**TURKISH BOCCE BOWLING AND DART FEDERATION**

**CHILD PROTECTION PROCEDURE - IMPLEMENTATION PRINCIPLES AND GUIDELINES**

**SECTION ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Article 1 – Purpose and Scope**

1. These principles and procedures have been prepared by the Turkish Bocce Bowling and Dart Federation (TBBDF) to ensure the physical, emotional, social, and psychological safety of children, to support their healthy development within the sports environment, and to protect them from all forms of abuse, neglect, or risk. This document aims to ensure that child protection principles are implemented systematically, consistently, and effectively in all activities of the federation.
2. The purpose of these principles and procedures is to create a safe environment in which children can develop their potential through sports, to prevent possible risks by identifying them in advance, and to ensure the full compliance of all federation stakeholders with child protection policies.
3. While promoting children’s participation in sports activities, the federation commits to safeguarding their rights, building a sports culture based on equality and inclusion, and upholding the principles of transparency and accountability throughout the process.
4. These principles and procedures apply to all sporting events, training sessions, competitions, camps, educational programs, social organizations, and other related activities organized or supported by TBBDF.
5. All personnel, administrators, coaches, referees, volunteers, provincial representatives, support staff, and all stakeholders who have direct or indirect contact with children within the federation are subject to these principles and procedures.
6. Provincial representations of the federation, affiliated units, partner organizations, and third parties participating in events are also responsible for implementing these principles and procedures.
7. This document aims to protect all individuals under the age of 18 (children) participating in federation activities, including any digital extensions of these activities.

**Article 2 – Legal Basis**

These principles and procedures have been prepared based on national and international legislation, agreements, standards, and federation policies. The primary regulatory instruments forming the legal basis include:

* **United Nations Convention on the Rights of the Child**: Commitment to protecting and enhancing the fundamental rights of children.
* **Lanzarote Convention**: Council of Europe regulation on protecting children against sexual exploitation and abuse.
* **International Olympic Committee (IOC) Safe Sport Principles**: Guiding principles for protecting children within sports environments.
* **PCSOS (Protecting Children in Sport) Certification Scheme**: Standards for developing safe and inclusive sports organizations.

**Article 3 – Definitions**

The following terms are defined by the Turkish Bocce Bowling and Dart Federation (TBBDF) within the scope of these principles and procedures:

a) **Child**: Any individual under the age of 18 is considered a child by TBBDF. A child is a person who continues their physical, mental, emotional, and social development and requires adult protection and support.

b) **Child Protection**: The federation defines child protection as the entirety of institutional policies and practices that ensure the safeguarding of children from physical harm, emotional abuse, sexual exploitation, economic exploitation, and neglect, and that promote safe, supportive, and inclusive sports environments.

c) **Abuse**: Any physical, emotional, sexual, or economic action that causes harm to a child is considered "abuse" by the federation. Abuse may result from direct harmful actions or from the neglect of the child’s basic needs.

d) **Neglect**: The intentional or negligent failure to meet a child's fundamental needs such as health, education, safety, shelter, and nutrition, or to provide adequate care and attention.

e) **Physical Abuse**: Acts of intentionally harming or threatening the physical integrity of a child. Behaviors such as slapping, punching, pushing, burning, or subjecting the child to excessive physical strain fall under this category.

f) **Emotional Abuse**: Behaviors that undermine a child’s emotional integrity, such as humiliation, threats, conditional affection, excessive pressure for success, or systematic damage to self-esteem.

g) **Sexual Abuse**: The use of a child for sexual purposes, exposing the child to sexually explicit behavior, or guiding them toward sexual exploitation. These actions may occur both physically and online.

h) **Economic Abuse**: The unethical use of a child's labor, talents, or personal resources for material or non-material gain.

i) **Digital Harassment**: Threats, bullying, sexually explicit messages, or breaches of privacy directed at children through digital communication tools.

j) **Child Protection Officer**: An authorized person appointed by the TBBDF Executive Board, responsible for ensuring the effective implementation of child protection policies, monitoring violations, and taking necessary action.

