

Policies and Regulations

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CHAPTER 1: INTRODUCTION

INTRODUCTION

1. Bowls SA is recognised by The South African Sports Confederation, Olympic and Paralympic Committee (SASCOC), the Department of Sport, Arts and Culture (DSAC) and World Bowls Ltd as the organisation responsible for the sport of Bowls, in the Republic of South Africa, and as such is obliged to draft policies to regulate the sport of Bowls in the Republic of South Africa.

2. All members of the Executive Committee, National Standing Committees, Staff, Provincial and District Bowls Associations, Associate Members, Clubs and registered individuals shall have a responsibility to adhere to the Bowls SA policies.

3. All policies contained in this document are implemented with immediate effect.

4. All required forms, as referenced in the various policies, will be available on the Bowls SA Website.

POLICY REVIEW

5. All Bowls SA policies will be reviewed annually.

CHAPTER 2: SAFEGUARDING POLICY

PREAMBLE

1. Bowls SA recognises the risks of offensive, harmful or abusive behaviour posed towards vulnerable persons who participate in bowls. To mitigate such risks, this policy has been developed in order for Bowls SA to respond accordingly, in line with the relevant legislations such as The Children's Act 38 of 2005 as amended, The Criminal Law (sexual offences and related matters) Amendment Act 32 of 2007 and The Protection from Harassment Act 17 of 2011.

2. Bowls SA recognises its responsibility for safety in sport as set out in the National Sport and Recreation Act 110 of 1998 as amended, clause 6.1 which reads "*National Sports Federations must assume full responsibility for safety issues within their sport and recreation disciplines*."

3. Reference to one gender in this Policy will include the other.

4. This policy replaces all previous Bowls SA policies pertaining to safeguarding and/or sexual harassment.

INTRODUCTION

5. Bowls SA is the recognised National Federation for the sport of bowls in South Africa, and as such it is important that Bowls SA creates an atmosphere in which everybody who participates in bowls can have a safe, rewarding and positive experience irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

6. Abuse and/or harassment can occur in sport and can damage the reputation of Sports Organisations. Bowls SA strongly contributes to the protection of everyone involved in sport and believes that all players, coaches, officials, staff and volunteers who wish to participate in bowls, have a right to participate in a safe and inclusive environment, free from all forms of harm, discrimination, abuse, violence and neglect. Bowls SA is therefore committed to safeguarding and protecting all who participate in bowls from abuse and/or harassment and ensuring that all participants are treated with respect and dignity.

7. Bowls SA recognises that the welfare, safety and well-being of all who participate in bowls, regardless of their role, is important. Bowls SA recognises that whilst any participant can be subjected to abuse and/or harassment the following groups ("Vulnerable Persons") may be more vulnerable than others:

7.1. Children;

7.2. People with a Mental and/or a Physical Disability;

7.3. Women;

7.4. Elderly Persons, and

7.5. Other Vulnerable Adults.

8. This policy is to be read in conjunction with the SA Sport Confederation and Olympic and Paralympic Committee (SASCOC) Safeguarding Policy Against Harassment and Abuse in all Sport and the IOC Consensus Statements of 2007 and 2016.

9. Bowls SA acknowledge SASCOC for the use of their document as the basis for Bowls SA to create their amended safeguarding policy.

10. Bowls SA has appointed, by means of a ad-hoc basis agreement, The Guardian as its partner in Safeguarding matters. As such Bowls SA has the right to have The Guardian assist it with all aspects, i.e. investigations, disciplinary hearings, etc, pertaining to safeguarding.

PURPOSE

11. The purpose of the Bowls SA Safeguarding Policy is to ensure that athletes and others taking part in the sport of bowls can do so without fear of harassment or abuse. The key objectives of the policy are to:

11.1. Ensure everyone in sport of bowls understands that all forms of harassment, abuse and grooming are unacceptable and will not be tolerated.

11.2. Enable anyone who has witnessed or experienced harassment, abuse or grooming within the sport of bowls to report the incident without fear of victimisation or retaliation.

11.3. Ensure an appropriate and co-ordinated response to any incidents of harassment, abuse or grooming within or connected to participation in the sport of bowls, irrespective of whether they arise at local, national or international level.

