



# BRITISH BASEBALL FEDERATION SUPPORTING POLICIES

v2

*Layer 5 — Behaviour, Integrity & Operational Governance*

## About this pack

This pack contains the BBF's supporting policies at Layer 5. Each policy holds substantive, operational or domain-specific content. Behavioural standards sit in the Code of Conduct; reporting, complaints, investigation, sanctions and appeals sit in the Integrity, Complaints and Grievance Framework. The Whistleblowing Policy is published as a separate standalone document.

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# 1. Anti-Doping Policy

## 1.1 Purpose

This Policy confirms the BBF's commitment to clean sport and its adoption of the UK Anti-Doping Rules as the rules governing anti-doping in baseball under the BBF.

## 1.2 Adoption of UK Anti-Doping Rules

The anti-doping rules of the British Baseball Federation are the UK Anti-Doping Rules published by UK Anti-Doping Limited (or its successor) as in force from time to time. Those Rules take effect as rules of the BBF and bind all persons within scope.

## 1.3 Scope

This Policy applies to all participants, coaches, managers, officials, team staff and other persons engaged in BBF activity, in particular any person who may be tested under the UK Anti-Doping Rules or who participates in a BBF event or selection process.

## 1.4 Responsibilities

All persons within scope are responsible for understanding and complying with the UK Anti-Doping Rules, including in relation to prohibited substances and methods, whereabouts, therapeutic use exemptions and education requirements. The BBF will support UKAD in the administration of the Rules.

## 1.5 Anti-doping rule violations

An alleged anti-doping rule violation is administered by UKAD under the UK Anti-Doping Rules. The BBF supports the UKAD process and:

- May impose interim measures under the Integrity, Complaints and Grievance Framework where required;
- May take parallel disciplinary action under the Code of Conduct and the Framework for any associated behavioural breach (for example, obstruction, intimidation of testers or related misconduct);
- Will give effect to any sanction or decision imposed under the UK Anti-Doping Rules.

## 1.6 Education and information

The BBF will signpost participants to UKAD education resources and to BSUK's anti-doping information.

## 1.7 Cross-references

UK Anti-Doping Rules ([ukad.org.uk](http://ukad.org.uk)); Code of Conduct; Integrity, Complaints and Grievance Framework Section 5.2; Sr. Leagues Handbook.

## **2. Conflicts of Interest Policy**

### **2.1 Purpose**

This Policy sets the substantive standard for the identification, disclosure and management of conflicts of interest in the conduct of BBF affairs.

### **2.2 Scope**

This Policy applies to Board members, BBF officers, committee members, panel members (including Disciplinary and Appeal Committees), and any other person who acts on behalf of the BBF or in a decision-making capacity.

### **2.3 What is a conflict of interest**

A conflict of interest exists where a person's personal, family, financial, club, commercial or other interest conflicts, or could reasonably be perceived to conflict, with their role in the conduct of BBF affairs. Conflicts include actual, potential and perceived conflicts. They may be direct (the person's own interest) or indirect (an interest of a close family member, business partner, club or other connected person).

### **2.4 Standards**

Persons in scope must:

- Identify any conflict that arises in connection with their role, as soon as it arises or becomes reasonably foreseeable;
- Disclose the conflict in writing to the Chair, or to the BBF Secretary where the Chair is conflicted;
- Withdraw from the relevant decision, vote or process where the conflict makes it inappropriate for them to participate;
- Not use their position to obtain a personal benefit, or to advance the interests of a connected club or person, at the expense of the BBF or the sport.

### **2.5 Disciplinary and Appeal Committees**

Disciplinary and Appeal Committee members must satisfy themselves that they have no conflict of interest in any matter assigned to them. Where a conflict exists or arises during a matter, the member must recuse.

### **2.6 Register**

The BBF Secretary maintains a register of disclosed conflicts. The register is reviewed by the Board at each Board meeting.

### **2.7 Breach**

A failure to identify, disclose or manage a conflict of interest may be treated as a breach of the Code of Conduct. The Integrity, Complaints and Grievance Framework operates the response.