k) **Child Protection Committee**: A decision-making body established by the TBBDF Executive Board, responsible for developing, implementing, monitoring, and evaluating child protection policies.

l) **Risk Analysis**: The process of systematically identifying potential risks to children in all federation activities, analyzing these risks, and implementing preventive measures.

m) **Complaint Mechanism**: A system established by the federation to enable the secure, confidential, and accessible reporting of abuse, neglect, and other harmful behaviors toward children.

n) **Monitoring**: Planned and systematic evaluation activities aimed at ensuring the effectiveness, appropriateness, and sustainability of the federation’s child protection policies and practices.

o) **Coach**: An individual who provides sports training to children and is responsible for creating a physically, emotionally, and socially safe sports environment.

p) **Activity Supervisor**: The authorized person directly responsible for the safety of children during federation events and for ensuring the implementation of child protection procedures.

q) **Volunteer**: An individual who serves in federation activities on an unpaid basis and is required to fully comply with child protection policies.

r) **Support Staff**: Technical, administrative, or logistical personnel who interact with children directly or indirectly during federation activities and must adhere to child safety principles.

s) **TBBDF**: Represents the Turkish Bocce Bowling and Dart Federation.

t) **Executive Board (YK)**: Refers to the governing board of the federation.

**SECTION TWO**

**General Principles of the Child Safeguarding Procedure in Sports**

**Article 4 – Roles and Responsibilities**

**Article 4.1 – Roles and Responsibilities of the Federation**

1. The Executive Board of the Federation holds the ultimate responsibility for the preparation, implementation, development, and monitoring of the child safeguarding policy.
2. The Executive Board ensures the integration of child safeguarding policies throughout the federation and supervises their complete implementation across all units.
3. The appointment and dismissal of members of the Child Protection Committee and the final oversight of the committee's activities fall under the authority of the Executive Board.
4. The assignment, authorization, and, if necessary, dismissal of Child Protection Officers are also within the authority of the Executive Board.
5. The Executive Board is responsible for allocating the necessary resources (budget, human resources, training materials, etc.) in the field of child protection and ensuring their effective use.
6. The Executive Board is tasked with evaluating reports related to child protection violations, initiating the required disciplinary actions, and fulfilling legal reporting obligations.
7. It is among the responsibilities of the Executive Board to share annual reports on the Child Protection Policy with the public and to provide the necessary information in line with the principle of transparency.

**Article 4.2 – Duties, Authorities, and Working Procedures of the Child Protection Committee**

1. The Child Protection Committee is responsible for planning, implementing, monitoring, and evaluating child safeguarding activities within the federation.
2. The committee consists of at least three (3) members, appointed by the Executive Board. At least one member must have received training or possess experience in the field of child protection.
3. The committee elects a Chairperson and a Rapporteur from among its members. The Chairperson leads the committee meetings; the Rapporteur records the decisions taken.
4. The committee meets at least four (4) times a year for regular sessions. Meetings may be held in person or online.
5. The Chairperson may convene an extraordinary meeting ex officio, upon the request of the Executive Board, or by majority request of the members.
6. The quorum is the absolute majority of the full number of members. Decisions are taken by majority vote of those present. In the event of a tie, the Chairperson's vote is decisive.
7. The committee monitors the effectiveness of child safeguarding practices in the field, coordinates the complaint and notification processes, evaluates risk analyses, and submits proposals for improvement.
8. In cases involving potential risk or violation, the committee may directly submit a report to the Executive Board of the Federation recommending the initiation of necessary administrative and disciplinary procedures.
9. The committee is also responsible for developing and updating training programs aimed at fostering a culture of child protection within the federation.

