



## Vision and Philosophy

**Core Purpose:** The British Sleddog Sports Federation (BSSF) is committed to providing an opportunity to both young and old to experience the world of sleddog sports. To educate, advise on, and promote Sleddog Sports in Great Britain and Northern Ireland and to provide a support to those who wish to learn more about Sleddog Sports.

### Core Values

- To always put Dogs and Athletes first
- To work together as a team to value fairness, inclusion, excellence and fun
- To value the contribution of and support our members, sponsors and volunteers
- To be respectful of the environment and cultivate sustainable practices
- To embrace change and growth whilst also respecting history and tradition
- To operate in an open and transparent manner
- To offer support to both elite and novice athletes in all disciplines of the sport.

**Vision** To be the key learning centre for sleddog sports in Great Britain and Northern Ireland where everyone can experience sleddog sports first hand and embrace them so they can grow. To develop sleddog sports in Great Britain and Northern Ireland, with a view to supporting National teams racing on an International Level.

### The objectives and purpose of this Federation

- To encourage people to work their sleddog for which they were intended.
- Cooperation between clubs, associations, federations and sleddog racing organisations.
- Cooperation of owners and sleddog lovers for the good of the dogs, the exchange of views and information on all subjects relating to the dogs.
- Participating in events which promote sleddog sport in Great Britain & Northern Ireland.
- Maintaining the standard of the sport in Great Britain and Northern Ireland in maintaining policies and guidelines as outlined by the IFSS, and the BSSF.
- Promoting and practicing sleddog sports with all types of sleddog.
- Engage in events which promote sleddog sports in Great Britain and Northern Ireland.
- Ensure adequate control in the sport regarding animal welfare, safety rules and regulations for both musher and sled dog.



## **Constitution of the British Sleddog Sport Federation**

### **Name:**

The name of the Federation shall be British Sleddog Sports Federation also known as BSSF.

### **Vision:**

To be the key learning centre for sleddog sports in Great Britain and Northern Ireland where everyone can experience sleddog sports first hand and embrace them so they can grow. To develop sleddog sports in Great Britain and Northern Ireland, with a view to supporting National teams racing on an International Level.

### **The objectives and purpose of this Federation:**

1. To encourage people to work their sleddog for which they were intended.
2. Cooperation between clubs, associations, federations and sleddog racing organisations.
3. Cooperation of owners and sleddog lovers for the good of the dogs, the exchange of views and information on all subjects relating to the dogs.
4. Participating in events which promote sleddog sport in Great Britain and Northern Ireland.
5. Maintaining the standard of the sport in Great Britain and Northern Ireland in maintaining policies and guidelines as outlined by either the IFSS or the ICF and the BSSF.
6. Promoting and practicing sleddog sports with all types of sleddog.
7. Engage in events which promote sleddog sports in Great Britain and Northern Ireland.
8. Ensure adequate control in the sport regarding animal welfare, safety rules and regulations for both human and canine athlete.

**Definition of a Sleddog: A dog which demonstrates a willingness to be harnessed and the desire and ability to participate in the activity for which it is harnessed, and which is adequately trained and conditioned for such activity.**

### **Membership:**

- (a) Any person or persons interested in sleddogs and sleddog activities.
- (b) Persons willing to promote the education of the clubs members on its rules, regulations and procedures.
- (c) Inform and educate fellow members in the proper care and handling of the animals to ensure their humane treatment and to ensure identification and treatment of any health problems particular to the sleddog.
- (d) Encourage cooperation among all members and other sleddog organisations.

**Admission:**

(a) Membership may be obtained by submission of a completed application form together with payment of 1 year annual fees. Acceptance or decline of the application will be made by a quorum of the Federations Council. No reasons will be provided or communicated should a membership application be declined. Annual fees are due the 1st September each year via our online membership system.

(b) On signing the membership application it is accepted the applicant has read the Constitution with all the bylaws or codes and that he/she is in agreement in abiding with all stipulations as published.

(c) Each individual member is entitled to one vote. (Juniors excepted)

**Fees:**

Single membership/junior membership/supporting membership general:

(a) Single membership will be £21. Club membership shall be £50 or free of charge where 5 or more of its members are current BSSF members. Businesses which organise Sleddog sports events shall be allowed to affiliate at club costs. Businesses which wish to affiliate but do not offer events will be known as 'supporting members' and shall pay a fee (amount to be confirmed)

(b) Membership to the BSSF shall normally run for 12 months. Membership fees shall be paid by 1st September each year.

