



WESTVILLE COUNTRY CLUB

BOWLS SECTION

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COMPETITION BY-LAWS FOR INTERNAL WCCB CHAMPIONSHIPS

1. Games shall be played according to the current edition of the Laws of the Sport of Bowls, as promulgated by World Bowls and Bowls South Africa Domestic Regulations.
2. The respective Men's and Women's Competition Secretary, or duly appointed deputy shall be in charge of each match and competition.
3. Entries
 - 3.1 Entries for WCCB championship events shall be invited by a notice posted on the notice board a minimum of four weeks before the date of the first round. The closing date shall be at least one week before the date of the first round.
 - 3.2 Entry forms to state thereon the dates for at least the first three rounds.
4. Draw
 - 4.1 The draw for club competitions shall be made by the respective Competition Secretary accompanied by one member of either the Selection or General Committee. Both Competition Secretaries shall do the draw for mixed competitions.
 - 4.2 In Drawn Events, players shall play in the positions in which they are drawn throughout the event. The exception being if a Skip needs to be substituted the substitute may not skip.
(Note – in Nominated Events players may alter their playing positions round to round)
 - 4.3 The draw for the first round to be posted on the notice board at least one week before the scheduled first round. The draw on the noticeboard to be updated for all subsequent rounds within three days of the completion of the previous round
5. Skips are expected to ensure that their full teams are notified of the carding.
6. Matches in WCCB competitions shall be played on or before the date specified or before next round is scheduled.
7. The Controlling Body for internal WCCB competitions shall be the respective Competition Secretary or their appointed representative.
8. Participation in all events is open to all bona fide WCCB members other than the WCCB Open Championships, which shall be restricted to First Call members.
9. The club novice singles events shall be open to all bona fide club members having been registered with Bowls South Africa as a member for not more than three years at the date of the commencement of the event. A player having won the club novice or open singles or any district or national singles championship shall not be eligible to enter.
10. Two graded skips may not enter as a team in the Nominated Men's and Women's Pairs. This does not apply to Mixed Pairs.
11. The requisite number of rinks required for a competition shall be determined by the respective Honorary Competition Secretary or duty officer.
12. The starting times for all Club competitions, excluding single matches, shall be the time notified
13. Singles competitors may be required to play two matches in one session with a maximum of three games in one day. Any competitor due to play in a singles match shall be present and ready to play at the time notified for the commencement of play and absentees shall be scratched automatically, unless due notice has been given for unforeseen circumstances.
14. Competitors shall draw for the rinks on which they are to play and shall be obliged to play on the rink drawn.
 - 14.1 In the case of singles competitions, the first competitor in each match to report to the respective Competition Secretary or duty officer shall make the draw for that match.
 - 14.2 In the case of Pairs, Triples and Four competitions, the first skip in each match to report to the respective Competition Secretary or duty officer shall make the draw for that match.
15. Practice or play shall not be allowed in the direction of play on the allocated green/s on the day that play is to commence. Warm-up as contained in the Domestic Regulations of the Laws of the Sport of Bowls is permitted.
16. WCCB Replacement By-Laws
 - 16.1 Nominated Championships
First Round Replacement in Fours, Triples and Pairs Championships
In the event of a player not being available prior to the start of the first round of play, the remaining player/s shall nominate a replacement, who may skip. The replacement shall play in all subsequent rounds

