

**BYELAWS**

**Any future changes to the Dancesport Scotland Bye Laws will only be considered to be effective once they have been published on the Dancesport Scotland website.**

**1 CORRESPONDENCE**

All correspondence must be sent to and dealt with by the Secretary.

**2 COMMITTEE GENERAL**

(A) Committee meetings shall take place as per Constitution Item 7.8. All business discussed is confidential and shall not be disclosed or discussed outwith the meeting. Any committee member acting in breach of this byelaw may, at the discretion of the committee, be suspended from further committee involvement.

(B) Expenses: Expenses will not be paid without receipts and any cost over £50.00 must be approved by the committee in advance of re-imburement.

(C) Honorary membership of Dancesport Scotland may be given to committee members who have 15 years or more committee service. This will not affect their voting rights while on the committee.

**3 ELECTION OF COUNCIL MEMBERS**

Whereas in terms of clause 7.1 of the Constitution there is a requirement imposed on a General Meeting to elect members of Council, the arrangements for such elections shall be as set out in this byelaw.

In each case, nominations for appropriate posts shall be lodged with the Secretary before the date advised in each year, except that a nomination for the post of Secretary shall be lodged with the Chair

Each nominee must be a member of the Association and have been for at least two consecutive years. The length of membership may be changed at the discretion of the committee depending on the circumstances.

There must be lodged by or on behalf of each nominee a completed nomination form signed by the proposer and seconder making said nomination together with a statement signed by the nominee confirming the nominee's willingness to act in the relevant post if successful and in the case of Executive Committee posts a Curriculum Vitae disclosing the nominee's experience, skills and fitness for the post nominated. The proposer and seconder must be members of Dancesport Scotland at the date of the nomination and entitled to vote at a General Meeting.

In the event that there is more than one nominee for a particular post and/or more nominees than there are vacancies, the names of nominees and the identity of the relevant

post to which the nomination refers shall be circulated to the membership of the association for the purpose of election by postal ballot together with a notice requiring completed ballot papers to be returned to the Secretary or Chair as appropriate by a date seven days prior to the General Meeting.

Those members of the Executive Committee who are not nominees for a particular post shall count the number of votes cast for each nominee and, after having made the ballot papers available for such scrutiny as may be necessary in the opinion of the Chair, announce the results of said election to the General Meeting. Notwithstanding the foregoing, it shall be in the discretion of the committee to direct all ballot papers to be returned to and counted by an appointed external scrutineer.

In the event of a committee member resigning from the committee, such person shall not be eligible to be co-opted or nominated as a committee member until the first Annual General Meeting occurring not less than one year after the date of resignation.

#### **4 SCOTTISH CLOSED CHAMPIONSHIPS**

The Scottish Closed Championships are held for members of Dancesport Scotland. At least one member of a partnership must hold or be entitled to hold a United Kingdom passport. One member of the partnership must have Scottish birth right or have been habitually resident in Scotland for a period of not less than one year immediately prior to the event. Birth right can go back as far as grandparents. Proof by production of original birth certificate or certificate of adoption from the Adopted Children's Register or proof of habitual residence must be supplied to the organiser not later than 7 days prior to the event.

#### **5. AMATEURS**

Amateurs are not allowed to teach dancing in Scotland.

##### **5.1 RE-INSTATEMENT**

Amateurs who have lost their status may apply to the Association for re-instatement. The application should be submitted in writing to Council together with such fee as Council may prescribe. A similar procedure will apply to dancers requesting regrading. Council will consider and rule upon such applications. The decision of Council shall be final and binding and shall not be open to appeal or review, except upon a point of law.

##### **5.2 DISPLAYS**

Amateur status will be deemed lost if a dancer gives a display of any form of dance without the permission of Dancesport Scotland. All requests to give displays must be submitted to Council and any fee involved should be sent by the promoter to Dancesport Scotland. The fee will be returned to the dancers.

#### **6. RISK REGISTER**

To be an item on each committee meeting agenda and up dated as required

## **7 SELECTION FOR OVERSEAS REPRESENTATION**

### **QUALIFICATION**

Only those couples who qualify to represent Scotland may be considered by The Council of Dancesport Scotland (hereinafter referred to as The Council).