(c) A young person under the age of 16 and over the age of 7 is eligible for membership at a subscription of £15.50, provided parents/guardians are members of BSSF. Juniors are ineligible to vote at meetings. June 1st shall be used to determine the dependants age for ensuing year.

(d) Membership fees may be amended at the AGM.

**BSSF Rules Pertaining to Membership of Clubs/ Organisations:**

Full membership shall only be granted to organisations governed by management structures elected according to their own By Laws/ Statutes/ Constitutions and which fall within one of the two classifications mentioned below:

**Voting Members:** Sleddog Sports organisations which group together a group of individuals who practice sleddog sports and which hold regular competitions may be granted voting membership. Voting members shall furthermore be organisations which are independent (self-governing) in all respects concerning **Sleddog sports:** which have aims and objectives declared to be and agreed by the Council as being beneficial to the aims and objectives of BSSF; and which seek to promote national interest in sleddog sports, and to establish uniform rules and procedures for the conduct of sleddog racing that will foster the safety of the competitors and the animals involved.

- Organisations which have no members but are in keeping with the Vision and Philosophy of the BSSF shall be allowed 1 vote.
- Clubs/ Organisations which have a paid membership from 1 - 100 members are entitled to 1 vote per 100 members up to max 3 votes .
- Businesses which are affiliated to the BSSF shall have no voting rights.

**Provisional Members:**

Sleddog sports organisations which apply for membership but only partially qualify as members may be approved for Provisional membership by the Council. All provisional members shall be reviewed annually by the Council with a view to recommending full membership.

If after five years, a provisional member has not fully qualified to become a Voting Member, the Council shall have the power to withdraw such provisional membership. Provisional member organisations have no vote. Investigations as to the bona fides of any applicant organisation shall be conducted by the Council. Candidates for membership shall, if so requested, prove to the satisfaction of the committee that the activity which they control does not conflict with or is not in rivalry with an already existing Member of BSSF. Only the Council may with a majority vote, approve membership of Clubs/Organisations.

**Further Membership Classification:**

A sponsor shall be a company or corporation that supports the goals of the club by making annual contributions. A sponsor shall not vote, hold office, or serve as a chairperson of the Council. An honorary member shall be one who has membership conferred upon him/her by the Council Members for having made outstanding contribution to the Federation.

**General Meetings:**

1. Annual General Meetings will be held between the months of April and July and will cover the following:

- (a) Election of Officers and Committee
- (b) Rules of the Federation
- (c) Financial Matters/ Membership fees
- (d) Any other matters

2. Members must receive 6 weeks notice of an Annual General Meeting to allow for agenda circulation and registration of proxy votes as laid out in 3.

3. Amendments to the Federations rules can be made at an AGM or SGM with the proviso that members be given the opportunity, well ahead of the meeting to submit items for inclusion on the Agenda. The aforementioned Agenda, to be circulated throughout the membership, prior to the meeting, to allow those not able to attend to register their votes by proxy.

4. A Special General Meeting (SGM) of the Federation may be called by BSSF Council Members and must be attended by a quorum of no less than four (4) Council members, which must include minimum one of the President, 1st vice president or Executive director

5. Any alterations to Rules passed at an AGM or SGM must be passed by a quorum of 4 or more Council members which must include one of the members mentioned in 4 above and shall not be brought into force until the Federation members have been advised.

6. To be eligible to vote in elections, voters must be members in good standing.

7. No person will be eligible to be nominated for a post as Council member, or allowed to continue in such office unless they are members in good standing.

8. No person can be nominated or be voted on to the Council if not present at the AGM.

9. On matters requiring action by the general membership, each individual member shall be entitled to one vote.

10. Each voting member may vote for no more than seven (7) candidates during the annual elections.

### **Council:**

1. The management of the Federation shall be in the hands of the Council consisting of: President, 1st vice president and VP for Sport, Vice president of Development, VP for economic affairs, Executive Director, Athletes Representative Mono-discipline and Athletes Representative team-discipline. The following are optional or extended support functions: Veterinary and Doping control Officer.