- 16.2 Drawn Championships
Subsequent to the draw being published, should a player not being available prior to the start of the first round of play, the Competition Secretary shall draw a replacement from those who entered but were not drawn to play.
- 16.3 In the event that no player is available from the original entry list, the respective Competition Secretary or in their absence the official on duty shall draw a player from those available on the day. The replacement may skip and shall play in all subsequent rounds
17. Substitution:
- 17.1 Players of similar grading to the player being substituted and who have not participated in previous rounds of the event shall be drawn by the opposing Skip.
- 17.2 A substitute introduced into a finals game will not receive a share of the prize in the event of the team winning the competition, nor will their name appear on the trophy or Honours board.
18. If a match is interrupted by rain, weather or other interferences, the controlling body in consultation with the Greenkeeper, or if he is not available, a member/s of the General Committee present shall decide whether the match shall be postponed, continued or abandoned.
19. A match incomplete or postponed owing to weather or unforeseen circumstances shall be completed on or before the date fixed by the respective Competition Secretary.
20. Resumption of play shall be on the same rink and in the same direction. A trial end in each direction is allowed.
21. WCCB competitions may start at any time during the calendar year with the object of securing completion by the end of September.
22. Play for all club events shall be temporarily suspended during excessively hot weather, should the temperature/humidity readings exceed a 38°C index. This rule applies to both men and women.
23. Members' commitments in National, Provincial or District championships shall take precedence over WCCB fixtures.

DISTRICT OR NATIONAL EVENTS

1. Entrance fees for district or national events shall be paid before the closing date determined by the respective Men's or Women's Competition Secretary.
2. A notice of members selected to represent the Club in any PNB league match shall be posted on the Club notice board at least four days before the match. It shall be the duty of the Side Manager, in liaison with the respective skips, to ascertain that his/her team is available for the match.
3. The draw for any teams entered in PNB team competitions shall be placed on the notice board at least four days prior to the first round being played. It shall be the duty of the Skip to ascertaining that his/her team is available for all matches.
4. The Controlling Body for these external competitions played at WCCB shall be the respective Competition Secretary or their appointed representative.

Approved by the WCCB General Committee
11 February 2020

REGULATIONS

- 1 Tabs in and social games shall be played according to the current edition of the Laws of the Sport of Bowls and Bowls SA Domestic Regulations or as decided by the WCCB General Committee from time to time.
- 2 The dress for men shall comply with Bowls South Africa domestic regulations. Note that socks are to be worn with approved bowls shoes.
National or District Events Dress for men representing WCCB is to be an official white WCCB shirt with either the white or blue pocket, worn with either full length white, cream or navy blue trousers or tailored white, cream or navy blue shorts with pockets.
Internal Club Competitions Dress shall be either an official white or blue WCCB shirt with trousers as per the above,
Official Tabs In Days Dress shall be as for internal competitions, except that other sponsored bowls clothing may be worn
Open sponsored competitions. Other coloured non-WCCB bowls clothing may be worn.
- 3 The dress for ladies shall comply with Bowls South Africa domestic regulations.
National or District Events Dress for ladies representing WCCB is to be an official white WCC Bowls Club shirt or blouse worn with white, navy blue or cream skirts, tailored slacks or shorts. NOTE Dresses, skirts, slacks or shorts shall not to be manufactured from Denim.
Internal Club Competitions Dress for shall be either an official white or blue WCCB shirt or blouse With tailored skirts, slacks or shorts as per the above
Official Tabs In Days Dress days shall be as for internal competitions, except that other sponsored bowls clothing may be worn.
Open sponsored competitions. Other coloured non-WCCB bowls clothing may be worn.
- 4 Play without use of mats is strictly prohibited.
- 5 Players are requested not to drop their bowls on the greens.
- 6 Smoking on the green and in the clubhouse is prohibited. Ashtrays are provided on the banks and players shall make use of them to avoid fouling the greens, ditches and banks with match-sticks, cigarette ends and other litter.
- 7 Pre-school and primary school scholars are allowed on the green and in the clubhouse when accompanied by an adult
- 8 Unless notified otherwise play shall commence at 9.00am and 1.45pm
- 9 TABS DUTY
 - 9.1 The tabs shall be handed in to the duty officer not less than fifteen minutes before commencement of play.
 - 9.2 Two members of either the General Committee or the Selection Committees or one of the foregoing and a club member, delegated by the Honorary Secretary, shall be on tabs duty. In the event of none of these being present, a Club member may assume responsibility for arranging games.
 - 9.3 Duty members shall take all possible steps to ensure that visiting bowlers wishing to play are accommodated.
 - 9.4 Draw Procedure
 - 9.4.1 On receipt of a tab it is to be placed on the grading board in the correct grading position.
 - 9.4.2 At tabs closing time the duty members shall re-allocate the respective gradings to suit the format being played (i.e number of skips, mid-rank and leads required) on the grading board.
 - 9.4.3 The tabs for each position are then placed into the respective compartments in the draw box, the lid closed and the box shaken to mix them in their respective compartments.
 - 9.4.5 Leads are drawn first and placed on the rinks allocated for play, then seconds, thirds (if required) and lastly skips.
 - 9.4.6 The duty members may scan the draw and balance only the skip allocation if deemed necessary.