**Article 4.3 – Duties, Authorities, and Responsibilities of the Child Protection Officer**

1. The Child Protection Officer is appointed to ensure the physical, emotional, and psychological safety of children during all activities organized within the federation.
2. The Child Protection Officer is responsible for the effective implementation of child protection policies in the field and for identifying risks in advance and taking necessary preventive measures.
3. The Child Protection Officer is obliged to conduct risk analyses, report risky areas and situations, and prepare intervention plans.
4. It is a primary duty of the Child Protection Officer to monitor the safety of children before, during, and after events and to take preventive actions against possible risks of violations.
5. In the event of suspected abuse, neglect, or risk, the Child Protection Officer must immediately report the incident to the Child Protection Committee, ensuring confidentiality.
6. The Child Protection Officer regularly checks the accessibility and functionality of complaint mechanisms (e.g., complaint boxes, online reporting systems).
7. The Child Protection Officer contributes to the federation's training activities and carries out awareness-raising efforts for relevant individuals and institutions.
8. The duties and responsibilities of the Child Protection Officer must be carried out in accordance with "Annex 1: Code of Conduct".
9. The Child Protection Officer operates independently during their term and reports directly to the Child Protection Committee.

**Article 4.4 – Duties, Authorities, and Responsibilities of Coaches**

1. Coaches are responsible for creating a safe, supportive, and inclusive sports environment that contributes to the physical, emotional, and social development of children.
2. Coaches must prepare training programs tailored to the individual differences of children and avoid any form of physical or psychological pressure.
3. In cases requiring physical contact with children, coaches must obtain the child’s consent and strictly adhere to privacy rules.
4. Coaches are prohibited from engaging in private communication with children through social media, telephone, or other personal communication channels; all communication must be conducted through official federation channels.
5. Coaches may only use and share photos or videos of children with written consent from their parents or legal guardians.
6. Coaches are obliged to report any witnessed abuse, neglect, or inappropriate behavior directly to the Child Protection Officer or the Committee.
7. Coaches’ behavior must comply with the standards outlined in "Annex 1: Code of Conduct".
8. Coaches must participate in the federation’s child protection training and possess up-to-date certification.

**Article 4.5 – Duties, Authorities, and Responsibilities of Referees**

1. Referees are responsible for ensuring the safety of children and creating a respectful, fair, and inclusive environment during all competitions in which they officiate.
2. Referees must intervene and report to the appropriate authorities if they observe any physical or emotional abuse toward child athletes within the competition area.
3. Referees may not use degrading, belittling, or threatening language toward child athletes.
4. Referees are responsible for ensuring that the rules applied during competitions are appropriate for the age, developmental level, and safety needs of the children.
5. Referees are prohibited from engaging in private communication with child athletes via social media or other individual channels.
6. Referees must attend child protection training sessions organized by the federation and stay up-to-date on child safeguarding information.
7. Referees’ ethical behavior and conduct must comply with the "Annex 1: Code of Conduct".

**Article 4.6 – Duties, Authorities, and Responsibilities of Volunteers**

1. Volunteers are required to fully comply with the federation’s child protection policies and prioritize children's safety in all activities in which they are involved.
2. When interacting directly with children, volunteers must strictly adhere to principles of privacy, safety, and ethics.
3. Volunteers may not establish private communication with children (e.g., one-on-one social media messaging, private meetings, etc.).
4. When physical contact with children is necessary, it must be appropriate to the context, justified by safety, and carried out in the presence of another official.
5. Volunteers must immediately report any observed risk, neglect, abuse, or inappropriate behavior to the Child Protection Officer or Committee.
6. Before starting their duties, volunteers must complete and be certified in child protection training organized by the federation.
7. The scope of duties and ethical obligations of volunteers are outlined in "Annex 1: Code of Conduct".

**Article 4.7 – Duties, Authorities, and Responsibilities of Support Staff**

1. Support staff (e.g., medical personnel, administrative staff, transportation and logistics personnel) are required to comply with child protection principles in all situations where they have direct or indirect contact with children.
2. Support staff are responsible for taking measures to protect the safety and privacy of children in the areas where they work.
3. While working in areas where children are present, support staff must avoid being alone with children and ensure the presence of a third party at all times.
4. Support staff may not request inappropriate information from children, violate their privacy, or engage in private communication with them.
5. Support staff must immediately report any situation that threatens the safety of children to the Child Protection Officer.