2. All Council members are eligible for re-election at the Annual General Meeting. If any Council member wishes to retire from their position leading to a vacancy for a Council member, (or sub-committee) member, the vacancy will be formally announced to the membership (by an agreed method of communication) so that those wishing to be considered can put themselves forward for consideration and election by the council to fill the vacancy for the remainder of the term, and be voted in by Council members. President has deciding vote in the event of a split committee vote. The term of office for all council members is a 4 year term.

a. Meetings of the Council shall be held quarterly or as may additionally be necessary and should consist of a quorum of 4.

b. Council shall be elected by means of a ballot at the AGM.

c. All Council shall have the right to vote.

d. A Council member may resign from the Council Board by submitting a written resignation to the Council members or having it minuted at a Council meeting.

e. Business and purpose of the Federation shall be under the management control of the board of Council members.

g. The newly appointed council (or sub-committee) members will be announced (by an agreed method of communication) to the membership as soon as possible following their appointment.

h. The council members should collectively consist of a diverse sled dog sports background, with the representation from all of the sled dog sport disciplines within the remit of the BSSF

### **Council Duties:**

1. The Council collectively has overall responsibility for all activities of the Federation.

2. The President shall handle meetings in accordance with the agenda, control discussions, follow procedure for handling proposals, coordinate the actions of the executive Council, report on Council decisions and actions at the annual and special meetings, enforce constitutional procedures during elections and summarise decisions/ proposals (when necessary). The President may appoint specialised delegates with signed authority to attend General Assemblies with permission to speak and vote on behalf of the BSSF. (see IFSS Bylaw C.3.)

3. The 1st Vice president (V.P. for sport) takes the chair in the president's absence or when the president wants to take part in discussions, and shall delegate another Council member to act in the Vice presidents absence when appropriate. The VP for sport shall be responsible for completing all applications for International Federation races such as European / World Cup/Championship events. They shall also deal with all entries to European and World Championship events, process race schedules, sanctioning applications, race results, points standing and reports, for the clubs newsletter, process awards, certificates, etc. The 1st Vice President may appoint specialised delegates with signed authority to attend General Assemblies with permission to speak and vote on behalf of the BSSF. (see IFSS Bylaw C.3.)

4. The VP for economic affairs shall be responsible for all the Federations financial affairs, including bank statements and reconciliation, financial statements, income and expenditure statements, the budget, official orders and the appointment of auditors.

5. The Executive Director shall send out notices of meetings, draw up agendas, record minutes of all Federation meetings (including decisions and responsible persons), meeting preparation, reports, control quorum and manage ballot papers.

Furthermore, the Executive Director shall preside over the daily administrative business activities of the Federation, this shall include processing memberships, answering general communications by phone and email, distribute club letters and proposals at the request of Council Members. The Executive Director shall endeavour to attend all BSSF meetings and maintain communications between Council members. The Executive director shall also be responsible for publicity, promotions, public relations and communications of the Federation. Maintaining of communications and liaison with Clubs, National and International Sled Dog bodies, Breed Clubs and Registries etc.

6. The VP for Development shall be responsible for promoting membership to the federation through overseeing events and gatherings to support the philosophy of solidarity & equity and sport for all – such as youth development & handicapped programs for those with special needs, working with breed clubs / organisations, formation of sub-committees, media etc . Submit to the president a yearly report regarding the status of member organizations & plan strategy/goals for development of the sport and for members.

7. The Athletes representative shall chair the athletes committee which will contain representatives from each of the disciplines within the sport at National level. They shall then report to the BSSF council on items raised at these meetings. The Athletes rep will also work in partnership with clubs to help them grow within their chosen sport promote membership to BSSF and the benefits of membership.

8. The responsibility of Health and Safety Officer TBC

9. The position of Veterinary and doping control Officer will be appointed by the Council and will lead the group on the topic of dope control and animal welfare. They may also be asked to officiate at BSSF events. This position will be a non-council position.

10. The responsibility of Child Protection Officer/Designated Individual will ensure the proper handling of all issues related to children/vulnerable adults as per the guidelines outlined by BSSF. The responsibilities of the Child Protection Officer/Designated Individual are outlined in Appendix R. TBC.

#### **Federation Accounts:**

1. A Bank account shall be opened in the name of the Federation into which all revenue of the Federation shall be paid and from which withdrawals shall be made on the signature of one of two officers, one of whom shall be the Treasurer and the other may be another member of the Council. Internet banking shall also be allowed to speed up the process of payment of entries to international events etc.

2. Under no circumstances shall blank cheques be signed.

3. A PayPal business account will be opened to facilitate payment using an online membership system and the website shop.