9.4.7 Once the tabs are drawn, members and visitors shall play in the positions and rinks as drawn and no alteration shall be either permitted or condoned.

10 Practice & Bounce Games

10.1 Members shall be entitled to practice during non-tabs or non-competition sessions on the green specified by the Greenkeeper for the purpose.

10.2 After 10h00 in a morning tabs session or 15h00 in an afternoon tabs session, members or their visitors shall be entitled to practice on a vacant rink which is not on a green on which any formal competition is in progress.

10.3 Allowed in the AM direction on the allocated practice green, however not before 10h30.

10.4 During league season members may practice on the Friday afternoon in any direction on any available green

10.5 Bounce games on days other than tabs-in days shall only be played after 10h30 in the AM direction on the allocated practice green.

11 Members are not entitled to pre-arranged game of their own choosing on tabs or competition days, with the exception that members of any of the Club's National, Provincial and District championship teams shall be permitted to play as a team on a tabs day within one month of the tournament in which they are taking part, but not on competition days.

12 Green fees for visitors shall be as determined by the General Committee from time to time.

13 Formal play on religious or public holidays shall take place at the discretion of the General Committee.

14 At any time, in the absence of the greens staff, members shall be held responsible for the prompt removal from the rinks on which they have played or practiced of all bowls, jacks, mats and other property of the Club and for the return of these articles to the pavilion or any other place provided for the storage of these articles.

15 Portable radio, cellular phones or T.V. sets shall not be used on the greens and their surroundings during competition play.

16 A First Call member is one who, belonging to more than one bowling club, elects to represent only the WCCB in matches and regards WCCB competitions as prior engagements.

17 A Dual member is one who, belonging to more than one bowling club, elects to be a First Call member of another bowling club.

18. Play for all club events shall be temporarily suspended during excessively hot weather, should the humidity/temperature readings be in the danger zone. This rule applies to both men and women.

Approved by the WCC General Committee

11 February 2020

SP2 – POWERS AND DUTIES OF THE GENERAL COMMITTEE AND SUB-COMMITTEES

1 GENERAL COMMITTEE

Members of the General Committee, at its first meeting in each year, shall be appointed to undertake the duties of House, Catering, Entertainment and Fundraising, Catering, Bar, Coaching, Technical Officials and Sponsorship. They may wish to appoint sub-committees to assist them, but will be responsible for reporting on them at each committee meeting.

The General Committee shall meet at least once a month and four members shall form a quorum.

Upon request by a minimum of three members of the General Committee the President may convene extraordinary meetings at any time, provided that such request is submitted to the Honorary Secretary in writing stating the purpose of the meeting.

The General Committee shall

- fix the hours and any conditions of play
- specify what green fees shall be playable for all games, including Club competitions

The duties of its Officers and sub-committees shall be as follows:-

2. PRESIDENT AND VICE-PRESIDENT

- The President shall be the Chairperson of the General Committee and, in his/her absence, the Vice-President shall take the position. Should none be present at any meeting of the General Committee, the member present shall elect a Chairperson for that meeting. In the event of the votes being equal the Chairperson shall have a second or casting vote.
- The President, Vice President, or a delegated General Committee member is to represent Bowls at the monthly Main Club GEC meetings.
- The President, Vice President, or a delegated member is to represent Bowls at the PNB Annual General, Special General and Council meetings.
- The President, Vice President shall be ex-officio members of all Committees and Sub-committees.
- The President shall submit projects (wish list), together with cost quotes thereof to the Main Club Executive Committee for consideration.

