

## SCGBA - Information Required

As verifiers on behalf of BCGBA we are required to meet you and assist you with the correct entry of your details on the application form together with witnessing the evidence you provide.

You are required to provide evidence of your current name, date of birth and current address, together with any previous addresses that you have lived at within the last 5 years. You must bring this evidence with you when you come to fill in your application form. Photocopies of these documents are not acceptable:

- Photo ID i.e. your driving licence (with Photo ID) or a current passport
- Your NI card or a document with your National Insurance Number e.g. pay slip.
- Proof of address, less than 3 months old e.g. utility bill or bank statement

BCGBA & SCGBA do not receive a copy of your DBS. Therefore, when you receive your DBS certificate you must present this for our records. If you wish, you may scan/photograph ALL pages of the certificate and email it to [phildonholsteins@hotmail.co.uk](mailto:phildonholsteins@hotmail.co.uk). Alternatively, meet up with your DBS verifier so that they can have sight of the details on the certificate.

All clubs should ensure that members such as coaches, referees, volunteers and the Club Safeguarding Officers attend relevant training courses. These people will then be informed as to the actions required to safeguard club members and visitors.

Initially please provide essential communication information to [phildonholsteins@hotmail.co.uk](mailto:phildonholsteins@hotmail.co.uk) which will be the following:

Name of Club	
Name of Club Secretary	
Club Secretary Telephone Number	
Name of Safeguarding Officer	
Postal and E-mail Address of Safeguarding Officer	
Safeguarding Officer Telephone Number	

Only essential information will be recorded on our database, as identified by our data protection policy. This will be destroyed upon the Safeguarding Officer relinquishing their role.

If your Safeguarding Officer is already in possession of a DBS Certificate acquired through British Crown Green Bowls Association that is less than 3 years old, together with records of attendance at Sports Relevant Safeguarding training this may be provided as evidence. We are also required to witness and record this evidence.

Please note that Club Safeguarding Officers who have been processed within SCGBA since July 2017 are already recorded. However, should you wish to update any changes in detail then please e-mail us.

Our e-mail address for all Safeguarding matters is [phildonholsteins@hotmail.co.uk](mailto:phildonholsteins@hotmail.co.uk)