**Article 4.8 – Duties, Authorities, and Responsibilities of Provincial Representatives**

1. Provincial Representatives are responsible for ensuring the implementation and supervision of the federation’s child protection policies within their respective provinces.
2. Provincial Representatives are required to ensure that a Child Protection Officer is appointed for all activities conducted in their provinces.
3. Provincial Representatives must ensure that all coaches, referees, volunteers, and support staff operating in their provinces complete child protection training.
4. Provincial Representatives monitor the functioning of complaint and reporting mechanisms at the local level and submit regular reports to the federation headquarters.
5. In the case of suspicious incidents or violations, Provincial Representatives must immediately inform the federation headquarters and the Child Protection Committee.
6. Provincial Representatives are responsible for preparing and submitting at least two internal evaluation reports per year regarding child protection practices in their province.

**Article 4.9 – Responsibilities of Parents and Spectators**

1. Parents and spectators are obliged to respect the child protection principles established by the federation and to contribute to the safety of children in all activities.
2. Parents are responsible for completing written consent forms for events their children will participate in and for adhering to the safety procedures specified by the federation.
3. In cases of inappropriate behavior or suspected physical or emotional abuse toward child athletes, parents and spectators are required to report the situation immediately to federation officials or the Child Protection Officer.
4. Parents are responsible for monitoring their children’s use of social media and digital communication tools and for ensuring the protection of their children's digital privacy.
5. During competitions or other events, parents must maintain a respectful, supportive, and inclusive attitude toward child athletes.

**SECTION THREE**

**Training, Complaint, and Monitoring Mechanisms**

**Article 5.1 – Mandatory Child Protection Training**

1. All coaches and referees working within the federation must attend and successfully complete a one-time, federation-approved child protection training program.
2. The mandatory training program is delivered by certified expert trainers authorized by the federation and covers core child protection principles, complaint mechanisms, risk management, and the code of conduct.
3. Training sessions may be conducted face-to-face or online.
4. Participants who successfully complete the training are awarded a child protection certificate. Individuals without this certificate may not be assigned to duties involving direct contact with children.
5. Individuals who fail to attend the training without valid excuse must attend a make-up session on a date determined by the federation.
6. The make-up training will have equivalent content to the mandatory training, and the participant must submit a written explanation for the initial absence, which will be documented by the federation.

**Article 5.2 – Annual Seminar Training**

1. The federation requires all active coaches and referees to participate in annual child protection seminars.
2. These seminars aim to provide information on updates to legislation, case studies, examples of best practices, and new preventive strategies for emerging risk factors.
3. Participation in the seminar is mandatory. For those unable to attend, additional make-up seminars will be organized by the federation.
4. Attendance is recorded, and participation status is documented in federation records. Coaches and referees who fail to attend the seminars for two consecutive years will not be allowed to work directly with children.
5. The content of the annual seminars is determined and approved by the federation’s Child Protection Committee.

**Article 5.3 – Make-Up Trainings**

1. The federation organizes make-up trainings at least twice a year for individuals who fail to attend the mandatory child protection training or annual seminar without a valid excuse.
2. Make-up trainings must fully align with the content of the original training program, and participants must complete a new certification process upon completion.
3. Individuals who do not attend make-up trainings are not permitted to participate in any activities conducted by the federation that require compliance with child protection standards.
4. Make-up trainings are planned and carried out under the supervision of the federation’s Child Protection Committee.

**Article 5.4 – Awareness Activities**

1. Continuous awareness activities are conducted to raise consciousness about child protection both among the general public and federation stakeholders.
2. These activities are implemented through posters, brochures, digital campaigns, video content, seminars, workshops, and local collaborations (e.g., schools, youth centers, etc.).
3. The coordination of awareness activities is managed by the federation’s Child Protection Committee, while Provincial Representatives are responsible for implementation at the local level.
4. All events must include visible materials introducing children's rights and reporting pathways (e.g., roll-up posters, signage for complaint boxes, information desks).