3. HONORARY SECRETARY

- The Honorary Secretary shall keep a record of the Club activities, conduct all correspondence, and keep minutes of all meetings and reports submitted by Committees and Sub-Committees.
- Shall at least seven days before any meeting issue a notice of meeting and agenda to the committee members specifying the business to be transacted. The accidental omission or the non-receipt of the notice to attend a meeting shall not invalidate the meeting.
- All alterations and amendments to the minutes shall, on confirmation be initialed by the Chairperson.
- The minutes of any Exco, General Committee, Annual General or Special General Meetings shall be approved by the General Committee at its next regular meeting, signed and dated by the chairman.

4. FINANCE AND HONORARY TREASURER

4.1 FINANCE

- The finance of the Club shall be undertaken by the Management of the Westville Country Club.
- Moneys and a statement of all revenue and expenditure, together with supporting invoices, shall be submitted to the Manager of the Main Club or the delegated financial receiving officer.
- The Main Club are to issue receipts for all payments made to it by the Bowls Section.
- The financial year of the club shall be from the 1st of May to the 30th of April.

4.2 HONORARY TREASURER

- Together with the assistance General Committee ensure that as far as possible the bowls section operates at better than break even.
- Assist the President with financial advice on projects and quotes being submitted for approval.
- Control and record monies received and due to be received.
- Make provision for known expenditure outside of the approved projects (wish list).
- Submit remittance statements and deposit cas as per 4.1 above. Submissions are to be done at least once a month.

- Check and summarize bar purchases to control purchase price to achieve an overall gross profit contribution as determined by the General Committee
- With assistance of the designated bar manager set selling prices for the bar products and control bar profitability (quantity @ selling prices against declared sales)
- Any revenue in excess of any operating expenditure shall be paid over to the and Westville Country Club management on a regular basis within each financial month.
- Produce a monthly Income and Expenditure Statement for General Committee meetings, showing Budget, Actual and Year to Date figures
- Maintaining and filing of all financial records and documentation
- Maintain a float and change for use by the Bar and Catering sub-committees.

5. MEN'S AND WOMEN'S HONORARY COMPETITION SECRETARIES

The respective Honorary Competition Secretary shall

- be responsible for placing the lists on the Club notice board calling for entries for respective gender or mixed National, Provincial, District and Club competitions.
- Drawing up the annual club competition and sponsored competition fixture list.
- Individually running Club competitions for the respective genders and together running mixed events in accordance with the competition by-laws.
- Individually running respective gender or mixed inter-club competitions in accordance with PNB instructions and rules. These duties may be delegated to a responsible club member in the event of them not being available.
- Such other events in accordance with the instructions of the General Committee.
- They or a delegated Event Official shall be in charge of the greens on open days for the purposes of allocating rinks, playing times and so on.
- They shall whenever possible, ensure that on days when competitions are being played, two rinks are held open for members who are not involved in the competitions.

6. GREEN-KEEPER

The Green-keeper shall

- Regulate the opening and closing of the greens and shall instruct and supervise the greens staff in providing and maintaining a good playing surface on the greens.
- Consult with the Treasurer on the availability funds for any extraordinary expenditure.
- Keep the appurtenant banks, lawns and footpaths and the like in good order.
- Order the necessary sand, fertilizer and chemicals necessary for the upkeep of the greens.
- Maintain and set the greens mechanical equipment, outsourcing such maintenance as cannot be carried out by either himself or a qualified club member.
- Maintain and provide attendance records for the green's staff to the Main Club management.
- Submit to the Main Club an authorized green's staff overtime report on the 21st day of each month.
- Advise the President of any extra-ordinary overtime requirements
- Liaise with Main Club on any disciplinary action to be taken within the pertinent Labour Act

7. SELECTION COMMITTEES

Three members of the Selection Committee shall form a quorum.

In the event of the votes being equal the Chairperson shall have the casting vote.

In the absence of the Honorary Competition Secretary the remaining members shall elect a Chairperson.