Rules for qualification shall be either of the following:

- Residency within the borders of Scotland for a minimum period of 6 consecutive months prior to the event in question
- Birthright by production of evidence of Scottish ancestry on the part of either person in the partnership in accordance with such criteria as may be determined by The Council from time to time

(As at the date of publishing this policy the criteria for birthright is production of proof of ancestry no further back than grandparents)

Any future changes to the above criteria as may be resolved by The Council will be conveyed to the membership by publishing same in the Dancesport Scotland's newsletter next published after The Council meeting at which the resolution for change is passed.

No subsequent resolution passed by The Council can retrospectively withdraw qualification rights once granted.

In the event of any split partnerships only those parties in the original partnership who comply in their own right with the above qualifications may be considered to represent Scotland.

### **SELECTION**

In the event that The Council elect to accept any invitation to send representative couples to any event, selection of the couples concerned shall be made from a chart system of achievement based on that couples placement in recognised competitions as laid down in advance by The Council.

As at the date of publishing this policy the recognised competitions are those 4 competitions currently organised by The Council. Any such other events as may be determined from time to time as being recognised for inclusion in the chart system shall be notified to the members with no less than 4 months' notice by publication in the Dancesport Scotland's newsletter.

The chart shall be based on each couple's best three performances in the immediately previous four competitions held. In the event of a tie on points, the points awarded in the couple's fourth best event shall be used to break the tie – if a tie should then still remain

then the points awarded in the immediately preceding event shall be taken into account to break the tie.

Points shall be awarded for final placements in the recognised competitions, The couple placed 1<sup>st</sup> will be awarded the equivalent number of points to the number of couples who were selected to dance in the final of the relevant competition. A sequential reduction of points will be awarded to each subsequent couple thereafter.

i.e. - in a six couple final the points awarded will be as follows

<b>Place</b>	<b>Points</b>
1 <sup>st</sup>	6
2 <sup>nd</sup>	5
3 <sup>rd</sup>	4
4 <sup>th</sup>	3
5 <sup>th</sup>	2
6 <sup>th</sup>	1

In the event of any tied places both couples will share the aggregate points equally for the number of places occupied by them.

In the event of a non-eligible couple being placed in a final the points awarded to all eligible couples will reflect their actual finishing position as if all couples had been eligible.

A chart shall be kept for the following classifications:

- Amateur Modern (Standard)
- Amateur Latin
- Senior Modern (Standard)
- Senior Latin

The first representative couple will be that couple occupying the top position in the relevant chart subject to them not being the subject of disciplinary procedures by The Council and of which they have been notified in full. Any couple so notified will have the right to respond to any allegations made against them and request a hearing to present their response to any such allegations. Until such time as a hearing has been held and disciplinary action decided upon that couple shall remain eligible for selection. Once a decision on appropriate disciplinary action has been taken, The Council reserve the right to withhold any invitation to any couple whilst any ensuing appeal process, following the original investigation and hearing, is ongoing.

Where it is decided to select two couples, it will be at the discretion of The Council to either select the second placed couple in the chart or a couple whose known expertise and form would undoubtedly justify selection for any major invitational event to ensure, in addition to the chart winner, the best of the rest of the couples, if justified by known capability and expertise, would be selected.

A contribution towards the expenses of the the first representative couple will be at a level to be determined by The Council according to the funds considered available to them at the time. Details of expenses payable will be advised to the couple in conjunction with the issue of the invitation and such other information as may be necessary to allow them to reach a decision on the invitation in question.

*The Council can give no assurance that a contribution towards the expenses of a second representative couple will be possible and the invitation will be issued to the second couple on this basis, which will allow Scotland to have full participation should the second couple accept. Where the Council may that a contribution towards the expenses of a second representative couple will be possible details of expenses payable will be advised to the couple in conjunction with the issue of the invitation and such other information as may be necessary to allow them to reach a decision on the invitation in question.*

**8. ANTI DOPING POLICY** Dancesport Scotland adopts verbatim the UK National anti- doping in sport policy

## **9. EQUAL OPPORTUNITIES POLICY**

### **INTRODUCTION**

Dancesport Scotland was founded in 1945 with the objective of furthering the sport on a fair and equitable basis. The Council acknowledges that in society certain groups and individuals are unfairly discriminated against. It is committed to taking steps to help redress the effects of unfair discrimination and disadvantage in order to ensure that equality of opportunity becomes an integral feature of all its activities.