### **2.8 Cross-references**

Code of Conduct; Integrity, Complaints and Grievance Framework Section 5.5 and Section 12.2; Constitution.

## **3. Safeguarding Policy (BBF-side reference)**

### **3.1 Purpose**

This Policy confirms the BBF's adoption of BaseballSoftballUK (BSUK) as its lead body for safeguarding in baseball, and explains how the BBF interacts with the BSUK safeguarding framework.

### **3.2 Lead documents**

The lead safeguarding documents adopted by the BBF are:

- The BSUK Safeguarding Policy for Baseball and Softball;
- The BSUK Safeguarding Complaints Procedure for Baseball and Softball;
- The BSUK guidance pages covering Safeguarding Officers, Safeguarding Adults, Safeguarding Training, DBS Checks, Travel Advice, and Insurance and Incidents.

These documents apply to the BBF and to all clubs, participants and officials within its scope. The BBF does not maintain a separate substantive safeguarding policy.

### **3.3 Reporting safeguarding concerns**

All safeguarding concerns must be reported as set out in the BSUK Safeguarding Complaints Procedure. The standard route is:

- Local — to the Club Safeguarding Officer;
- National — to the BSUK Safeguarding Officer at [welfare@bsuk.com](mailto:welfare@bsuk.com);
- Statutory — directly to the police, children's social care, adult social care or other statutory authority where required by the nature of the concern.

### **3.4 BBF disciplinary action**

Where BSUK recommends BBF disciplinary action, or where BBF rules are also engaged by the conduct in question, the matter is handled under the Integrity, Complaints and Grievance Framework. The BBF may impose interim measures under the Framework in parallel with BSUK action.

### **3.5 Education and training**

The BBF requires its officers, club officials and panel members to complete the safeguarding training designated by BSUK for their role. DBS checks are conducted as required by BSUK for roles in regulated activity.

### **3.6 Cross-references**

BSUK Safeguarding Policy; BSUK Safeguarding Complaints Procedure; Code of Conduct; Integrity, Complaints and Grievance Framework Section 5.1.

## 4. Privacy Policy

### 4.1 Purpose

This Policy explains how the BBF collects, uses and protects personal data and informs participants and others of their data-protection rights.

### 4.2 The BBF as data controller

The BBF is the data controller for personal data it processes in connection with its activities. The BBF processes personal data in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018 and other applicable law.

### 4.3 What data is processed

The BBF processes the following categories of personal data:

- Identification and contact details (name, date of birth, address, email, telephone);
- Membership and participation data (club affiliation, registration, eligibility, role);
- Competition and performance data (statistics, results, fixtures);
- Safeguarding and welfare data, including DBS and incident reports (processed jointly with BSUK as set out in the BSUK Safeguarding Policy);
- Financial data for fee collection and reimbursement;
- Health data only where required for participation, safety or insurance;
- Images and recordings (subject to the consent regime set out in the Sr. Leagues Handbook and the BSUK Photography & Filming Consent Form);
- Records of complaints, grievances and disciplinary matters.

### 4.4 Purposes and lawful bases

Personal data is processed for the following purposes: administration of the sport; insurance and risk management; safeguarding; communication; compliance with legal obligations; defence of legal claims; and the legitimate interests of the BBF in operating as a national governing body. The lawful bases relied on are contract, legitimate interests, legal obligation, vital interests (for safeguarding), and consent where appropriate.

### 4.5 Sharing

Personal data may be shared with: BSUK; statutory agencies (where safeguarding or legal obligations require); UKAD (in connection with anti-doping); WBSC and WBSC Europe (for international competitions); insurers; the Disclosure and Barring Service (DBS); and service providers acting on the BBF's behalf under written agreement. Personal data is not sold.

### 4.6 Retention Schedule

Personal data is retained for the periods set out below. Where a record contains more than one category of data, the longest applicable retention applies. Where safeguarding or legal considerations require it, retention may be extended.