The respective Selection Committees shall be solely responsible for

- Selection of teams to represent the Club,
- Annual grading of members
- Annual Allocation of handicaps, which should be published a minimum of one month prior to the playing of the event. No changes shall be made for that playing year.

8. SUB COMMITTEES' RESPONSIBILITIES

8.1 HOUSE

- Shall conduct regular inspections of the Club's pavilion, furniture, fittings and utensils and recommend any action to be taken to the General Committee.
- Shall oversee work done by outside contractors and sign off acceptance on completion

8.2 ENTERTAINMENT AND FUND RAISING

shall make all the necessary arrangements for any social or fund raising functions which may be held.

8.3 BAR

- Order and control the stock of beverages and glasses
- Ensure that the fridges are stocked and are maintained in good working condition
- Monthly stock taking for the determination of GPC and shrinkage.
- Year-end stock take in conjunction with the Main Club Auditors
- Cleanliness of the bar and stock room

8.4 TABS IN DUTY OFFICERS

The General Committee may at any time appoint one member to assist a member of the General or Selection Committees as a tabs-in duty officer to arrange games in accordance with the club regulations

Approved by the General Committee

11 February 2020

WESTVILLE COUNTRY CLUB BOWLS SECTION - DISCIPLINARY PROCEDURE

1. The Club through its committee shall be obliged to take appropriate disciplinary action against any of its individual members who contravene any applicable code of conduct, rule, bylaw or resolution by the General Committee, Port Natal or Bowls South Africa or commits any act deemed to be harmful to the sport of bowls or any other member or person at any club, bowls facility or bowls event or any other act that brings the sport into disrepute.
2. The committee of the club shall appoint a Disciplinary Convenor, who in turn, shall co-op two or more senior members to serve on the Disciplinary Committee, to deal with such cases as may be referred to it by the Committee or Executive Committee of the club. All disciplinary matters shall be dealt with as timeously as possible, according to the "Procedure and Notes" as detailed In the Notification of a Disciplinary Enquiry.
3. Should any member commit any wilful breach of the rules, by-laws or regulations of the club, or be deemed guilty of conduct unbecoming or prejudiced to the interest and reputation of the club, whether within the club's premises or outside them, the Executive committee shall have the power:
 - a) To inform the member in writing (notification of a disciplinary enquiry) of the alleged infringement and to call upon such member to appear before the disciplinary committee and to explain his/her conduct.
 - b) Where deemed necessary to suspend, without prejudice, any or all the benefits and advantages of membership until such time as the provisions under paragraph (a) have been concluded.
 - c) To deprive such member of any or all the rights, benefits and advantages of membership during such time or period as the committee in its absolute discretion may deem fit and advisable or to expel such member who shall be ineligible for re-election.
 - d) To call upon such member in writing, through the Honorary Secretary, to resign within 7 (seven) days of the date of such request.
4. Should any member have any grievance or complaint of whatever nature which may impede good fellowship amongst members of the club or be counterproductive for the effective management of the club, such complaints or grievances must be lodged with the disciplinary committee. This committee shall have the power to investigate such grievance or complaint in order to obtain a satisfactory solution or to recommend corrective action to the Executive Committee.
5. Guidelines
 - a) The Executive Committee shall adopt a guideline, for the use of the Disciplinary Committee in which acts of serious misconduct are set out. These acts should be categorised into offenses which carry different sanctions. The sanctions should differentiate between membership being revoked, permanent suspension, time based suspension, final warnings and other disciplinary measures.
 - b) The member should be entitled to still play bowls, enter competitions, exercise voting rights etc until such time as the disciplinary hearing is completed.
 - c) In the event that a member's presence may jeopardise any investigation, the member may, at the discretion of the Executive Committee, be suspended from the premises pending the investigation into the alleged misconduct.
 - d) A Notice of the disciplinary hearing shall be served within 10 days of the incident or receipt of the complaint/grievance from a member, as the case may be.
 - e) Should a person refuse to sign the Notice, it does not render the Notice invalid. A witness will then be requested to sign the warning, stating that the member refused acceptance of the Notice.
 - f) Should the accused elect not to appear at the hearing the chairperson is entitled to proceed with the process in the absence of the accused as long as the **Notification of a Disciplinary Enquiry** has been issued.
 - g) Whether or not a sanction/punishment is fair reason as determined by the facts of each case and the appropriateness of the specific sanction/punishment.