The purpose of this statement is to set out Dancesport Scotland's commitment to eliminating unfair discrimination from all aspects of its activities; to outline policy priorities; and to give the mechanisms for implementing, monitoring and co-ordinating progress towards the achievement of those policy objectives.

### **SCOPE OF POLICY**

The Council's Equal Opportunities Policy applies equally to the following areas:

- the provision of all services and day to day running of the Association.
- recruitment, employment and training.
- promotion within the Association.

### **POLICY OBJECTIVES**

The objective of the Equal Opportunities Policy is to eliminate unfair discrimination and take action to redress the effects of discrimination in relation to:

- recruitment and selection procedures and ensuring equality of opportunity for all members and prospective Council members

- the provision of development opportunities on an equitable basis so that all members are treated fairly on the basis of their relevant merits and abilities.
- the Council is committed to providing the necessary training to enable Council members to understand and implement their responsibilities under the Policy.
- the relevant statutory requirements are contained in the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disabled Persons (Employment) Act 1944, as the same may be amended, updated or replaced..

### **TARGET GROUPS**

The Council recognises that certain creeds or ethnic minority groups may experience discrimination and disadvantage. It has therefore adopted the following statement:

“Dancesport Scotland is an equal opportunities organisation committed to action aimed at eradicating unfair discrimination in all forms and does not discriminate when recruiting members on the basis of creed, ethnic background, colour, sex, sexual orientation, marital status or disability”.

### **RESPONSIBILITY FOR IMPLEMENTATION**

The Council, having formally adopted the Equal Opportunities Policy, accept responsibility for its implementation and for monitoring its effectiveness.

Day to day responsibility for implementation lies with the Council members. Besides the statutory duty not to discriminate, all members have a responsibility to ensure the application of this Policy.

The success of any Policy, however, depends not only on the degree of commitment of all members but also on the extent to which the Council channel commitment into action. Together with the Council, the members have a particular duty to ensure that the requirements of this Policy for all the areas of activities under its control, in respect of the target groups noted above, are planned and met.

The Policy will be implemented in the areas mentioned under Section 2 by:

- periodically reviewing current practices and identification of weakness in procedures.
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### **MONITORING THE EQUAL OPPORTUNITIES POLICY AND IMPLEMENTATION PROGRAMME**

The Council have responsibility for monitoring progress. Reports will be presented to Council meetings at 12 monthly intervals detailing:

- analysis of members recruited
- effectiveness of procedures
- feedback on how the Policy is operating
- progress of any implementation programme with respect to agreed timetables.

## **RESOURCES**

The Council will allocate appropriate resources, whether financial or human, to ensure full and effective implementation of this Policy.

## **POLICY STATEMENT**

This policy was considered and agreed by the Council of Dancesport Scotland.

- . functions
- . devising and implementing positive action programmes where appropriate
- . monitoring progress and reviewing the Policy itself.

## **10 COMPUTER HARDWARE AND SOFTWARE POLICY**

### **Introduction**

Dancesport Scotland provides desktop or portable PC facilities to relevant staff and officials.

These facilities form an integral and important part of the business and as such should be treated with care and respect.

In order for these machines and systems to function with the minimum of problems and to reduce maintenance issues, it is imperative that no unauthorised hardware or software is introduced by anyone other than designated personnel.

Due to the constraints and cost of software licensing, it is also vital that no software is copied to or from Dancesport Scotland's systems

The threat of viruses is ongoing and potentially damaging and due vigilance must be kept at all times. Time spent removing viruses can be lengthy and costly. Note that Dancesport Scotland incoming email is automatically checked by appropriate anti-virus software.

### **Scope of policy**

The Association's hardware and software policy applies to the following areas:-

- Adding/removing/updating software
- changing machine setups
- adding/removing/modifying items of hardware
- copying software to or from machines
- virus checking of media (floppy disk/CD/DVD/ZIP disk)

### **Policy procedures**

Hardware and software policies are as follows:-

- Council members must not add or remove any software to or from Dancesport Scotland's systems
- Council members must not modify any of Dancesport Scotland's programs, templates or standard documents held electronically

- Council members must not alter Computer setups including screen savers, wallpaper and any other desktop settings
- Council members must not add to, remove or modify any portion of Dancesport Scotland's hardware
- Council members must not copy or download any computer programs to or from Dancesport Scotland's systems
- all electronically transferable files are automatically checked for viruses by Dancesport Scotland's anti-virus systems. Should media be identified as being infected then the Executive Administrator must be notified immediately.