11.4. Implement effective measures that minimise the likelihood of incidents of harassment, abuse and grooming arising.

11.5. Ensure all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in the sport of bowls.

DEFINITIONS

12. The following definitions include those set out in the IOC Consensus Statement 2016 and the SASCOC Safeguarding Policy Against Harassment and Abuse in all Sport:

12.1. Abuse refers to the definition of any kind of abuse set out in this Policy;

12.2. Adult means persons 18 years and older, men and women including persons with impairments;

12.3. Athletes mean all athletes (players) of all ages;

12.4. Athletes with disabilities: those who have long-term physical, mental, intellectual or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others;

12.5. Bowls SA Member means a Provincial Bowls Association, District Bowls Association and Bowls SA Associate Members;

12.6. Bowls SA Official means technical official, medical support, management (Executive, National Standing Committees and/or Committees member), volunteer, coach and any other member of the team's entourage at a Bowls SA event;

12.7. Bullying or cyberbullying: unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone;

12.8. Child (Children) and adolescent: every human below the age of 18 years unless, under the law applicable to the child, majority is attained earlier. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10-18 years of age;

12.9. Events Committee means an organising committee of a Bowls SA Event;

12.10. Executive means the Executive Committee of Bowls SA;

12.11. Grooming: Sexual grooming occurs when a person educates, introduces or prepares a child or a person living with mentally disability to perform or witness any sexual act or became sexually ready. Children are usually unaware that the person is grooming them for sexual acts because this person is often nice to the child. In most instances, after realising the motive of the person, the child is scared to

report this because the incident could have been taking place over a long period of time. This is a crime and must be reported.

12.12. Harassment refers to the definition of any kind of Harassment set out in of this Policy;

12.13. Hazing: an organised, usually team-based, form of bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members;

12.14. Homophobia: antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals;

12.15. Neglect: the failure of parents or care givers to meet a child's physical and emotional needs or failure to protect a child from exposure to danger. This definition equally applies to coaches and athlete entourages;

12.16. Negligence: the failure of a coach or another person with a duty of care towards the athlete to provide a minimum level of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm;

12.17. Non-accidental harm: any unwelcome sexual harassment and/or abuse, financial abuse, bullying and emotional abuse, hazing, neglect, physical abuse and child exploitation;

12.18. Physical abuse: non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (e.g., age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices;

12.19. Policy: means this Bowls SA Safeguarding Policy;

12.20. Psychological abuse: a pattern of deliberate, prolonged, repeated non-contract behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this document, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person's inner life in all its profound scope;

12.21. Safe sport: an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes;

12.22. Sexism: is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person's sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism;

12.23. Sexual abuse: any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given;

12.24. Sexual harassment: any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical;

12.25. Staff means all people who are working for a salary for Bowls SA;

12.26. Volunteers means people working or assisting the Bowls SA during team preparation and delivery Bowls SA or International Events and/or who contribute to National Standing Committees and Committees;

12.27. Young adults are young persons over the age of 18 years transitioning from childhood to adulthood. With limited life experience they might not have developed resilience and may be more at risk of exploitation harm or abuse.

12.28. Whistle-blower means a person who in good faith exposes secretive information or activity, covered by The Protected Disclosure Act 26 of 2000 as amended, that is deemed illegal, unethical, or not correct within a private of public organization.

TO WHOM AND WHEN DOES THIS POLICY APPLY?

13. Without any distinction of age, gender, race, religion, creed, ethnical origin, physical attributes, sexual orientation, athletic ability, socio economic status or other kind of unfair discrimination; the Policy applies to anyone who:

13.1. Currently is, or was at the time of a possible violation of this Policy, within the governance or disciplinary jurisdiction of Bowls SA or who is seeking to be within the governance or disciplinary jurisdiction of Bowls SA; is an athlete or any members of the athlete's entourage at any level or category of the competitions/events of Bowls SA and service providers whether employed, contracted or.

13.2. Is a Bowls SA member of staff or official;

13.3. Is a volunteer or a person who is part of any Bowls SA event;

13.4. Bowls SA identifies as being within its rules and jurisdiction.

14. This Policy applies at any time during the year including Bowls SA representation at Major Games, Competitions and events.

15. The Bowls SA Safeguarding Policy applies specifically to any incidents of harassment, abuse and grooming that occur during or connected to participation in any Bowls SA activities or connected to any activities where the Bowls SA Official or athlete is representing Bowls SA.