#### **Federation Property:**

1. In the event of the dissolution of the Federation, whether voluntary or involuntary, or by operation of law, none of the property of the Federation, nor its assets shall be distributed to any members of the club, but after payment of debts of the club, its property and assets shall be given to a charitable organisation selected by the BSSF council members.

2. All trophies and cups accepted by the Federation must be an outright gift to the Federation. Cups to be returned to the donator or sponsor, in the event of the Federation ceasing to exist.

**Expulsion of Members:**

1. If the conduct of any member shall in the opinion of the Council of the Federation be injurious or likely to be injurious to the character or interests of the Federation, including the Council of the Federation, the council may at a meeting determine that a Special General Meeting of the Federation shall be called for the purpose of passing a resolution to expel him/her.
2. Notice of the Special General Meeting shall be sent to the accused member, giving particulars of the complaint and advising of the place, date, and hour of the meeting.
3. If at the meeting a resolution to expel is passed by a two-thirds majority of the members present and voting, his/her name shall forthwith be erased from the list of members for one year.

**Events:**

The Federation will affiliate events which fulfil the objectives and vision of the federation as specified in the Objectives and Vision of the Mission Statement Constitution, Code of Ethics and related by laws of the BSSF. Such participation will take the form of supporting events falling into the following categories:

1. Organised events by juniors, individuals, or clubs, which involve the use of time trials to establish a winning team and athlete, with the purpose of awarding points.
2. Organised events by juniors, individuals, or clubs, which involve the competition of teams in time trials or endurance test for an award or title to dogs or athletes.
3. Organised events by juniors, individuals or clubs which involve the competition of dogs and athletes in fun events, prizes or cups.
4. Training camps
5. Seminars
6. Social events
7. etc The Federation will follow the general rules and procedures for competition as issued by the International Federation for Sleddog Sports specific to IFSS qualifying events as amended from time to time.

**Grievances/ Disputes:**

In the event of a grievance/dispute or disagreement between competitors or clubs with BSSF, a Special General Meeting will be called in order to attempt to reach amicable agreement between all parties in the matter, whilst at all times adhering to the Constitution, Code of Ethics and related by laws of the BSSF.

**Appendix L: Incidents reporting policy**

To have a written policy for the reporting of all incidents at BSSF affiliated and affiliated club events. The policy will include BSSF keeping an incident register for recording breach of rules and such like, including human & dog aggression.

**Appendix M: British Series Championship**

The federation will have regulations published in respect of a series of 3 IFSS World Cup races held throughout the UK to give athletes the opportunity to qualify for the British Team earn IFSS World Cup Points but also to earn BSSF Points towards a National Champion title in the relevant disciplines.

**Appendix N: Communications Policy.**

The federation will have a clear & defined communications policy that will satisfy the requirements of the Core Values – To operate in an open & transparent manner.

This will include use of email, the website, Newsletters, Facebook & other social media for notifications of meetings, events, announcements, updates, membership benefits and all other BSSF/IFSS/ICF news. Announcements to be made on the BSSF website, then email sent to members before announcements made on facebook.

**Appendix P: Reporting Form for Abuse.**

The Federation will have a Form in order to facilitate reporting abuse of any nature.

**Appendix Q: Reporting Procedures.** The Federation will have a series of procedures related to the reporting of abuse.

**Appendix R: Role of Designated Individual/Child Protection Officer:** The Federation will have a list of responsibilities specific to the Child Protection officer/ Designated Individual.

**Appendix S: Accident and First Aid Policy:** The Federation will have an Accident and First Aid Policy

**Appendix U: Character and Personal Reference Form:** The Federation will have a Character and Personal Reference form to be completed by all volunteers.

**Appendix X: Volunteer Application Form:** The Federation will have a Volunteer Application Form to be completed by all Volunteer applicants.

**Appendix Y: Parental Consent Form:** The Federation will have a parental consent form to be signed by parents/guardians prior to children taking part in activities.

**Appendix Z :Anti-Harassment and Bullying Policy:** The Federation will have an anti-harassment and bullying policy to be adhered to by all members/volunteers.

**Health and Safety Policy:** The Federation will have a Health and Safety Policy to be followed by all members/volunteers/spectators and participants.

**Code of Ethics:** The Federation will have a code of Ethics which will be followed by all member/volunteers.

**Disciplinary Code:** The Federation will have a Disciplinary Code to be followed by all members/volunteers. **Policy on the use of Photographic Equipment:** The federation will have a policy on the use of Photographic/Video Equipment.