**Article 5.5 – Sustainability of Education and Awareness**

1. Child protection trainings and awareness campaigns are continuous processes and are integrated into the federation’s annual activity plan.
2. Training content and awareness materials are updated at least once per year and revised by the Child Protection Committee in line with national and international developments in the field of child protection.
3. The Child Protection Committee prepares an annual evaluation report on educational and awareness-raising activities and submits it to the Federation’s Executive Board.

**Article 6 - Complaint, Reporting, Auditing and Monitoring Scheme**

**Article 6.1 – Right and Obligation to Report**

1. All personnel, volunteers, coaches, referees, support staff, provincial representatives, athletes, parents, and spectators affiliated with the Turkish Bocce Bowling and Dart Federation are obligated to report any incident of abuse, neglect, or risky situations involving children.
2. The complaint and notification mechanism functions not only to protect children but also to support the federation’s principles of transparency, accountability, and the provision of a safe sports environment.
3. The obligation to report is assessed on the basis of good faith; failure to report is considered a serious omission.

**Article 6.2 – Reporting Channels**

1. Complaints and reports may be submitted through the following channels:
* Direct verbal or written submission to the Child Protection Officer,
* Written notice via the federation's official complaint email address,
* Online complaint form accessible through the TBBDF website,
* Locked complaint and reporting boxes located at event venues,
* Verbal reporting via the designated telephone hotline.
1. Reports can be submitted either with a name or anonymously. Anonymous reports will be processed based on the content provided.

**Article 6.3 – Principles of the Reporting Process**

1. The complaint and reporting process is based on the principles of confidentiality, impartiality, prioritization of the child’s best interest, and prompt response.
2. The person receiving the report must forward it to the Child Protection Committee or the relevant Child Protection Officer within 24 hours.
3. The identity of the person submitting the report will not be shared with third parties without their explicit consent.
4. Each complaint is documented separately based on the nature of the incident and is subject to confidential filing procedures.

**Article 6.4 – Evaluation of Complaints and Reports**

1. Upon receipt of a report, an initial assessment is conducted by the Child Protection Officer. This includes determining the urgency and level of risk associated with the incident.
2. In high-risk situations, the child is moved to a safe space, the suspected individual is removed from the environment, and the situation is immediately reported to the relevant authorities.
3. For medium- and low-risk situations, the details of the incident are presented to the Child Protection Committee, and an action plan is developed accordingly.
4. When necessary, a multidisciplinary evaluation process may be initiated with input from psychologists, legal experts, or other relevant professionals.
5. During the assessment process, the views of the children and their families are obtained confidentially and taken into consideration.

**Article 6.5 – Disciplinary Actions and Legal Notifications**

1. If a child protection violation is identified as a result of the evaluation:
* Disciplinary actions such as warning, temporary suspension, or permanent dismissal may be applied depending on the severity of the incident,
* Cases that constitute criminal offenses under the Turkish Penal Code are reported to judicial authorities.
1. Disciplinary procedures are conducted in accordance with the federation’s existing disciplinary regulations and relevant legal frameworks.
2. All steps and documentation related to the process must be properly maintained and archived in the relevant case file.

**Article 6.6 – False or Misleading Reports**

1. If it is determined that a report was made maliciously and in bad faith, disciplinary action will be taken against the individual in accordance with the federation’s disciplinary regulations.
2. No disciplinary action will be taken for reports made in good faith, even if the claims cannot be verified.

**Article 6.7 – Introduction and Accessibility of the Complaint Mechanism**

1. In all activities and events, the functioning of the complaint and reporting mechanism is clearly and understandably explained to children, athletes, coaches, referees, parents, and other stakeholders.
2. Directional signs and roll-up banners indicating complaint channels are placed in event areas, locker rooms, cafeterias, and rest areas.
3. Complaint boxes must be visible, accessible, and installed at a height that children can easily reach.
4. The functioning of the complaint and reporting process is supported with written and visual materials adapted to the language and comprehension levels of different age groups.