Record category	Retention period
Membership and registration records	6 years after end of last membership year
Safeguarding records (children)	Until the child member reaches the age of 25, or longer where required by safeguarding considerations

Record category	Retention period
Safeguarding records (adults at risk)	6 years after last contact, or longer where required by safeguarding considerations
DBS check records	6 months after the check, then disposed in accordance with DBS Code of Practice
Disciplinary records (incident, complaint, grievance, panel decisions)	6 years from the conclusion of the matter; longer for serious cases or where required for protection of participants
Complaint and grievance records (non-disciplinary)	6 years from the conclusion of the matter
Financial records	7 years (HMRC statutory requirement)
Insurance records	7 years after policy expiry, longer if claims are notified or pending
Consent forms (photography / filming)	Duration of membership plus 2 years
Competition results, statistics and fixtures	Permanent as historical record
HR / volunteer records	6 years after end of engagement
Board minutes and governance papers	Permanent
Anti-doping records	In accordance with UK Anti-Doping Rules
Subject access requests	2 years after response
Website analytics and cookies	As set out in the Website Terms of Use and cookie banner

Records are reviewed annually and destroyed at the end of the retention period unless an extension is justified and recorded.

#### 4.7 Rights

Individuals have the right to be informed, to access their data, to rectification, to erasure (in limited circumstances), to restriction, to portability, to object, and rights in relation to automated decision-making. Rights are exercised by writing to the BBF Secretary.

#### 4.8 Security

The BBF takes appropriate technical and organisational measures to protect personal data. The IT Policy sets the standards expected of those with access to BBF systems.

#### 4.9 Breach

Suspected data breaches must be reported to the BBF Secretary immediately. Reportable breaches are notified to the Information Commissioner's Office within the statutory timeframe and to data subjects where required.

#### 4.10 Complaints

Complaints about handling of personal data are handled under the Integrity, Complaints and Grievance Framework. Individuals also have the right to complain to the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)).

#### **4.11 Cross-references**

IT Policy; Website Terms of Use; Code of Conduct Section 8; Integrity, Complaints and Grievance Framework Section 5.7; BSUK Safeguarding Policy.

## **5. IT Policy**

### **5.1 Purpose**

This Policy sets the standards for use of BBF information technology systems, data and digital resources, including by Board members, officers, volunteers, contractors and any other authorised user.

### **5.2 Scope**

This Policy applies to all use of: BBF email and communications platforms; BBF cloud storage; BBF databases and registration systems; the BBF website and administrative back-end; any system to which a user is granted access in their BBF role; and any device used to access BBF systems, including personal devices used for BBF work.

### **5.3 Authorised use**

BBF systems and data may only be used for BBF purposes. Users must:

- Use systems and data only where authorised and necessary for their role;
- Protect credentials (use strong unique passwords, enable multi-factor authentication where available, never share credentials);
- Lock devices when unattended and keep them secure;
- Apply software updates and security patches without undue delay;
- Use BBF email for BBF business rather than personal accounts;
- Report any suspected security incident or breach to the BBF Secretary immediately.

### **5.4 Prohibited use**

Users must not:

- Access, copy, share or alter information without authority;
- Install unauthorised software on devices used for BBF work in a way that may affect BBF data;
- Use BBF systems to send or store material that is offensive, illegal, infringing or contrary to the Code of Conduct;
- Use BBF data, systems or access rights for personal or commercial advantage;
- Connect personal storage devices to BBF systems in a way that creates a security risk;
- Use the BBF identity (logos, email signatures, accounts) without authority.

### **5.5 Joiners, movers and leavers**

Access to BBF systems is granted on a least-privilege basis. Access is reviewed when a person changes role and revoked when a person leaves their role. Departing users must return BBF data and confirm deletion of BBF data from personal devices.

### **5.6 Personal data**

Where BBF systems contain personal data, use is also subject to the Privacy Policy and applicable law.

### **5.7 Breach**

Suspected breach of this Policy is handled under the Integrity, Complaints and Grievance Framework.

### **5.8 Cross-references**

Privacy Policy; Website Terms of Use; Code of Conduct Section 8; Integrity, Complaints and Grievance Framework Section 5.7.

## **6. Website Terms of Use**

### **6.1 Purpose**

These Terms govern use of the British Baseball Federation website ([britishbaseball.org.uk](http://britishbaseball.org.uk)) and any associated digital platforms operated by the BBF (together, the Site).