**Photography Consent Form:** The Federation will have a photography consent form to be completed by any person wishing to record data at events.

**Policy for Confidentiality and Handling of Information:** The Federation will have a policy outlining the guidelines on the handling of confidentiality and paperwork.

**Policy for Appropriate Physical Contact:** The Federation will have a policy outlining the acceptable guidelines of appropriate physical contact.



**Guidelines for Residential/Day Trips Away:** The Federation will have a guideline for procedures to be taken during overnight trips away involving Children/ Vulnerable Adults.

**Guidelines for Personal Care:** The Federation will have guidelines for personal care of Children and Vulnerable Adults. Policy for the Protection of Children and Vulnerable Adults The Federation will have a policy for the protection of children and vulnerable adults. Code of Good Work Practice for Children and Vulnerable Adults The Federation will have a Code of Good Work Practice for Children and Vulnerable Adults.

**Event Management Handbook** The Federation will have an Event Management Handbook to be used for all BSSF events. (Under construction).

**Policy for Appropriate Physical Contact:**

Some activities require a 'hands on approach', especially in a personal care and a coaching situation, e.g. it may be necessary to support a child learning a new activity. As part of a normal healthy relationship between a member/volunteer and a child/vulnerable adult, socially acceptable physical contact will occur from time to time. This will include a handshake, a pat on the back or a comforting arm on the shoulder in times of distress etc. These contacts should be made with integrity and respect for the child/vulnerable adult and should be made solely in the best interests of the child/vulnerable adult.

Inappropriate physical contact with children/vulnerable adults must be avoided at all times including instances that may occur from one child/vulnerable adult to another. Any discomfort or resistance on the part of the child/vulnerable adult should be respected.

Members/volunteers need to be aware that even the most informal physical gestures e.g. putting a hand on a shoulder or arm, could be misconstrued by a child/vulnerable adult or an observer, especially if they are continually repeated with the same child/vulnerable adult. Discretion and good judgment must be used at all times with regard to necessary physical contact in some activities including:

- Personal Care Tasks
- Coaching
- First Aid
- Games or with physical contact that could also arise in the following situations:
- Comforting a distressed child/vulnerable adult
- Intervening in a physical fight between children/vulnerable adults
- When a child/vulnerable adult greets with a hug/hand shake Members and volunteers should be aware of the particular conditions within which appropriate physical contact could properly take place, for example:
  - In open view
  - With at least one other adult present
  - When the child/vulnerable adult is clearly informed of the process to be followed and freely gives their permission.

Physical force should not be used, except in circumstances where such force is the only means of protecting a child/vulnerable adult or adult from injury.



## **Code of Good Work Practice for Children and Vulnerable Adults**

**Good practice will contribute towards raising the standards of the work of BSSF through the creation of a healthy and safe environment within which children, young people, vulnerable adults, members, and volunteers may mature and develop. As far as is reasonably practicable, ensure that the following guidelines are observed:-**

In your behaviour and by your attitude towards people respect the rights, dignity and worth of every human being.

Take care to ensure that the buildings and/or facilities used for activities with young people are suitable, safe and secure.

Take care to ensure that adequate and appropriate supervision is in place before organising activities/events.

Parental consent must be obtained from the parents/guardians before organising activities for the children/vulnerable adults in our care and enquire must be made for special medical information or dietary requirements;

Keep a record or have access to a record of the names, addresses and contact numbers of the parents/guardians of the young people in your care.

Volunteers and members must be sensitive to the risks involved in participation in some sports with young people and exercise particular caution in all areas.

Ensure that every activity conducted by the BSSF, is covered under insurance.

Particular care must be taken to ensure that the privacy of young people is respected in places, such as, showers, toilets and changing rooms. Separate provision must be made for boys and girls.

There must be adequate and gender based supervision of boys and girls. Supervision must be provided by more than one person.

Be sensitive to the possibility of becoming over involved in spending a disproportionate amount of time with any particular individual.

Maintain appropriate boundaries when dealing with young people entrusted to your care.

Respect the physical integrity of children, young people and vulnerable adults; this should not preclude normal expressions of warmth or happiness provided that they are acceptable to all parties concerned.

Holidays organized by BSSF require careful advance planning and a proportionate number of volunteers to provide supervision. Particular attention should be taken to ensure that the privacy of young people is respected when young people and vulnerable adults are away from home and sleeping over.