**Article 6.8 – Monitoring and Audit Activities**

1. The Turkish Bocce Bowling and Dart Federation regularly monitors and audits the applicability and effectiveness of child protection policies in the field.
2. Monitoring and auditing activities are carried out by the federation’s Child Protection Committee and the relevant Child Protection Officers.
3. Audits may be planned (within the framework of an annual inspection calendar) or unannounced, as needed.
4. The audits are based on training records, complaint logs, risk analysis reports, and field observations.
5. Based on the findings from audits and data obtained from the complaint mechanism, child protection policies are reviewed at least once a year.
6. The results of the review are used to improve gaps in the child protection system and to adapt to new developments.
7. As a result of the analyses, training content, complaint mechanisms, inspection procedures, or job descriptions are updated as needed.
8. At the end of each year, a general evaluation report is prepared by the Child Protection Committee and submitted to the Federation’s Executive Board.

**SECTION FOUR**

**Sanctions and Legal Reporting Obligations**

**Article 7.1 – Sanctions for Non-Compliance with Child Protection Policies**

1. All personnel, volunteers, administrators, coaches, referees, support staff, and provincial representatives working within the Turkish Bocce Bowling and Dart Federation are obliged to fully comply with child protection policies and procedures.
2. The following sanctions may be applied to individuals who deliberately or negligently fail to fulfill their child protection obligations:
* Verbal warning or written notice,
* Temporary suspension from duties,
* Referral to the Disciplinary Committee,
* Permanent removal from duty,
* Official notification to the Ministry of Youth and Sports,
* Recommendation for temporary or permanent disqualification from national and/or international sports organizations.
1. Depending on the nature of the violation, multiple sanctions may be applied simultaneously.

**Article 7.2 – Breach of Duty by the Child Protection Committee or Child Protection Officer**

1. If members of the Child Protection Committee or Child Protection Officers neglect their duties, abuse their authority, or act in violation of child protection principles:
* A written warning is issued upon first detection,
* In cases of continued or serious violations, the individual is immediately dismissed by decision of the Executive Board,
* The individual is referred to the federation's Disciplinary Committee.
1. Individuals dismissed from duty may not be assigned to any role involving direct or indirect contact with children within the federation for a minimum of two (2) years.
2. The decision and justification for dismissal are reported transparently in the annual child protection activity report.

**Article 7.3 – Disciplinary Investigation and Sanctions**

1. A disciplinary investigation is initiated by the federation’s Disciplinary Committee against any individual found to have committed a child protection violation.
2. If the violation is confirmed by the Disciplinary Committee, one or more of the following sanctions may be imposed:
* Written reprimand,
* Suspension from federation activities for a specified period (at least two years),
* Permanent prohibition from duties,
* Complete termination of the individual’s relationship with the federation in applicable cases.
1. If the violation constitutes a serious offense (e.g., physical or sexual abuse), the individual must also be reported to judicial authorities.

**Article 7.4 – Criminal Offenses and Legal Reporting Obligations**

1. If actions constituting criminal offenses such as physical, sexual, or emotional abuse are detected or suspected:
* The situation must be immediately reported to law enforcement or the public prosecutor,
* The child’s safety must be ensured as a top priority and the parents must be informed,
* All evidence and information must be submitted in full to the judicial authorities.
1. In accordance with the laws of the Republic of Türkiye, individuals who fail to report a crime (under Article 278 of the Turkish Penal Code) will also be subject to legal action.
2. The reporting process is supported and documented by the federation’s legal counsel.

**SECTION FIVE**

**Miscellaneous and Final Provisions**

**Article 8 – Resolution of Uncertainties**

(1) The TBBDF Executive Board is authorized to resolve any uncertainties that may arise in the implementation of these principles and procedures.

**Article 9 – Entry into Force**

(1) These principles and procedures determined by TBBDF shall enter into force on the date of their publication on the official website of TBBDF.

**Article 10 – Execution**

(1) These principles and procedures shall be executed by the President of the Turkish Bocce Bowling and Dart Federation (TBBDF).