### **6.2 Acceptance**

By using the Site, visitors agree to these Terms. The BBF may update the Terms; the current version published on the Site applies.

### **6.3 Intellectual property**

Content on the Site is owned by or licensed to the BBF. Visitors may view and download content for personal, non-commercial use, citing the BBF as source. Reproduction, adaptation, redistribution, framing or commercial use of Site content without the BBF's prior written consent is prohibited. The BBF retains all rights to its logos, marks, names and identity.

### **6.4 Use of the Site**

Visitors must not:

- Use the Site for any unlawful purpose or in any way that is contrary to the Code of Conduct;
- Attempt to gain unauthorised access to the Site, its systems or its underlying data;
- Interfere with or disrupt the Site, including by introducing malware;
- Scrape, harvest or extract data from the Site in bulk without the BBF's prior written consent;
- Post or submit content that is abusive, discriminatory, threatening, defamatory, obscene, infringing or otherwise inappropriate.

### **6.5 User-submitted content**

Where the Site permits visitors to submit content (such as comments, registrations or forms), visitors grant the BBF a non-exclusive licence to use that content for BBF purposes. Visitors are responsible for the content they submit and must not submit anything inconsistent with the Code of Conduct.

### **6.6 Third-party links**

The Site may include links to third-party websites for convenience. The BBF is not responsible for the content of third-party sites.

### **6.7 Disclaimers**

The Site is provided "as is". The BBF does not warrant that the Site will be uninterrupted, error-free or virus-free. To the maximum extent permitted by law, the BBF excludes liability for any loss arising from use of, or reliance on, the Site.

### **6.8 Personal data**

The Privacy Policy governs the BBF's handling of personal data submitted through or collected by the Site.

### **6.9 Governing law**

These Terms are governed by the laws of England and Wales. Disputes are subject to the exclusive jurisdiction of the courts of England and Wales, save where a different forum is required by mandatory law.

### **6.10 Breach**

Breach of these Terms may result in withdrawal of access to the Site and, where the person is within the scope of the Code of Conduct, action under the Integrity, Complaints and Grievance Framework.

### **6.11 Cross-references**

Privacy Policy; IT Policy; Code of Conduct; Integrity, Complaints and Grievance Framework Section 5.7.

## **7. Anti-Bribery & Corruption Policy**

### **7.1 Purpose**

This Policy sets the BBF's standards in relation to bribery, corruption and improper inducements. It establishes a zero-tolerance position and is read with the Code of Conduct, the Conflicts of Interest Policy and the Financial Governance Framework. The Policy is operated through the Integrity, Complaints and Grievance Framework.

### **7.2 Scope**

This Policy applies to all persons within the scope of BBF activity, including Board members, officers, committee members, volunteers, employees, contractors, club officials, athletes, coaches, officials, suppliers and partners, and persons or organisations acting on the BBF's behalf.

### **7.3 Legal framework**

This Policy reflects the BBF's obligations under the Bribery Act 2010. Under that Act it is a criminal offence to: offer, promise or give a bribe; request, agree to receive or accept a bribe; bribe a foreign public official; or, as a relevant commercial organisation, fail to prevent bribery.

### **7.4 What is a bribe**

A bribe is a financial or other advantage offered, given, requested or accepted with the intention of inducing or rewarding the improper performance of a function or activity, or to obtain or retain a business advantage. Bribes may take many forms, including cash, gifts, hospitality, donations, employment offers, favours, or any other thing of value.

### **7.5 Prohibited conduct**

Persons within scope must not, in connection with BBF activity:

- Offer, promise, give or authorise a bribe to any person, including any public official, foreign or domestic;
- Request, agree to receive, or accept a bribe from any person;
- Use or facilitate the use of any third party (including a club, agent, supplier or family member) to offer or accept a bribe;
- Make or accept facilitation payments (small payments made to secure or expedite routine action);
- Use BBF funds, property or position to induce or reward improper conduct.