16. Where a person is under a contract of employment with Bowls SA and an incident of harassment, abuse or grooming occurs relating to their employed role, the employment procedures will apply. However, where a person is sanctioned under employment procedures, this can be addressed under these procedures to the extent that it impacts on the person's suitability to continue to participate in the sport of bowls outside of their employment relationship.

17. Bowls SA will implement safeguards aimed at protecting all Bowls SA Officials and athletes from harassment, abuse and grooming irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language, birth or athletic ability.

18. Bowls SA recognises that in all matters concerning the care, protection and well-being of a child, the standard that the child's best interest is of paramount importance, must be applied. Bowls SA will implement safeguards specifically aimed at protecting children participating in the sport of bowls.

WHAT IS HARASSMENT AND ABUSE?

19. *The Protection from Harassment Act 17 2010*, defines harassment as directly or indirectly engaging in conduct that the respondent knows or ought to know:

19.1. Causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably:

19.1.1. Following, watching, pursuing or accosting of the complainant or a related person, or loitering outside of or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be;

19.1.2. Engaging in verbal, electronic or any other communication aimed at the complainant or a related person, by any means, whether or not conversation ensues;

19.1.3. Sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person or leaving them where they will be found by, given to, or brought to the attention of, the complainant or a related person;

19.2. Amounts to sexual harassment of the complainant or a related person.

20. Bowls SA has adopted the description of the various forms of harassment and abuse as set out in the IOC Consensus Statement 2016, namely that harassment and

abuse can be expressed, but not limited to, six forms which may occur in combination or in isolation. These include:

20.1. Psychological abuse;

20.2. Physical abuse;

20.3. Sexual harassment;

20.4. Sexual abuse;

20.5. Neglect;

20.6. Bullying.

21. This Policy incorporates the definitions from the IOC Consensus Statement 2016, namely:

21.1. Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in person or online. Harassment may be deliberate, unsolicited and coercive.

21.2. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person.

21.3. All Bowls SA Officials and athletes are susceptible to being a target of the various forms of harassment and abuse.

BOWLS SA MEMBERS

22. Bowls SA's Members must play a part in ensuring that the sport of bowls is free from any kind of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect.

23. The Bowls SA Members shall adopt their own safeguarding policy, including safe recruitment procedures (a copy of which must be submitted to the National Safeguarding Officers), which is easily accessible to their members, and in accordance with:

23.1. The applicable laws;

23.2. Bowls SA's Safeguarding Policy;

23.3. SASCOC's Safeguarding Policy;

23.4. Any SASCOC and/or Bowls SA Safeguarding guidelines that may be provided from time to time;

24. The Bowls SA Members shall communicate their Safeguarding Policy and measures to their members and act to prevent any form of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect in their Associations.

25. The Bowls SA Members should provide training on safeguarding to their members who have regular contact with children and vulnerable adults and to their safeguarding officers.

26. The Bowls SA Members shall appoint a Safeguarding Officer(s) for their organisation and shall require their members to appoint Safeguarding Officers.

27. The Bowls SA Members shall immediately inform the National Safeguarding Officers of any concerns, investigations or disciplinary action in respect of any reported case of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect happening in their organisation. The Bowls SA Members may request assistance from the National Safeguarding Officers in the case management of Safeguarding complaints.

THE NATIONAL SAFEGUARDING OFFICERS

28. The Executive shall appoint the National Safeguarding Officers:

28.1. The National Safeguarding Officers should be two suitably qualified persons, preferably one man and one woman.

28.2. Each one of them will act individually or in collaboration, when it is required.

29. The National Safeguarding Officers will be supported by a National Standing Committee: Safeguarding. To respect the impartiality during the procedure, the National Safeguarding Officers cannot be a member of the National Standing Committee: Safeguarding.

