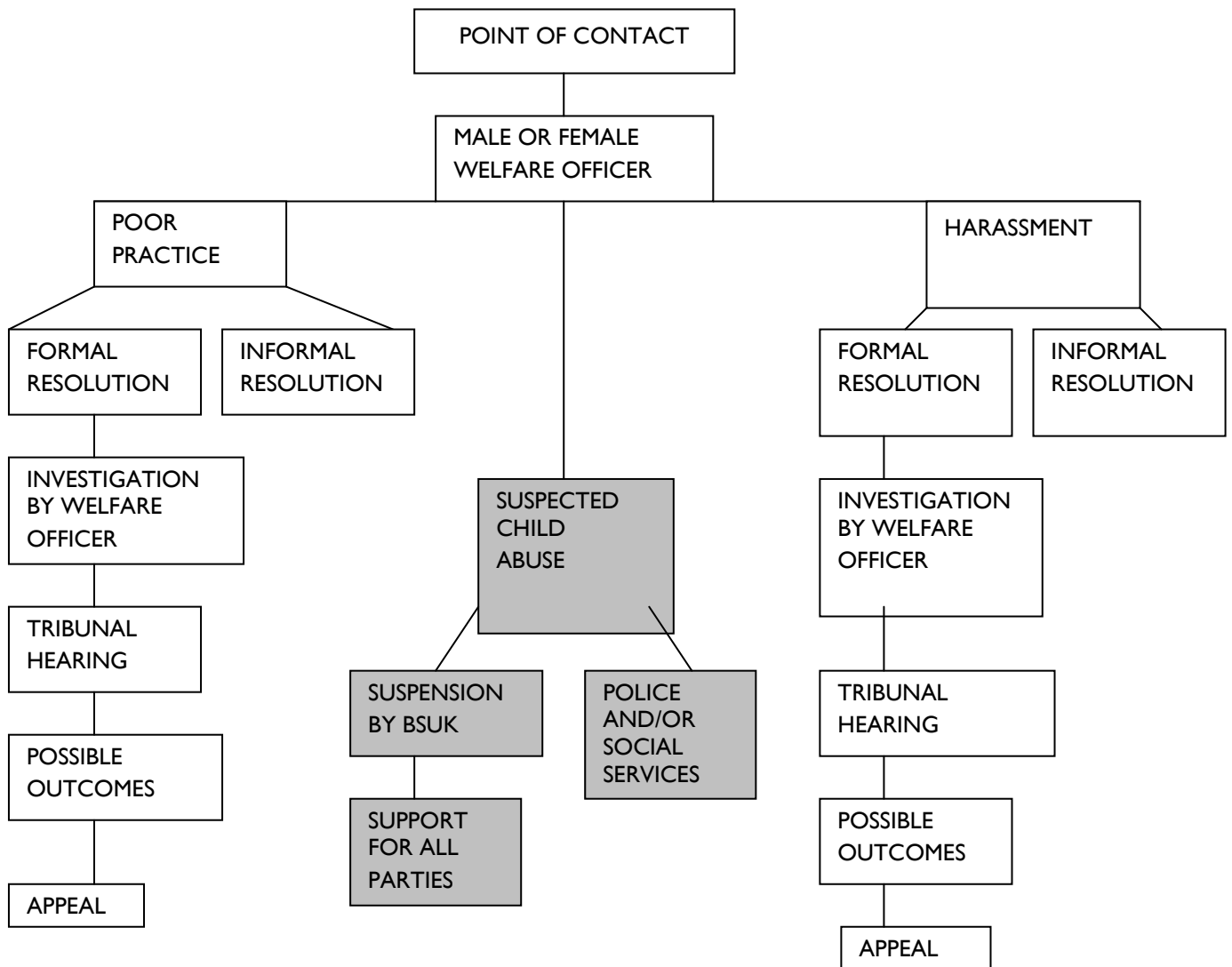
EXTERNAL RESOLUTION

23. Harassment of various kinds is unlawful under anti-discrimination laws in Britain and there are anti-discrimination bodies to deal with complaints under these laws.
24. Complainants and the alleged harassers may, at any time, contact relevant anti-discrimination bodies for information or advice, and to lodge a complaint of harassment.

DE-REGISTRATION

26. If, after resolution of the complaint (Internal and/or External), the decision is that an umpire or coach is de-registered or accreditation withdrawn, **BaseballSoftballUK's** Chief Executive shall be informed of this decision.
27. **BaseballSoftballUK** 's Chief Executive shall then advise all relevant personnel of the decision.

APPENDIX B: PROCEDURAL FLOW CHART



NOTES:

- 1) Welfare officers will be trained BSUK members.
- 2) Tribunal members will be trained members of BBF and/or BSF Executives and/or BSUK Council members.

APPENDIX C: CODES OF ETHICS

CODE OF CONDUCT: COACHES

1. Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
 - *Refrain from any discriminatory practices on the basis of age, gender, religion, ethnic origin or ability of athletes.*
2. Endeavour to ensure the athlete's time spent with you is a positive experience.
 - *Respect the talent, developmental stage and goals of each individual athlete.*
3. Treat each athlete as an individual and help them reach their full potential.
 - *Provide training programs that are planned and sequential and suitable for the age, experience and ability of the athletes.*
4. Be fair, considerate and honest with athletes.
 - *Be reasonable in your demands on your athletes' time and ensure there is an appropriate balance between sporting involvement, education and career objectives.*
 - *Implement clear rules for athletes in training and general conduct.*
5. Be professional in your appearance and manner and accept responsibility for your actions.
 - *Display high standards in language, manner, punctuality, preparation and presentation.*
 - *Display control, respect, dignity and professionalism to all involved with Baseball and / or Softball (including opponents, coaches, officials, umpires, scorers, administrators, the media, parents, and spectators) and encourage your athletes to demonstrate the same qualities.*
6. Make a commitment to providing a quality service to your athletes, local association and the BBF or BSF, by continually improving your coaching knowledge and skill.
 - *Maintain and improve your **BaseballSoftballUK** Coaching accreditation.*
 - *Seek continual self-improvement through performance appraisal and ongoing education.*
7. Operate within the rules and spirit of the sport.
 - *Abide by and respect the regulations governing Baseball and/or Softball and sport generally and the organisations and individuals administering those regulations.*
 - *Reject the use of performance-enhancing drugs in sport and abide by the regulations of the relevant National and International sporting organisations and government regulatory bodies.*
8. Ensure physical contact with athletes is appropriate to the situation and necessary for the athlete's skill development.*
 - *Inappropriate physical contact is a form of sexual harassment.*
9. Refrain from any form of personal abuse towards your athletes.*
 - *This includes verbal, physical and emotional abuse.*
10. Refrain from any form of sexual harassment towards your athletes.*

- *This includes explicit, implicit, verbal and non-verbal sexual harassment.*
 - *Refrain from initiating a relationship with an athlete/assistant/administrator and also discourage, in a sensitive manner, an attempt by an athlete/assistant/administrator to initiate a sexual relationship with you.*
11. Provide a safe environment for training and competition.
- *Ensure that equipment and facilities meet safety standards and are appropriate for the age and ability of the athletes.*
12. Show consideration and caution towards sick and injured athletes.
- *Provide a modified training program where appropriate.*
 - *Allow further participation in training and competitions only when appropriate.*
 - *When necessary, follow the advice of a reputable doctor or physiotherapist when determining when a sick or injured athlete is ready to recommence training or competition.*
13. Be a positive role model for your sport and your athletes.

* Please refer to the **BaseballSoftballUK** Anti-Harassment Policy for more information regarding harassment issues.

CODE OF CONDUCT: UMPIRES

1. Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.
 - *Refrain from any discriminatory practices on the basis of age, gender, ethnic origin, religion or ability.*
2. Be professional in your appearance and manner and accept responsibility for all actions taken.
 - *Display high standards in language, manner, punctuality, preparation and presentation.*
 - *Display control, respect, dignity and professionalism to all involved with Baseball and/or Softball (including athletes, coaches, officials, scorers, administrators, the media, parents and spectators), and encourage other umpires to demonstrate the same qualities.*
 - *Be courteous, respectful and open to discussion and interaction.*
3. Make a commitment to providing quality service to umpiring, by seeking continual improvement of your umpiring knowledge and skill through study, performance appraisal and regular updating of competencies.
 - *Maintain and improve your Umpire accreditation.*
4. Operate within the rules and spirit of Baseball and/or Softball.
 - *Abide by and respect the regulations governing Baseball and/or Softball and sport generally, and the organisations and individuals administering those regulations.*
5. Refrain from any form of personal abuse towards athletes.
 - *This includes verbal, physical and emotional abuse.*
6. Refrain from any form of sexual harassment.
 - *This includes explicit, implicit, verbal and non-verbal sexual harassment.*
7. Place the safety and welfare of the participants above all else.
 - *Ensure that equipment and facilities meet rule requirements and safety standards.*
8. Be impartial.
9. Value the individual in sport.
10. Avoid any situation that may lead to a conflict of interest.
11. Show concern and caution towards sick and injured athletes.
12. Encourage inclusivity and access to all areas of umpiring.
13. Be a positive role model for your sport and for umpiring.

CODE OF CONDUCT: ATHLETES AND VOLUNTEERS

1. Be a positive role model for Baseball and/or Softball at all times, and accept responsibility for your actions.
2. Participate within the competition conditions and rules, and in the spirit of fair play.
3. Respect opposition players and officials and treat them with proper regard for their rights, obligations and position held in Baseball and/or Softball or the community.
4. Refrain from offensive or abusive language and gestures.
5. Accept victory and defeat with dignity.
6. Comply with Umpires' decisions in a professional manner.
7. Maintain high standards of personal hygiene and appearance.
8. Co-operate with all official requests to promote and market Baseball and/or Softball in a professional manner.
9. Behave with dignity and respect when in public.
10. Refrain from making sexist or racist jokes, jokes about a particular sexual orientation, or jokes about the ability of an athlete, coach or other participant.
11. Refrain from making derogatory or demeaning remarks about any athletes, coaches or participants.
12. Refrain from using profane, insulting, harassing or otherwise offensive language.
13. Refrain from making sexual innuendoes towards any athletes, coaches or participants.
14. Do not tolerate acts of aggression.
15. Players should, avoid intimate relationships with their coach.
16. Perform any duties and responsibilities where you are a representative of the British Baseball or Softball Federations or **BaseballSoftballUK** in a mature, fair and professional manner.
17. Refrain from engaging in any behaviour as listed under the definitions of harassment, outlined in **BaseballSoftballUK's** Anti-Harassment Policy.

CODE OF ETHICS: PARENTS

I agree to:

1. To provide positive support, care and encouragement for my child participating in Baseball and Softball.
2. To encourage good sportsmanship.
3. To place the emotional and physical well being of my child ahead of a personal desire to win.
4. To insist that my child plays in a safe and healthy environment.
5. To support coaches and officials working with my child, in order to encourage a positive experience for all.
6. To demand an environment for baseball which is free of drugs, tobacco and alcohol.
7. To remember that the game is for youth, not adults.
8. To do my best to make Baseball and Softball fun for my child.
9. To ask my child to treat other players, coaches and officials with respect.
10. To promise to help my child enjoy their Baseball or Softball experience by doing whatever I can to help the programme.
11. To require that my child's coach be trained in the responsibilities of a youth Baseball and/or Softball coach, and that the coach upholds the code of ethics for coaches.

APPENDIX D: CONTACT DETAILS

BASEBALLSOFTBALL UK WELFARE CONTACT

John Boyd
Tel: 020-7453-7055
Fax: 020-7453-7007
boyd@baseballsoftballuk.com

BASEBALLSOFTBALL UK WELFARE OFFICERS

Ian Smyth
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jenny.fromer@mlbi.co.uk

SOFTBALL LEAGUE WELFARE OFFICERS

BASEBALL CLUB WELFARE OFFICERS

APPENDIX E: POLICY ON PHOTOGRAPHIC OR VIDEO IMAGES OF YOUNG PEOPLE

BaseballSoftballUK, along with the British Baseball Federation and British Softball Federation, has to balance our need to promote and publicise participation in our sports by children and young people with their need for privacy and protection.

Accordingly, we are adopting the following policy with regard to taking and using photographs or video of children and young people in print publications, promotional material, on television or on our web site:

- 1) Official photographers or videomakers will be designated by **BaseballSoftballUK**, MLB and/or the BBF or BSF to take photographs at certain tournaments or events. These photographers or videomakers will be identifiable by an official pass.
- 2) While we believe that the process of securing written or verbal permission from parents for every photograph or video sequence taken or used is unworkable in practice, it is the right of any parent or child at an event to object to photographs or video being taken of that child by making this known to the photographer or videomaker and/or the event organiser.
- 3) Where we use images of a child or young person in any print or electronic medium, the child will never be named.
- 4) Where a child is named, a photograph or video image of that child will never be used.
- 5) Anyone other than an official photographer or videomaker who is intending to shoot photographs or video for their own use at a **BaseballSoftballUK**, MLB, BBF or BSF event must register their details with the event organiser.
- 6) Any questions about this policy should be directed to **BaseballSoftballUK** Welfare Officer Ian Smyth on: smyth@baseballsoftballkuk.com.

Approved by BaseballSoftball UK Council:

Name: _____

Signed: _____

Position: _____

Date: _____

Approved by British Baseball Federation:

Name: _____

Signed: _____

Position: _____

Date: _____

Approved by British Softball Federation:

Name: _____

Signed: _____

Position: _____

Date: _____