6. Acts Deemed As Serious Misconduct

- a) Any act that is considered to bring Westville Country Club Bowls or Port Natal Bowls into disrepute.
- b) Gross insubordination/insolence towards the Executive or employees of the club/district.
- c) The possessing, consuming and/or distribution of any substances prohibited by law.
- d) Theft, Fraud, including the forging of any person's signature.
- e) Any act deemed as dishonest in terms of the laws of the country.
- f) Assault, fighting and any act of aggression.
- g) Immoral behaviour or any form of harassment including sexual provocation.
- h) Acts of racism.
- i) Foul language
- j) Possession or use of any weapons/ dangerous items on the premises governed by the club/district.
- k) Vandalism or damage and destruction of members or club/district property.

7. Rights of the Accused

- a) You have the right to be represented by a fellow member of the club.
- b) You have the right to question witnesses.
- c) You have the right to call witnesses.
- d) You have the right to an interpreter who will be provided or arranged by agreement.
- e) You have the right to appeal against outcome of hearing within 3 working days.
- f) You do NOT have the right to legal representation.
- g) You have the right to lodge written objection against the chairperson hearing the matter and that such objection must be lodged WITHIN 3 DAYS of receipt of the notice of a disciplinary hearing.

8. Procedure

- a) The member / person laying the charge will lead evidence and call witnesses.
- b) The accused will be entitled to respond and also question these witnesses.
- c) The accused will then be entitled to present their response to the charges and call witnesses
- d) The member / person laying the charges will be entitled to respond and also question these witnesses.
- e) The members the Disciplinary Committee may ask questions for clarification.
- f) The Disciplinary Committee will make a decision based solely on the facts and the Chairman will notify both parties of their finding.
- g) Should the member be found guilty, that party will be requested to make submissions on the appropriate sanction.
- h) The Disciplinary Committee will then decide on what sanction to impose and the chairperson will inform the member in writing.
- i) Any ruling given by the disciplinary committee shall be binding and shall be referred to the committee of the club.
- j) Any appeal against a disciplinary decision must be lodged, in writing, with the Executive Committee of the club, within three days of the decision.

NOTE:

- 1. Detailed records of all proceedings and decisions are to be taken, documented and retained on file.**
- 2. Procedures are to be strictly adhered to avoid potential appeals on the grounds of non-adherence**

Approved by the General Committee

11 February 2020

NOTIFICATION OF A DISCIPLINARY ENQUIRY

MEMBERS NAME: _____ BSA NO: _____

Please be advised that you are requested to attend a Disciplinary Enquiry at the date and time stated below and kindly note the following:

TIME: _____ DATE: _____

VENUE: Offices of _____

ALLEGED OFFENCE/S:

MEMBER / PERSON LAYING THE CHARGE: Name: _____

Designation: _____

CHAIRPERSON FOR THE ENQUIRY: Name: _____ Designation: _____

Please note further that:

- You have the right to be represented by a fellow member of the club.
- You have the right to question witnesses.
- You have the right to call witnesses.
- You have the right to an interpreter who will be provided or arranged by agreement.
- You have the right to appeal against outcome of hearing within 3 working days.
- You do NOT have the right to legal representation.
- You have the right to lodge written objection against the chairperson hearing the matter and that such objection must be lodged WITHIIN 3 DAYS of receipt of this Notice.

The procedure that will be followed is as follows:

1. The member / person laying the charge will lead evidence and call witnesses.
2. You will be entitled to respond and also question these witnesses.
3. You will then be entitled to present your response to the charges and call witnesses
4. The member / person laying the charges will be entitled to respond and also question these witnesses.
5. The chairperson may ask any witnesses questions for clarification.
6. The chairperson will then decide whether or not you are guilty or not guilty.
7. Should you be found guilty, you will be requested to make submissions on the appropriate sanction.
8. The chairperson will then decide on what sanction to impose and inform you in writing.

I ACKNOWLEDGE RECEIPT OF THE NOTIFICATION OF THE ENQUIRY TO BE HELD AND UNDERSTAND MY RIGHTS MEMBER CHARGED CLUB REPRESENTATIVE

Member's Signature

Club Representative's Signature

Date _____

Time: _____

I HAVE WITNESSED THE ABOVEMENTIONED MEMBER BEING INFORMED OF THE ENQUIRY TO BE HELD AS WELL AS BEING INFORMED OF HIS/HER RIGHTS

Name _____

Signature _____

Date: _____ Time: _____

WESTVILLE COUNTRY CLUB BOWLS SECTION - POLICIES

POL1 - CODE OF CONDUCT

1. Purpose

The purpose of this code of conduct is to articulate the acceptable standard of behaviour expected of a member of this association. It represents a formal statement of the values and ethical standards that guide individuals in the sport of bowls. It further outlines a set of principles and norms to which people can be held accountable both when representing and administering their Federation at all levels. The aim thereof, is not to simply learn more rules but rather develop certain interpretive sensitivity towards them. This can also be used as a point of reference when dealing with disciplinary procedures.

2. Objective

- 2.1 To outline incorrect and unacceptable actions/behaviours within our sport and to encourage ethical behaviour so that, when the code is contravened, the appropriate disciplinary action can be taken consistently, thus responding to offences and preventing re-occurrence.
- 2.2 To help resolve conflict.
- 2.3 To make ethical behaviour infringement easy to identify.
- 2.4 To enhance the ethical reputation of bowls.
- 2.5 To promote respect for human dignity, rights and social justice.
- 2.6 Provide a framework for all persons to conduct their activities according to the following ethical standards:
 - Embrace the spirit of fair play.
 - Respect the rights, dignity and worth of every human being.
 - Be fair, considerate, honest and respect for the law.
 - Be trustworthy and professional, accepting responsibility for your actions.
 - Refrain from racial, gender, verbal, physical or emotional abuse or harassment.
 - Make a positive contribution and refrain from destructive criticism.
 - Act in the best interest of the sport.
 - Respect all religions as equal.

3. Practitioners

We pledge to:

- 3.1 Conform to our federation's code of conduct.
- 3.2 Commit to promote equality for all and to ensure that all are given an equal opportunity to participate regardless of gender, or ability or cultural background.
- 3.3 Discourage people from promoting violence in sport. The spirit of fair play should apply.
- 3.4 Ensure that all equipment and facilities comply with the specified International standards.
- 3.5 Ensure that no player is advantaged by any modification of equipment.
- 3.6 Ensure that the age and maturity levels of children are considered in programme development, rule enforcement and scheduling.
- 3.7 Pride of participation should balance the will to win.
- 3.8 Ensure that the code of conduct is distributed, understood and agreed upon by, coaches, players and officials.
- 3.9 Ensure that technical officials, coaches and players promote fair play in their conduct.
- 3.10 Disclose personal interest by all participants at all levels.
- 3.11 Ensure that the standards set out in the Safety at Sports and Recreational Events Act are adhered to.
- 3.12 Promote the respect of culture beliefs of humanity and ensure that all protocol is observed at competitions/events.
- 3.13 Ensure that the spirit of Ubuntu and fair play is promoted by all.
- 3.14 Ensure that no member of the federation shall bring the sport into disrepute.
- 3.15 As officials, discourage the promotion of tobacco and alcoholic products in sport.
- 3.16 Resist all forms of corruption, rules violations, pressures and other compelling circumstances, which go against the spirit of fair play.
- 3.17 At all times work within the guidelines of the governing authority of the sport.
- 3.18 Display mutual respect towards all fellow practitioners and resolve conflict through consultative dialogue.
- 3.19 Never actively promote anti-social behaviour, lude acts or abusive language.
- 3.20 Adhere to the provisions set out in the federation's communication policy.