30. The National Safeguarding Officers have the following role and duties:

30.1. To be the main point of contact for anyone reporting suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect at any time by or against Bowls SA Officials or athletes;

30.2. To be the main point of contact for the Bowls SA Members about any request concerning the Safeguarding Policy or safeguarding matters;

30.3. To manage the reporting and investigation procedure set out in this Policy.

30.4. To provide, if requested, support to anyone who reports a case of possible non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect and/or to anyone who has been the subject of Harassment and Abuse;

30.5. To implement and uphold Bowls SA's Safeguarding Policy;

30.6. To agree safeguarding plans with the Events committee for Bowls SA events;

30.7. To respect the confidentiality, as set out on this Policy.

30.8. If the National Safeguarding Officers are aware of any criminal offence without the relevant authorities (i.e. SA Police Services) being contacted in accordance with the applicable law, it is their responsibility to contact them immediately.

31. The National Safeguarding Officers are to complete the Designated Safeguarding Officers course that is presented by The Guardian.

APPLICABLE LAW / RELEVANT AUTHORITIES

32. The Bowls SA's Safeguarding Policy's applicable law are the Bowls SA's Governance & Policy documents plus applicable local legislation.

33. The National Safeguarding Officers **will not** investigate or attempt to resolve concerns when a criminal offence is suspected. The National Safeguarding Officers must refer such cases to the relevant authorities (i.e. SA Police Service) in accordance with the relevant act. The National Safeguarding Officers may request assistance in this regard from The Guardian.

33.1. Any incidents of harassment abuse or grooming that are perpetrated against a child **must** be report to the relevant Child Protection Authorities (SA Police Service, Department of Social Development, Registered Child Protection Agency) in accordance with relevant acts.

33.2. Bowls SA can only engage in a disciplinary procedure **after** any sanction taken by the relevant authorities in accordance with the applicable law, in such cases. Bowls SA **does**, however, reserve the right to place any person charged with such a criminal offence on provisional/precautionary suspension from all activities relating to the sport of bowls until the criminal case is concluded.

34. In the event the non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect cannot be considered as a criminal offence by the relevant authorities in accordance with the applicable law, the National Safeguarding Officers will be allowed to investigate and engage in a disciplinary procedure, as set out in this policy. The National Safeguarding Officers may request

assistance in this regard from The Guardian and/or the SASCOC Safeguarding Officer.

35. The National Safeguarding Officers must report any case of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect that they have been aware of, as well as any sanctions given to any of their participants to the SASCOC Safeguarding Officer.

CONFIDENTIALITY

36. The National Safeguarding Officers undertake to respect the confidentiality of all the information received at any phase of the procedure.

37. All the information provided by the whistle blower shall be kept by the National Safeguarding Officers and are considered as confidential at any time.

38. In the event the incident could be a criminal offence, the National Safeguarding Officers **must** share the collected information with the relevant national authorities in accordance with the applicable law.

39. The National Safeguarding Officers may share, on a “need to know basis” only and may use the confidential information in cases where the disclosure is necessary to protect someone from the non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect that is being suffered.

40. During any proceedings (external or internal) following a reported safeguarding concern, the welfare of all involved remains paramount and Bowls SA will endeavour to provide appropriate support to athletes, parents, coaches and volunteers who are affected by a harassment or abuse situation including, where appropriate, the alleged perpetrator. Any attempt to defame, harass, abuse, intimidate, bribe, or threaten victims, their family members, whistle blowers or an alleged perpetrator will be reported to the relevant authorities (i.e. SA Police Services) and may result in separate internal disciplinary action.

REPORTING PROCEDURE

41. Bowls SA strongly encourages the reporting of all incidents of suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect, regardless of who the offender may be in order to foster well-being in Bowls SA.

42. All Safeguarding concerns, allegations, or disclosures should be reported to Bowls South Africa to ensure oversight and compliance. Once the initial report is logged with Bowls South Africa, the case must be systematically handled and escalated through the official structures according to the following reporting lines:

42.1. Club Level: The initial local investigation and management by the Club Safeguarding Officer.

42.2. District Level: Escalated to the District structure if unresolved or requiring wider regional oversight.

42.3. Provincial Level: Review and management by the Provincial body.

42.4. Bowls South Africa: Final escalation, adjudication, and ultimate authority.

43. Whistle Blowing

43.1. Bowls SA strongly supports whistle blowers by providing a confidential reporting system and believes it is important for anyone who has concerns to speak out early in order to prevent and stop any damages inflicted on anyone;

43.2. The whistle blower can be anybody who is aware or has concerns about any form of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect as defined in this Policy;

43.3. In case it seems the victim of a non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect needs urgent medical or police attention, the whistle blower **must** immediately contact the appropriate services. If no immediate medical or police assistance is required, the incident shall be reported by following the reporting procedure, as set in this Policy;

43.4. The report must be presented to the National Safeguarding Officers, as set out in this Policy and must respect the process established in of this Policy;

43.5. The whistle blower has a right to conserve his/her anonymity and all the information s/he gives to the National Safeguarding Officers is strictly confidential.