### **Council Members**

To allow Dancesport Scotland to carry out this policy all Council members are requested to:

- fully implement and support the policy
- be familiar with the contents of the policy
- advise the Executive Administrator of any problems experienced

### **Monitoring of the policy**

Monitoring of the implementation of the policy will be carried out and this will include the investigation, remedying and reporting of any breaches or perceived breaches of the email and internet access policy. The Executive Administrator will provide reports to the Council Members on the effectiveness of the policy.

### **Enquiries**

Any enquiries regarding this notice should be addressed to the Secretary

## **11 E MAIL AND INTERNET ACCESS POLICY**

### **Introduction**

Dancesport Scotland is committed to providing desktop electronic data access and transfer facilities to all relevant Council members.

This is intended to increase efficiency as well as enable improved communications both with members and funding bodies.

The ability to access the knowledge base of the world wide web is also recognised as a powerful tool for business use and will play an ever increasing role in all aspects of the development of dancesport.

### **Scope of policy**

The Association's email and internet access policy applies to the following areas:-



- sending of electronic mail messages and attachments
- receiving electronic mail messages and attachments
- accessing web sites
- downloading files from the internet
- accessing remote servers or networks

### **Policy procedures**

email and internet access procedures are as follows:-

- Council members must not view, retrieve, send, store or produce any material considered to be inappropriate, defamatory, offensive or obscene
- should anyone unknowingly receive inappropriate material then they must inform the sender of any such material to refrain from doing so in the future. Such files if unknowingly downloaded should not be saved on Dancesport Scotland's property.
- Council members must not use electronic messaging for personal harassment purposes
- Council members must not browse internet sites for purposes other than for business related purposes
- Council members must access mailboxes on a regular basis
- consideration must be given to the composition and size of any attachments to be sent with electronic mail messages
- responses to requests received via electronic mail must be made timeously
- Council members should maintain mailbox sizes with regular archiving and deletion of redundant or irrelevant messages and attachments.
- Council members should exercise common sense and restraint when addressing messages to personnel on standard recipient lists
- any notification messages from external sources regarding potential virus threats shall be firstly verified by the Executive Administrator and not forwarded to other parties

### **Employees**

To allow Dancesport Scotland to carry out this policy all Council members are requested to:

- fully implement and support the policy
- be familiar with the contents of the policy

- advise the Executive Administrator of any problems experienced

### **Monitoring of the policy**

Monitoring of the implementation of the policy will be carried out automatically and this will include the investigation, remedying and reporting of any breaches or perceived breaches of the email and internet access policy. The Executive Administrator will provide reports to the Council on the effectiveness of the policy.

### **Enquiries**

Any enquiries regarding this notice should be addressed to Executive Administrator

## **12 HEALTH AND SAFETY POLICY**

### **Introduction**

The Health and Safety at Work Act 1974 places a responsibility on employers to prepare a written statement of general policy with respect to the Health and Safety of its employees. The employer is also obliged to bring this general policy to the notice of all employees together with the organisation and arrangements in force for carrying out that policy.

### **Commitment To Health And Safety**

Dancesport Scotland's major activities are as defined in Item 3 of its Constitution (Objects) and it is committed to ensuring a high standard of health and safety for its employees and others who are in its registered office or all places leased/rented for the purpose of carrying on the activities of the Association, and in doing so the Council will endeavour to minimise the incidence of all work place risks.

In meeting these standards Dancesport Scotland will seek to:-

- a** Provide safe working practices and procedures.
- b** Comply with all relevant statutory requirements made under the Health and Safety at Work Act and other relevant legislation.
- c** Carry out assessments of work including inspections to determine Health and Safety risks.
- d** Inform employees and visitors to Dancesport Scotland of any risk.
- e** Provide suitable training and/or instruction to meet any Health and Safety risks.
- f** Introduce practices and procedures to reduce risks to Health and Safety when working outwith the office including the provision of personal protective equipment.
- g** Provide for the welfare of employees.

**h** Ensure that facilities for discussing Health and Safety matters with employees are available.

### **Employees**

To allow Dancesport Scotland to carry out this policy all members are requested to:

**a** Take reasonable care of the Health and Safety of themselves and other persons who may be affected by their acts or omissions at the place of activity.