### **7.6 Gifts, hospitality and donations**

Reasonable and proportionate gifts and hospitality given or received in the ordinary course of BBF activity are not prohibited by this Policy. Such gifts and hospitality must not be intended to influence the recipient improperly, must not create an actual or perceived conflict of interest, and must not be offered or accepted in connection with a decision, tender, contract or selection. Gifts or hospitality above £50 in value must be declared to the BBF Secretary. Donations made or accepted by the BBF must comply with the Donations Policy and the Financial Governance Framework.

### **7.7 Conflicts of interest**

Conflicts of interest must be disclosed and managed in accordance with the Conflicts of Interest Policy. A conflict of interest does not constitute bribery, but unmanaged conflicts can give rise to bribery risk.

### **7.8 Reporting bribery and corruption concerns**

Any person within scope who knows of, suspects or is offered an act of bribery or corruption must report it to the BBF Secretary or, where the matter concerns the BBF Secretary, to the Chair. Disclosures under this Policy are protected under the Whistleblowing Policy.

### **7.9 Breach**

Breach of this Policy is processed under the Integrity, Complaints and Grievance Framework as misconduct. The BBF will refer suspected criminal conduct to the appropriate authorities. Sanctions may include any of those set out in Section 13 of the Framework, up to and including permanent prohibition from BBF activity.

### **7.10 Training and awareness**

The BBF will brief Board members, officers and panel members on this Policy and update them on changes. Clubs and participants will be signposted to the Policy on the Federation Documents page.

### **7.11 Cross-references**

Bribery Act 2010; Code of Conduct; Integrity, Complaints and Grievance Framework Section 5.8; Conflicts of Interest Policy; Whistleblowing Policy; Financial Governance Framework (when in force); Donations Policy.

## 8. Transgender and Non-Binary Policy (eligibility residual)

*The behavioural standards previously set out in the BBF Transgender and Non-Binary Policy (28 April 2023) — respect, dignity, inclusive language, non-discrimination, and the inclusive treatment of trans women and non-binary participants — are now set out in the Code of Conduct (Sections 3, 4, 5 and 6) and apply across the BBF. The provisions retained below are those that relate to competition eligibility for the BBF Women's League, which do not naturally sit in the Code of Conduct.*

### 8.1 Definitions

Transgender. An umbrella term for a person whose gender identity is different from their sex registered at birth. A trans woman is a person registered male at birth but identifies as a woman. A trans man is a person registered female at birth but identifies as a man.

Non-binary. A person who identifies as in some way outside of the man-woman gender binary.

### 8.2 Inclusive leagues

Participation in the National Baseball League (NBL), Triple A, Double A, Single A and all other BBF leagues other than the BBF Women's League is fully inclusive. Anyone who wishes to play baseball in those leagues is free to do so. Coaching, management, officiating, scoring, volunteering and all other non-playing forms of participation in any BBF league are fully inclusive.

### 8.3 BBF Women's League (BBFWL)

The BBF approves the participation of trans women and non-binary individuals in the BBF Women's League. The BBF recognises that a number of trans women and non-binary individuals wish to play in the BBFWL.

### 8.4 Fairness consideration

Baseball is a game where speed, strength and power are distinct competitive advantages. The BBF wishes to strike a balance between inclusivity and fairness and to ensure that all athletes can compete in a safe and respectful environment. This Section therefore enables consideration of individual circumstances, including a judgement about levels of skill, speed, strength and power of individuals wishing to play in the BBFWL. Such consideration is undertaken with integrity, discretion and respect for the individuals concerned.

### 8.5 Pre-game discussions

Team managers, coaches and team leaders are expected to take reasonable steps to avoid an unfair competitive situation arising. Pre-game discussions should be held with integrity and respect, and should focus on the safety and fairness of the game. The conduct of those discussions is governed by the Code of Conduct.

### 8.6 Review and feedback

This Policy will be kept under review and amended as needed. The BBF welcomes private feedback, which may be sent to [info@britishbaseball.org.uk](mailto:info@britishbaseball.org.uk).

### 8.7 Cross-references

Code of Conduct (Sections 3, 4, 5, 6); Sr. Leagues Handbook (BBFWL competition rules); Integrity, Complaints and Grievance Framework (in case of alleged misconduct in connection with this Section).