44. How to Report. Anyone can report any incident or concerns to the National Safeguarding Officers:

44.1. Bowls SA strongly recommends the whistle blower/complainant completes the online report form (available on the Bowls SA Website) or the Safeguarding Report form and email the completed form to the National Safeguarding Officers;

44.2. In case of non-use of the report form, it is important that the whistle blower/complainant provides the following information (this information is the minimum requirement to engage in the investigation procedure or in case of a criminal offence, to alert the relevant authorities if they have not already been aware of the incident):

44.2.1. Name, age, nationality and email address of the victim;

44.2.2. The nature of the violation;

44.2.3. A summary of the incident with as much details as possible;

44.3. Download and use the anonymous reporting app provided by The Guardian.

CASE MANAGEMENT

45. When a safeguarding complaint or concern arises three members of the National Standing Committee: Safeguarding will form a panel to consider the case. The panel will be chaired by someone with a legal background and will include two other members of the National Standing Committee: Safeguarding. All safeguarding matters must be regarded as highly confidential and not for disclosure outside of the National Standing Committee: Safeguarding unless so agreed.

46. Members of the National Standing Committee: Safeguarding have an overriding obligation to protect children or adults with mental disability at risk of harm and may therefore share information as appropriate with third parties. Should any member of the National Standing Committee: Safeguarding discover they are connected, or have an interest in, any referral case which would disqualify them from participating in any matters relating to that particular case, they must recuse themselves from the panel.

47. Although the National Standing Committee: Safeguarding will operate independently of the Executive, an Executive Member may be the Convenor, if he/she has a legal background, and no other person with a legal background is available to serve on this Standing Committee.

48. Case Management Principles

48.1. Any issue arises in relation to the protection, safeguarding or welfare of children or vulnerable adults shall be the paramount consideration.

48.2. Any investigation or inquiry is to proceed upon the basis that the primary consideration will be a determination of the risk posed to children and or vulnerable adults.

48.3. Unless the determination finds no, or an insignificant, risk, effective steps must be taken to manage or reduce the risk.

48.4. Individuals about whom there are concerns should be treated fairly and honestly and should be provided with support throughout the process.

48.5. Any investigation must be sensitive to the welfare of the children and vulnerable adults during its processes and, at all times, hold central the need to keep the interests of children and vulnerable adults as paramount.

48.6. Where issues other than risk to children and vulnerable adults are under consideration in any investigation such issues must remain subordinate to the requirement to determine the risk posed to children and vulnerable adults.

48.7. The assessment of risk involves consideration of the actual or potential harm that an individual may pose to children or vulnerable adults in the sport of bowls.

48.8. The assessment of risk does not involve making a finding based upon either the criminal or civil standards of proof (i.e. certainty or "the balance of probabilities"). The assessment requires a defensible decision that a risk does or does not exist and, where it does, a determination of the extent of such risk.

48.9. Save in exceptional cases, the assessment will not require the production of a formal risk assessment report.

48.10. The steps taken to address any perceived risk to children or vulnerable adults must have regard to the nature and extent of the risk as well as to any particular and relevant aspects of the sport and, in the light of this, must seek to ensure that such steps will be effective.

48.11. In cases where the perceived risk is low, and no criminal or disciplinary charge could be made out, it may be nonetheless necessary to impose stringent restrictions on an individual or remove his/her ability to participate in the sport.

INVESTIGATIONS

49. Classification of Infringements

49.1. Major Infringements

49.1.1. All infringements involving Children;

49.1.2. Sexual Harassment;

49.1.3. Sexual Abuse;

49.1.4. Physical Abuse.

49.2. Minor Infringements

49.2.1. Bullying;

49.2.2. Any other form of Abuse;

49.2.3. Discrimination;

49.2.4. Neglect.

50. Investigation Officer(s)

50.1. Bowls SA may make use of the following persons or organisations to investigate cases:

50.1.1. Minor infringements: Any member(s) of the National Standing Committee: Safeguarding that were not part of the relevant case's "case management" panel.