**b** Co-operate to ensure that statutory requirements concerning Health and Safety at work are met.

**c** Work in accordance with any safety instruction and/or training received.

**d** Inform the Council members of any situations that represent an immediate or potential danger in Health and Safety at work and any shortcomings in protection arrangements.

**e** Not interfere intentionally or recklessly with nor misuse anything provided in the interests of Health and Safety.

### **Monitoring Of The Policy**

Monitoring of the implementation of the policy will be carried out and this will include the investigation, remedying and reporting of any breaches or perceived breaches of Health and Safety Policy. The Executive Administrator will provide an annual report to the Council on the effectiveness of the policy.

### **Enquiries**

Any enquiries regarding this notice should be addressed to the Executive Administrator.

## **13 PERSONAL HARASSMENT POLICY**

### **COMMITMENT**

Dancesport Scotland is firmly committed towards equal opportunities for all members. In the process of doing so, we seek to eliminate all forms of harassment and encourage all members to come forward in complete confidentiality, anonymity and impartiality concerning all harassment grievances or complaints they may have.

Whilst understanding initially this will not be easy for those concerned, there will be support for all those involved. We know that in time, confidence will develop in the policy and procedures.

In the process, all legitimate allegations will be taken seriously.

### **REGISTERING COMPLAINTS**

Members who wish to register a formal or informal complaint may contact any of the Council members who shall ensure that positive corrective action is taken as soon as is

realistically possible after the complaint is lodged. All members are assured that there will be no victimisation to those who register a problem.

### **DEFINITIONS OF HARASSMENT**

We seek to eliminate all forms of harassment. Personal harassment forms itself in many ways, ie

- . coercive pressure to participate in religious groups
- . discriminations for religious or political beliefs
- . coercive pressure for sexual favours
- . offensive language including innuendo, mockery and obscenity
- . showing undue irritation on a regular basis
- . putting others down
- . obscene gestures
- . printed offensive material such as posters, calendars and hand written material
- . offensive material loaded on computers
- . deliberate exclusion from conversation or activity

### **MEMBERS RESPONSIBILITIES**

To allow Dancesport Scotland to carry out this policy all members are requested to:

- . fully implement and support the policy
- . be familiar with the contents of the policy
- . know who they can complain to when problems arise

## **14 ANTI CORRUPTION POLICY**

### **1. What does our policy cover?**

1.1 This anti-bribery policy exists to set out the responsibilities of Dancesport Scotland and those who work for us in regards to observing and upholding our zero-tolerance position on bribery and corruption.

1.2 It also exists to act as a source of information and guidance for those working for Dancesport Scotland. It helps them recognise and deal with bribery and corruption issues, as well as understand their responsibilities.

### **2. Policy statement**

2.1 Dancesport Scotland is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. Dancesport Scotland has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country we operate.

2.2 Dancesport Scotland will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of Scotland, including the Bribery Act 2010, in regards to our conduct both at home and abroad.

2.3 Dancesport Scotland recognises that bribery and corruption are punishable by up to ten years of imprisonment and a fine. If Dancesport Scotland is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine and face serious

damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our activities and take our legal responsibilities seriously.

### **3. Who is covered by the policy?**

3.1 This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, home workers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of the UK)(hereinafter referred to as “employees”). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

3.2 In the context of this policy, third-party refers to any individual or organisation Dancesport Scotland meets and works with. It refers to actual and potential customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

3.3 Any arrangements Dancesport Scotland makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

### **4. Definition of bribery**

4.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

4.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

4.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and accepts it, that person is also breaking the law.

4.4 Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from a Dancesport Scotland office bearer.

### **5. What is and what is NOT acceptable**

5.1 This section of the policy refers to 4 areas:

- Gifts and hospitality.
- Facilitation payments.
- Political contributions.
- Charitable contributions.

#### **5.2 Gifts and hospitality**

Dancesport Scotland accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.

- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with local law.
- d. It is given in the name of Dancesport Scotland, not in an individual's name.
- e. It does not include cash or a cash equivalent (*e.g.* a voucher or gift certificate).
- f. It is appropriate for the circumstances (*e.g.* giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not above a certain excessive value, as pre-determined by Dancesport Scotland's (usually in excess of £100).
- k. It is not offered to, or accepted from, a government official or representative or politician or political party, without the prior approval of Dancesport Scotland.