There must be adequate and gender based supervision for boys and girls. Arrangements and procedures must be put in place to ensure that supervision is provided, rules and boundaries are made known to the boys and girls involved, and those who have special needs should be accommodated where possible.

Volunteers must not be alone with children/vulnerable adults. If by extraordinary circumstance a volunteer considers it necessary to be with a child/ vulnerable adult without accompaniment of a written record should be maintained of the circumstances.

Volunteers and members should be sensitive to the potential risk to personal safety and false allegation which may arise when they meet alone with a young person. Where it is feasible they might consider informing another colleague that they will be alone with the individual in question.

It is recommended that BSSF develop a positive attitude among people that respects the personal space, safety and privacy of their peers.

Comments and jokes of a sexual nature which may give offence or which could be interpreted as inappropriate are to be avoided.

Volunteers/ members must not give lifts in cars to individual young people.

Follow BSSF Disciplinary code when dealing with disruptive behaviour:

Children and young people benefit from appropriate correction and clearly understood code of discipline, however corporal punishment of children/vulnerable adults is not permitted in any circumstances;

Availability of opportunities for further Youth work training.

The BSSF aim to offer on-going development opportunities for volunteers/members to facilitate the operation of safe practices.

### **Reporting Procedures**

A volunteer, member or young person who knows or suspects that a young person has been harmed or is at risk of being harmed has a duty to convey this concern to the designated individual, who in turn will report the information to the Health Board. The Health Board will, in turn, notify NSPPC. In an emergency, a report should be made directly to NSPPC

Allegations should always be handled in a sensitive and discreet manner. Detailed reporting procedures can be found in Appendix L. Forms for Reporting Procedures can be found in Appendix P.

### **Protection for Persons Reporting Child Abuse**

The Protection for Persons Reporting Child Abuse Act 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or NSPPC. This protection applies to BSSF as well as individuals. It is considered, therefore, in the first instance, BSSF must assume responsibility for reporting child abuse to the appropriate authorities. Reports to the Health Boards and NSPPC should be made by the designated individual; following BSSF procedures, which should be consistent with the standard reporting procedures outlined in Children First. BSSF ensures that reports are passed on as quickly as possible to the statutory authorities. Please refer to Appendix L.

### **Confidentiality**

It is important that the Child/Vulnerable Adult Protection Policy of BSSF operate strict codes of confidentiality. Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful. In matters of child abuse a volunteer/member should never promise to keep secret any information which is divulged. If a young person discloses information to a volunteer/member, he or she should explain that it cannot be kept secret. The volunteer/member should also, as supportively as possible, explain what will happen to the information and what the outcome of reporting is likely to be. All information regarding concern or assessment of child abuse or the abuse of a vulnerable adult should only be shared on "a need to know" basis in the best interest of the child/vulnerable adult. In other words, it should never be the subject of conversation between other persons in the Federation, members, volunteers or young people, unless they are directly involved. Passing information to the relevant authorities is not a breach of confidentiality.

Information, which is gathered for one purpose, should not be used for any other purpose without consulting the person who provided the information.

### **Disclosure:**

In keeping with good practice procedures BSSF implements Disclosure as part of our volunteer selection process. As and from June 20th 2009 all new volunteers must complete a Disclosure Form at their own expense. Volunteer duties cannot be commenced until the applicant receives notification from BSSF.

All new volunteers must complete a character reference form and also must agree to comply with all policies and Appendix's as drawn up by BSSF. Please refer to the following for further information:

Appendix 1 P: Reporting Form for Abuse.

Appendix 1L: Reporting Procedures.

Appendix 1R: Responsibilities of Child Protection Officer/Designated Individual

Appendix 1S: Accident and First Aid Policy

Appendix 1U: Character and Personal Reference Form

Appendix 1X: Volunteer Application Form

Appendix 1Z: Sample of Disclosure Form

Appendix 1Y: Parental Consent Form

Anti-Harassment and Bullying Policy

Health and Safety Policy

Code of Ethics  
Disciplinary Code  
Constitution of BSSF  
Policy on the use of Photographic Equipment  
Photography Consent Form  
Policy for Appropriate Physical Contact  
Guidelines for Residential/Day Trips Away  
Policy for Confidentiality and Handling of Information  
Guidelines for Personal Care  
Policy for the Protection of Children and Vulnerable Adults  
Code of Good Work Practice for Children and Vulnerable Adults

**Policy on the use of Photographic, Mobile Phone and Filming Equipment.**

BSSF has adopted a policy in relation to the use of images of children on their websites and in other publications. There have been concerns about the risks posed directly and indirectly to children through the use of photographs on websites and other publications. Where possible BSSF will try to use models or illustrations when promoting an activity and avoid the use of the name of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside BSSF.