50.1.2. Major infringements: The Guardian (Safeguarding & Integrity Unit).

50.2. Role of the Investigation Officer(s). To investigate gathering and assessing available evidence and information following a decision made by the "case management" panel that an investigation is required as part of its safeguarding case management process.

50.3. Where the investigation has determined that the rules and in particular this Policy have been breached, the National Safeguarding Officers shall inform Bowls SA to engage in the disciplinary, as set out in this Policy.

DISCIPLINARY PROCEDURE

51. In the event of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect, as defined in this Policy, Bowls SA will call for the establishment of a Disciplinary Committee, including the possible involvement of The Guardian, which will be the only relevant body to sanction or punish any kind of infraction of the Bowls SA Safeguarding Policy.

52. In case of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect which is a criminal offence in accordance with the applicable law, the disciplinary procedure will start after any sanction taken by the relevant authorities.

53. The Disciplinary Committee is only allowed to take sporting sanctions after any other sanctions taken by the relevant authorities.

54. Any sporting sanctions can only be taken during the disciplinary procedure if they respect the principle of impartiality, right of defence and equality.

55. Sporting sanctions and measures shall be proportional to the infringement of the Bowls SA Safeguarding Policy. The following factors shall be taken into consideration:

55.1. The nature of the violation;

55.2. The severity of the violation;

55.3. The number of the violation (is it a first offence or one of several);

55.4. The abused or harassed person (young, impaired [physical, mental, intellectual or sensory] or adult participant);

55.5. The relationship between the abused or harassed person and the abuser or harasser;

55.6. Any other relevant circumstances;

56. The Disciplinary Committee can take the following sanctions and measures singly or in combination, depending on the nature and severity of the conduct and whether there are any aggravating and mitigating circumstances, the following:

56.1. Written or verbal apology;

56.2. Formal warning;

56.3. Risk assessment;

56.4. Training and/or supervision;

56.5. Financial sanction;

56.6. Competition ban;

56.7. Temporary suspension;

56.8. Termination of membership, agreement or contract;

56.9. Live-long suspension;

56.10. Any other sanction that the Disciplinary Committee considers appropriate in the circumstances will be referred to the Executive for final approval.

57. Any sanctions applied by the Disciplinary Committee will be published on Bowls SA's website as long as the sanction is applicable.

58. Anyone who has been found guilty of any incident of non-accidental harm, discrimination, bullying, harassment, abuse, violence, grooming and neglect, as defined in this Policy, will have the right to appeal against the decision. Appeals must be made in writing to the National Safeguarding Officers within twenty-one (21) days of receipt of notice of the decision of the Disciplinary Committee.

NON-RECENT INCIDENTS

59. Serious allegations of sexual abuse may be made some time after the event. Where a non-recent allegation is made, the National Safeguarding Officers should:

59.1. Clarify whether there is a current risk to participants; and

59.2. Advise the individual of their right to make a formal complaint to the police.

60. This policy does not apply any specific limitations periods for sexual abuse, and any serious allegation of non-recent abuse will be treated in accordance with these procedures.

CRIMINAL CONVICTIONS & FINDINGS OF FACT

61. Bowls SA shall establish that an incident of harassment and abuse has occurred where:

61.1. A Bowls SA participant is convicted of a criminal offence, pertaining to any of the relevant laws; or

61.2. The IOC / IPC / CWG / SASCOC, or another recognized regulatory body has determined that an allegation(s) of harassment or abuse against a Bowls SA participant is/are proven.

61.3. The Disciplinary Committee having considered any representations made by the participant and any other affected parties may determine that it is appropriate to impose a sanction relating to Bowls SA activities.

RETENTION OF RECORDS

62. The National Safeguarding Officers shall ensure that any information relating to complaints of harassment or abuse will be stored securely and be compliant with the requirements of the Protection of Personal Information Act.

62.1. Any information about poor practice or complaints about harassment and abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in the sport or for 10 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding.

62.2. Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.