WESTVILLE COUNTRY CLUB BOWLS SECTION - POLICIES

POL2 SEXUAL HARRASMENT POLICY

1. Policy Statement

Westville Country Club Bowls (WCCB) is committed to providing a safe environment for all its employees, members, officials and participants free from discrimination on any ground including sexual harassment whether at work or at any event organised under its auspices.

WCCB will enforce a zero tolerance policy against any form of sexual harassment in the workplace or any event organised under its auspices and will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action in terms of the provisions of the Constitution, which could lead up to and including termination of membership of WCCB or dismissal from employment.

All complaints of sexual harassment will be treated with respect and in confidence. No-one will be victimised for making such a complaint.

Any breach of this policy will be construed as a breach of the Code of Conduct policy and subject to the provisions of such policy.

2. Definition of Sexual Harassment

Sexual harassment is any speech and or /conduct of a sexual discriminatory nature, which was neither welcomed nor encouraged and which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, engagement in event management, participation, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Such act committed by a co-employee, official, member or fellow participant which would be so offensive to a reasonable person as to create an abusive working or competitive environment, which is hostile intimidating or humiliating for the recipient. The impact of such actions may cause the offended party to impair his/her job performance, or ability to perform their normal duties including fair participation in an event.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.

Sexual attention becomes sexual harassment if:-

- the behavior is persistent notwithstanding whether this is a single incident of sexual harassment or not;
- the recipient has complained that he/she considers this behavior as offensive, and/or;
- the perpetrator should reasonably have known that the behavior may be regarded as unacceptable and/or;
- the incident took place within the premises of the employer or in any area where official duties were to be performed whether within the Republic of South Africa or outside such geographic boundaries.
- the incident took place at any venue where any person associated to Bowls SA; in any capacity; was present; whether in such associated capacity or not and involved any other person associated to Bowls SA.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

2.1 Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling or inappropriate touching
- Physical violence, including sexual assault
- The use of job-related, performance threats or rewards to solicit sexual favours

2.2 Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

2.3 Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. WCCB recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed. WCCB recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace or at events organised under its auspices, for example between manager or supervisor and employee, event organisers, team players and managers and teammates. Anyone, including employees of WCCB, casual workers, event organisers, players who sexually harasses another will be reprimanded in accordance with this internal policy. All sexual harassment is prohibited whether it takes place within WCCB premises or any outside event organised under the auspices of WCCB..

3. Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. WCCB recognises that sexual harassment may occur in an unequal relationship and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the members of the Executive WCCB.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants
- ensure that the victim understands the WCCB procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant countries legal framework

Throughout the complaints procedure, a victim is entitled to such help as is needed. WCCB reserves the right to nominate such person as is needed to assist victims of sexual harassment. WCCB recognises that, because sexual harassment often occurs in unequal relationships, victims often feel that they cannot come forward. WCCB understands the need to support victims in making complaints.

3.1 Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated Executive member will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the to resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- ensure that the above is done speedily and within an acceptable time of the complaint being made

3.2 Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter. The Executive person who initially received the complaint will refer the matter to the disciplinary committee to instigate a formal investigation.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations
- if the harassment took place, decide what the appropriate action need to be taken
- if it cannot determine that the harassment took place, the reasons for such determination will be made known to the victim
- keep a record of all actions taken
- ensure that the all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible

3.3 Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of WCCB. They can do so through such legal framework as provided to them.

3.4 Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy may be liable to any of the following sanctions:

- suspension of employment or membership for such period as is considered appropriate
- termination of membership and all benefits associated therewith

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal or termination of membership of the harasser.

4. Implementation of this Policy

WCCB will ensure that this policy is widely disseminated to all relevant persons.

It is the responsibility of every manager, staff member, official, event organiser and player to ensure that they are aware of the policy.

5. Monitoring and Evaluation

WCCB recognises the importance of monitoring this sexual harassment policy and will ensure that it is effectively and impartially applied at all times. It reserves the right to amend this policy as needed and undertakes to advise all stakeholders of such changes.