**Photography Guidelines:**

- If the child is named in an article, avoid using their photograph
- If a photograph is used, avoid naming the child
- Ask for the child’s permission to use their image
- Parental permission must be obtained in writing before the child’s image is used. This ensures that all are aware of the way the image is to be used to represent BSSF
- Only use images of children in suitable dress to reduce the risk of inappropriate use. The content of the photograph should focus on the activity not on a particular child
- Follow BSSF Child/Vulnerable Adult Protection Procedure for reporting the use of inappropriate images
- Members/volunteers should be aware of the potential misuse of digital and mobile phone technology and should take appropriate steps to prevent it occurring. Camera phones should not be used in any way, which is disrespectful to the dignity and privacy of any individual. Camera phones should not be used in toilets, dormitories or changing areas

**Note:** Amateur photographers/film/video operators wishing to record an event or practice session must obtain permission in writing from BSSF.

See Appendix T: Forms of Consent.

BSSF will display the following information prior to the start of an event/activity to inform all persons of the policy: *“The promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organizers. On no account should a child or children be photographed or filmed without their permission and the permission of their parents”.*

When commissioning professional photographers or inviting the press to an activity or event BSSF will aim to ensure they are clear about the Federations expectations of them in relation to BSSF’s Child Protection Policy.

Professional photographers/film/video operators wishing to record an activity or practice session should seek accreditation with BSSF by producing their professional identification for the details to be recorded.

BSSF will then:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Keep a record of accreditations
- Inform children/vulnerable adults and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs
- Not allow unsupervised access to a child/vulnerable adults or one to one photo sessions at events
- Not approve photo sessions outside the events anyone concerned about any photography taking place can contact the Children Protection Officer/ Designated Individual for support with the matter.

### **Policy for the Protection of Children and Vulnerable Adults**

The British Sleddog Sports Federation (BSSF) aim to ensure the protection of all children, young people and vulnerable adults who are involved in any way with the federation and to give volunteers/staff a clear structure within which they can work safely. All new volunteers/staff must comply with BSSF good practice guidelines (refer to recruitment and selection procedures).

The following procedures and guidelines are intended to assist in identifying and reporting abuse of children, young people and vulnerable adults. They are in line with National Guidelines for the protection and welfare of children, introduced in 1999 in the UK.

The federations Child protection and vulnerable adult's policies and procedures are underpinned by the principles derived from the UN convention on the Rights of the Child and the Children Act, and UK National Guidelines.

Definition of Abuse: Child abuse as defined by the National Guidelines outlined in the Children first as published by the Department of Health and Children will be adopted and carried out by BSSF policies.

Abuse may also be defined as the wrongful application of power by someone in dominant position. Whether abuse occurs in institutions or in the home, it involves the elements of a power imbalance, exploitation and the absence of full consent. It also involves acts of omission and commission.

Definition of a child: For the purpose of these guidelines, BSSF will adhere to the policies as outlined by the Department of Welfare and Children as a child being any unmarried person under the age of 18 years.

Definition of a Vulnerable Adult: For the purposes of this policy, BSSF deem that a Vulnerable Adult is a person who is or may be in need of community care services by reason of mental or other disability, age or illness: and who is or may be unable to take care of him or herself, unable to protect him or herself against significant harm or exploitation.

### **Specified Objectives:**

To ensure all volunteers/ members take responsibility, in order to protect children, young people and vulnerable adults.

To make all BSSF volunteers/members aware that they have a role in protecting children, young people and vulnerable adults from harm, and that they must give paramount concern to the welfare of children and vulnerable adults.

To ensure all members/volunteers are informed of the relevant responsibilities in identifying and reporting possible cases of abuse or harm so that children and vulnerable adults are safe.

To ensure that members/volunteers provide an environment in which everyone, particularly children, young people and vulnerable adults feel safe, secure and valued.

To provide clear lines of communication so that members of the BSSF are aware that there is someone whom they can approach if they are worried or in difficulty and know that they will be listened to fully.

**Justification:**

This policy and the related procedures have been drawn up in accordance with current legislation and principles derived from the Irish National guidelines for the protection and welfare of children stated by the Department of Health and Children.