5.3 Where it is inappropriate to decline the offer of a gift (*i.e.* when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to Dancesport Scotland's committee, who will assess the circumstances.

5.4 Dancesport Scotland recognises that the practice of giving and receiving gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

5.5 As good practice, gifts given and received should always be disclosed to Dancesport Scotland's committee. Gifts from suppliers should always be disclosed.

5.6 The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of Dancesport Scotland should be sought.

#### **5.7 Facilitation Payments and Kickbacks**

Dancesport Scotland does not accept and will not make any form of facilitation payments of any nature. We recognise that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognise that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

5.8 Dancesport Scotland does not allow kickbacks to be made or accepted. We recognise that kickbacks are typically made in exchange for a business favour or advantage.

5.9 Dancesport Scotland recognises that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a. Keep any amount to the minimum.
- b. Ask for a receipt, detailing the amount and reason for the payment.
- c. Create a record concerning the payment.
- d. Report this incident to Dancesport Scotland's committee.

#### **5.10 Political Contributions**

Dancesport Scotland will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognise this may be perceived as an attempt to gain an improper business advantage.

#### **5.11 Charitable Contributions**

Dancesport Scotland accepts (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.

5.12 Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

5.13 We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the approval of the committee.

### **6. Employee Responsibilities**

6.1 As a member of Dancesport Scotland, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.

6.2 All members and employees are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

6.3 If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the committee immediately.

6.4 If any employee breaches this policy, they will face disciplinary action and could face expulsion from Dancesport Scotland in addition to prosecution. Dancesport Scotland has the right to terminate a contractual relationship with a member or an employee if they breach this anti-bribery policy.

### **7. What happens if I need to raise a concern?**

7.1 This section of the policy covers 3 areas:

- a. How to raise a concern.
- b. What to do if you are a victim of bribery or corruption.
- c. Protection.

#### 7.2 How to raise a concern

If you suspect that there is an instance of bribery or corrupt activities occurring in relation to Dancesport Scotland, you are encouraged to raise your concerns at as early a stage as possible. If you are uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to an office bearer.

#### 7.3 What to do if you are a victim of bribery or corruption

You must tell a office bearer as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

#### 7.4 Protection

If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, Dancesport Scotland understands that you may feel worried about potential repercussions. Dancesport Scotland will support anyone who raises

concerns in good faith under this policy, even if investigation finds that they were mistaken.

7.5 Dancesport Scotland will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

7.6 Detrimental treatment refers to dismissal, disciplinary action, threats, or unfavourable treatment in relation to the concern the individual raised.

7.7 If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform a committee member immediately.

## **8.**

### **Record keeping**

8.1 Dancesport Scotland will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to committee review.

### **9. Monitoring and reviewing**

9.1 Dancesport Scotland is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis. The committee will assess its suitability, adequacy, and effectiveness.

9.2 Internal control systems and procedures designed to prevent bribery and corruption are subject to regular audits to ensure that they are effective in practice.

9.3 Any need for improvements will be applied as soon as possible. Employees are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the committee.

9.4 This policy does not form part of an employee's contract of employment and Dancesport Scotland may amend it at any time so to improve its effectiveness in combatting bribery and corruption.

## **15 CHILD PROTECTION POLICY**

This organisation is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children in our care. We recognise our responsibility to promote safe practice and to protect children from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children and young people. Everyone at the organisation will be made aware of the policies and procedures in place to protect children in our care and to promote their wellbeing.

### **Underpinning principles:**

1. A child is recognised as someone under the age of 18
2. A child has the right to relax, play and join in a wide range of sporting activities
3. The protection and wellbeing of all children in our care is everyone's responsibility
4. A child, whatever their age, culture, disability, gender, language, racial origin, socioeconomic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse



5. The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations.

**To keep children safe at our events we will:**

- Promote the wellbeing of children through opportunities to take part in sport safely
- Put in place policies and procedures to promote the wellbeing and protection of children
- Appoint an event Child Wellbeing and Protection Officer
- Train and support our volunteers to prioritise the wellbeing of children who take part in our activities and protect them from harm
- Require the volunteers to adopt and abide by the child protection policy and procedures including the Code of Conduct for working with children
- Respond to any child wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the child protection and wellbeing policy and procedures regularly

If you have any concerns about the wellbeing of a child at our events, please do not hesitate to contact the Dancesport Scotland Child Wellbeing and Protection Officer (CWPO): **Dave Peebles 07762 306114**

**If you have an immediate and serious concern about the safety of a child, contact the police and/or your local social work child protection team. Contact details of social work can be found on the relevant local authority website.**

## 17 RISK MANAGEMENT POLICY

### 1. Purpose and Scope

This policy establishes the process for the management of risks faced by Dancesport Scotland. The aim of risk management is to maximise opportunities in all Dancesport Scotland activities and to minimise adversity.