62.3. Any records relating to disciplinary action taken by Bowls SA should be retained for a period of 10 years.

SAFE RECRUITMENT OF STAFF & VOLUNTEERS

63. The Bowls SA minimum standards for the vetting of applicants for roles in the sport to be undertaken during the recruitment process for new applicants and retrospectively for required existing Bowls SA Officials, employees and volunteers in order to prevent unsuitable individuals from working with Vulnerable Persons are:

63.1. To undergo the process of obtaining (The Guardian shall be used to assist in this process):

63.1.1. A Police Clearance Certificate.

63.1.2. A Child Protection Register Clearance Certificate.

63.1.3. A National Register for Sexual Offender Clearance Certificate.

63.2. Complete and Sign:

63.2.1. The Declaration of Good Standing.

63.2.2. A Code of Ethics.

63.3. To complete the Safeguarding Awareness Certificate (SAC) (course) that is presented by The Guardian.

64. In addition, required potential and existing Bowls SA Officials, employees and volunteers may be requested to provide the names of two referees who must provide a reference using Bowls SA's employee reference form.

65. Bowls SA must implement the minimum standards to check the suitability of required Bowls SA Officials, employees and volunteers to work with Vulnerable Persons. Any concerns raised as to the suitability of an individual to work with Vulnerable Persons during the vetting process must be investigated before a decision is made to appoint a new employee or volunteer.

66. If a concern has arisen during the vetting of the required existing Bowls SA Officials, employees or volunteers regarding their suitability to work with Vulnerable Persons, Bowls SA may suspend the employee and/or volunteer from all or some of their duties whilst an investigation is conducted.

67. The following are deemed to be Bowls SA Officials, employees and volunteers that are required to adhere to the minimum standards for the vetting of employees and volunteers (Bowls SA has the right to amend the following list as and when required):

67.1. All Executive Members.

67.2. The Chief Operations Officer and any other employee that has regular, i.e. more than 3 times per month, contact with persons deemed to be a Vulnerable Person.

67.3. All members of the National Standing Committee: Coaches.

67.4. All members of the National Standing Committee: High Performance, including the National and Assistant National Coaches (must do the SAC and the Designated Safeguarding Officer Course).

67.5. All members of the National Standing Committee: Youth.

67.6. The Conveners of all other National Standing Committees.

67.7. All members of any "National Schools Bowls Associations" Committee(s) (Must do the SAC and the Designated Safeguarding Officer Course).

67.8. All National Team Managers (if appointed). (Must do the SAC and the Designated Safeguarding Officer Course)

67.9. Any other person accompanying any Bowls SA, Jnr Protea and/or Protea team on a tour in an official capacity.

67.10. The National Safeguarding Officers. (Must do the SAC and the Designated Safeguarding Officer Course)

68. Once-Off Volunteers and Service Providers. All once-off Bowls SA volunteers, and Service Providers, who work with Vulnerable Persons will be required to complete a Declaration of Good Standing.

69. In line with best practice, Bowls SA recommends that the minimum standards for the vetting of Bowls SA employees and volunteers working with Vulnerable Persons is repeated every 2 years.

CHAPTER 3: BOWLS SA NATIONAL SELECTION POLICY

INTRODUCTION

1. The objective of the National Selection Policy is to ensure the best possible squad, teams and players are selected to achieve maximum success when representing South Africa and/or participating in the Bowls SA Masters.

2. This policy replaces all previous Bowls SA Selection policies.

BOWLS SA SQUADS

3. Protea Squad

3.1. To be selected as a member of the Protea Squad, which is to consist of twelve (12) men and twelve (12) women, players must:

3.1.1. Be a South African citizen and reside in South Africa.

3.1.2. Be in possession of a valid South African ID and Passport.

3.1.3. If not a member of the previous year's Protea Squad, be a member of the previous year's Emerging Protea Squad or the Para-Protea Squad.

3.1.4. Be a bona fide member of a Bowls SA affiliated Provincial and/or District Bowls Association and Club.

3.1.5. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

3.1.5.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

3.1.5.2. Not have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

3.1.5.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

3.2. Have played in at least one (1) of the following Bowls SA Events in the last twelve (12) months:

3.2.1. SA Open (Men or Ladies)

3.2.2. Inter-Districts (Open or B or U35)

3.2.3. Bowls SA Mixed Pairs

3.2.4. