

Visiomed Office Park, Block 2, Unit 5
269 Beyers Naude Drive, Blackheath, 2195
P O Box 5815, Cresta, 2118
Tel: (011) 476-6075
Fax: (011) 476-6083
E-mail: info@bowlssa.co.za
Website: <http://www.bowlssa.co.za>



16 November 2017

**TO: DISTRICT SECRETARIES
DISTRICT PRESIDENTS
MEDIA**

District Secretaries are required forward a copy of this circular together with attachments to all clubs.

CIRCULAR 66/2017

REF: U18 Registration & Consent Information

The Children's Act (referred to in Circular 52/2017 which provides information about the necessity of obtaining Police Clearance for those who work with children), requires that as a sports federation we also need to comply in terms of **Consent**. The legality of publishing photographs and mentioning the names of potentially vulnerable members on social-media or in printed-media could be far reaching and something none of us want to consider. However, the importance to expose these players and their performances in the media, especially social-media, is vital – to grow our sport and to ensure that our sport is inclusive and actually **#1Sport4All**. Without social-media these children will NOT be able to enjoy this privilege. It is therefore in the interest of changing the image of Bowls and at the same time complying with the Children's Act that Clubs need to take compliance steps as a matter of urgency.

It has become imperative that all players who fall into this U18 age-category submit the required completed documents signed by their legal guardian(s) and scanned copies of certain documents. These documents must be uploaded onto the Bowls SA Membership database with copies available at the Club, for the registration of any U18 member to be valid. Note that these documents need to be captured as soon as possible to ensure compliance at the next youth national tournaments in April 2018 – **please start the process immediately**.

To comply places huge responsibility of all role players and the only solution is to capture the necessary documents at the time of player-registration and must include **ALL** players under the age of 18, whether they are included in District sides for annual National competitions or not. By having the data stored in the central database, anyone with the necessary authority will be able to access the information, especially in cases of emergency, and for any inspections done by any of the relevant government departments.

With this Circular, it becomes the **responsibility of the club** to ensure total compliance – note that this process only needs to be handled once, as the system will retain the information. The attached **U18 INFORMATION AND CONSENT FORM** has all the details required to comply with the Children's Act and in following the process outlined below, our federation will be in compliance at all administration levels – Club, District & National.

Any manager or coach of any team with whom these players are involved with must be provided with copies of the documents from the Membership database, without the necessity of repeating this process each year. It is therefore imperative that this process is started well in advance of any event in which the U18 member may participate, where the Club, the District and / or the National administration may want to publish information (text and/or photographs) of the event.

Executive Committee:

President: Robert Forbes, Vice President: Charles Levy
Members: Heather Boucher, Trevor Davis, Ian Stayt and Andrew Strong



sport & recreation
Department:
Sport and Recreation South Africa
REPUBLIC OF SOUTH AFRICA



The Process:

1. The attached Under 18 Information and Consent form needs to be completed and signed by the U18 player's legal guardian.
2. Certified copies (electronic or printed) of the following documents must accompany the returned form:
 - a. U18 Member's ID / Birth Certificate
 - b. Guardian's ID (for each legally registered Guardian of the U18 member)
 - c. Medical-aid card (if available)
3. The following outlines the **proposed specification** to include the documentation and consent information required by the **Children's Act** for all Bowling Members **under the age of 18 years**.

The data on the Database is entered and maintained by Club Administrators, District Administrators and National Administrators according to their relevant access profiles and is superintended by the Systems Administrator.

- i. Currently we have a Members table listing all relevant biological, residential and personal information of all members, including child members.
- ii. All child members (under the age of 18 years) will have an indicator on their record, indicating that they require guardian consent. This will be an automated process.
- iii. Once the child member turns 18 years old, the indicator will indicate that the guardian consent is no longer required, however, the guardian information originally captured will be retained on the system and fall into history mode.
- iv. If the guardian consent is required, the system will automatically create a connected Guardian Consent record requesting the following information:
 - a. Per legally registered Guardian (it may be relevant to weight them according to any legal agreements between Guardians):
 - i. Guardian's Name
 - ii. Guardian's ID Number
 - iii. The relationship to the child member e.g. Mother, Father, Guardian, etc.
 - b. Scanned image – Completed BSA Under 18 Information and Consent form
 - c. Scanned image – Child Member's ID / Birth Certificate
 - d. Scanned image – Guardian's ID
 - e. Scanned image – Medical-aid card (if available)

The entry of these documents will not be forced (made mandatory) on launch of the changes on the database for current members but from the 1st January 2018, they will be made mandatory for all **new and existing** U18 members.

It will be the responsibility of the Club Administrator to ensure that the documents are in place before any U18 member is allowed entry to any official Club, District or National event.

Should there be any queries regarding this process, please contact the relevant person list below:

- The entry of the players on the data base Heather Boucher hebouch@gmail.com
- Compliance with the Children's Act Trevor Davis tpdavis@mweb.co.za



**JOHN RAVENSCROFT
OPERATIONS MANAGER**