This policy operates in conjunction with the BSSF Code of Good Work Practice For Children and Vulnerable Adults.

**References:**

- Code of Ethics and Good Practice for Children's Sport, Sports Council, 2000.
- Children First National Guidelines for the Protection and Welfare of Children, Dept. of Health & Children 1999
- Our Duty to Care, Dept. of Health & Children 2002
- Guidelines for Good Practice Child Safety and Youth Exchange Programmes, 2002

## Photography Consent Form:

Under BSSF guidelines, please note that if you wish to use video or photography at any time during this event/activity you are required to provide the following details:

Please return to the appropriate representative at the end of the event/session.

### OFFICIAL USE ONLY

*A pass/card will be distributed during registration to highlight that you have received permission to take photographs or video shots during the event/activity. This should be visibly displayed on all equipment at all times.*

### BSSF Photography and Video Consent Form

Name.....

Address.....

.....

.....

.....

Email.....

Phone

No.....

Duration of

Permission:.....

Category

I confirm that the above details are correct.

BSSF reserves the right to refuse the use of photography or video equipment at any stage.

SDI –OFFICIAL TITLE [?]......

Signed[?]......

Date[?]...... / ..... / .....



### **Anti Doping Codes, Rules, Procedures and Guidelines:**

*The BSSF Anti-Doping Committee is headed by **Bethan Fitzgerald BVM&S MRCVS BSC** She along with other qualified dope control officers will follow the IFSS laid down procedures at BSSF Sanctioned events.*

The British Sleddog Sports Federation complies with all IFSS rules and guidelines relating to Anti-Doping Codes, Rules, Procedures and Guidelines.

#### **An Introduction:**

Believing that doping in sport is fundamentally contrary to the spirit of sport, IFSS signed on to comply with the World Anti-Doping Code in 2003 and was required to establish and implement Anti-Doping Rules and Procedures for its athletes, both canine and human. These were developed by the IFSS Anti-Doping Committee under the auspices of Carin Ahlstedt and Michelle Menger. Their documents were approved by IFSS at its October, 2008, General Assembly in Vancouver (British Columbia) Canada. Subsequently, the IFSS Rules were approved by WADA in November, 2008, and first implemented at the IFSS 2009 Winter World Championships in Daaquam (Quebec) Canada. Although canine drug testing had been applied for several years at IFSS events, and, indeed, in the past IFSS had promulgated its own set of guidelines for canine doping control, humans had never been tested in an IFSS World Championship.

The Anti-Doping Code as developed by WADA contains many provisions, including testing procedures, therapeutic use exemption procedures, due process, sanctions, and prohibited substances for humans and – in some ways – canines. (Because anti-doping rules for animals must also take the animal welfare aspects into consideration, WADA leaves all work with special rules for animals used by athletes in sport to the actual International Sports Federation – in this instance IFSS. However, WADA reviews these rules and agrees to them if they follow the WADA pattern.) The Rules also provide for out-of-competition testing on humans and dogs. The development of a strong code to promote health, fairness, and equality for athletes worldwide began with the First Conference on Doping in Sport in Lausanne, Switzerland, in 1999. This led to the creation of the World Anti-Doping Agency (WADA) with Richard W. Pound of Canada as president. In Copenhagen, Denmark, in March of 2003, WADA approved the Anti-Doping Code with fifty-one governments also signing on. Another twenty-seven governments promised to sign the document at a later date.

This was a remarkable achievement that united and harmonized the disparate efforts of both the sports movement and governments in the fight to combat the destructive powers of doping to the values of sport and the health and well-being of athletes. The Anti-Doping Code was first fully implemented in the 2004 Summer Olympics in Athens, Greece. Since then it has been tweaked and is annually reviewed and updated.

IFSS Vice President Bernard Pépin and Carin Ahlstedt, a retired pharmacist, attended the Anti-Doping Symposium in Lausanne, Switzerland, March, 2007, and Ahlstedt attended the Third World Conference on Doping in Sport in Madrid, Spain, November, 2007, coming away with resolve and determination to apply the Code and principles to sled dog sports. Although IFSS had already signed on to the spirit of the Code, it had not developed its anti-doping program to fully comply with it. Through the efforts of Ahlstedt and Menger, IFSS is now in compliance and carries out doping control at its competitive events.

The World Anti-Doping Code is available in PDF format at [www.wada-ama.org](http://www.wada-ama.org)