The policy applies to all activities and processes associated with the normal operation of Dancesport Scotland.

It is the responsibility of all Committee members, staff and volunteers to identify, analyse, evaluate, respond, monitor and communicate risks associated with any activity, function or process within their relevant scope of responsibility and authority.

### 2. Definitions

Risk is the likelihood is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to a hazard.

Risk is characterised and rated by considering two characteristics:

1. Probability or likelihood (L) of occurrence; and
2. Consequence (C) of occurrence.

This is expressed as  $R \text{ (risk)} = L \text{ (likelihood)} \times C \text{ (consequence)}$ .

Likelihood is a qualitative description of probability or frequency.

Consequence is the outcome of an event, being a loss, injury, disadvantage or gain.

There may be a range of possible outcomes associated with an event.

Risk control means taking action to first eliminate risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard

Risk Assessment is the process of evaluating and comparing the level of risk against predetermined acceptable levels of risk.

Risk Management is the application of a management system to risk and includes identification, analysis, treatment and monitoring.

Risk Owner is the person(s) responsible for managing risks and is usually the person directly responsible for the strategy, activity or function that relates to the risk.

### **3. Principles**

Risk management is a key governance and management function.

Dancesport Scotland is proactive in its approach to risk management, balances the cost of managing risk with anticipated benefits, and undertakes contingency planning in the event that critical risks are realised.

Dancesport Scotland has the primary duty to ensure the health and safety of every person at its events. A duty to ensure health and safety requires

Dancesport Scotland to manage risks:

- by eliminating risks so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate the risks, by minimising those risks so far as is reasonably practicable.

Deciding what is ‘reasonably practicable’ to protect people from harm requires weighing up certain matters, including the likelihood of a hazard or risk occurring and the degree of harm that would result, and then making a judgement about what is reasonable in the circumstances.

Effective risk management involves:

- a commitment to health and safety from the Dancesport Scotland Committee
- the involvement and cooperation of Dancesport Scotland’s members (hereinafter including volunteers)

### **4. Outcomes**

As far as is reasonably practicable, members, consumers and other persons are not put at risk from events organised by Dancesport Scotland.

Dancesport Scotland is protected from adverse incidents, reduces its exposures to loss and mitigates and controls loss should it occur.

Dancesport Scotland has ongoing, unimpeded capacity to fulfil its mission, perform its key functions, meet its objectives and support its members.

The costs of risk to Dancesport Scotland is reduced.

### **5. Functions and Delegations**

A person can have more than one duty and more than one person can have the same duty at the same time.

The Committee must exercise due diligence to ensure that Dancesport Scotland complies with current law. This includes taking reasonable steps to:

- gain an understanding of the hazards and risks associated with the operations of Dancesport Scotland, and
- ensure that Dancesport Scotland has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

Ensure, so far as is reasonably practicable, that:

- its events, including entry and exit and anything arising from its events are without risks to health and safety
- the fixtures, fittings or plant are without risks to health and safety
- the plant, substance or structure is without risks to health and safety.

Establish and implement risk management systems for all functions and activities of Dancesport Scotland.

## **6. Risk Management**

All Committee members and staff contribute to the establishment and implementation of risk management systems for all functions and activities of Dancesport Scotland's risk management practice aligns with all current law.

## **7. Policy Implementation**

Risk management forms part of strategic, operational and line management responsibilities, and is integrated into planning processes.

Risk management is embedded in all policies and procedures

## **8. Policy Detail**

Dancesport Scotland aims to achieve better practice in the management of risks that threaten to adversely impact on Dancesport Scotland, its functions, objectives, operations, assets, staff, consumers or members of the public.

Dancesport Scotland does whatever it can (whatever is 'reasonably practicable') to ensure its members, consumers and other people are not harmed by its activities.

Dancesport Scotland members must follow safety instructions and procedures

Dancesport Scotland encourages its members to report any hazards and health and safety problems immediately so that risks can be managed before an incident occurs.

### **HOW TO IDENTIFY HAZARDS**

Identifying hazards involves finding all of the things and situations that could potentially cause harm to people. Hazards generally arise from three aspects of work and their interaction:

- The physical work environment
- The equipment, materials and substances used
- The work tasks and how they are performed

### **HOW TO DO A RISK ASSESSMENT**

All hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death.

Work out the amount of harm that could occur

To estimate the amount of harm that could result from each hazard you should consider the following questions:

What type of harm could occur (e.g. muscular strain, fatigue, burns, laceration)? How severe is the harm? Could the hazard cause death, serious injuries, illness or only minor injuries requiring first aid?

What factors could influence the severity of harm that occurs? For example, the distance someone might fall or the concentration of a particular substance will determine the level of harm that is possible. The harm may occur immediately something goes wrong (e.g. injury from a fall) or it may take time for it to become apparent (e.g. illness from long term exposure to a substance).

How many people are exposed to the hazard and how many could be harmed (in and outside the event)?

Could one failure lead to other failures? For example, could the failure of your electrical supply make any risk controls that rely on electricity ineffective?

Could a small event escalate to a much larger event with more serious consequences? For example, a minor fire can get out of control quickly in the presence of large amounts of unnecessary combustible materials.

Work out how hazards may cause harm

In most cases, incidents occur as a result of a chain of events and a failure of one or more links in that chain. If one or more of the events can be stopped or changed, the risk may be eliminated or reduced.

One way of working out the chain of events is to determine the starting point where things begin to go wrong and then consider: 'If this happens, what may happen next?' This will provide a list of events that sooner or later causes harm.

In thinking about how each hazard may cause harm, you should consider:

the effectiveness of existing control measures and whether they control all types of harm,

infrequent or abnormal situations, as well as how things are normally meant to occur.

Consider maintenance and cleaning, as well as breakdowns of equipment (eg computers, vehicles) and failures of health and safety controls.

Work out the likelihood of harm occurring

The likelihood that someone will be harmed can be estimated by considering the following:

How often is the task done – does this make the harm more or less likely?

How often are people near the hazard? How close do people get to it?

Has it ever happened before, either in your workplace or somewhere else?

How often?

You can rate the likelihood as one of the following:

Certain to occur - expected to occur in most circumstances

Very likely - will probably occur in most circumstances

Possible – might occur occasionally

Unlikely – could happen at some time

Rare – may happen only in exceptional circumstances

The level of risk will increase as the likelihood of harm occurring and its severity increases.

## **HOW TO CONTROL RISKS**

The most important step in managing risks involves:

eliminating them so far as is reasonably practicable, or if that is not possible,

minimising the risks so far as is reasonably practicable.

In deciding how to control risks you must consult your members who will be directly affected by this decision. Their experience will help you choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way they do their job.

There are many ways to control hazards and risks. Some controls are more effective than others.

You should consider various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances

#### 8.6 How to ensure that controls remain effective

The following actions will help you monitor the control measures you have implemented and ensure that they remain effective:

*Accountability for health and safety* – accountability must be clearly allocated to ensure procedures are followed and maintained. Where individuals have health and safety responsibilities they must have the authority and resources to meet them.

*Regular review* – risk controls are more effective where there is regular review of work procedures

. All incident investigations should include a review of any relevant procedures.

*Effective communication* – risk controls are more effective where procedures are communicated in appropriate language, and signs and symbols are used.

*Up-to-date training and competency* – risk controls, particularly lower level controls, depend on all members and supervisors having the appropriate competencies to do the job safely. Training should be provided to maintain competencies and to ensure new members are kept safe.

#### **HOW TO KEEP RECORDS**

Keeping records of the risk management process demonstrates potential compliance with current law. It also helps when undertaking subsequent risk assessments.

Keeping records of the risk management process has the following benefits. It: allows you to demonstrate how decisions about controlling risks were made

assists in targeting training at key hazards

provides a basis for preparing safe procedures

allows you to more easily review risks following any changes to legislation or activities

demonstrates to others (regulators, investors, shareholders, members) that health and safety risks are being managed.

It is useful to keep information on:

the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)

how and when the control measures were implemented, monitored and reviewed  who you consulted with

relevant training records; and

any plans for changes.

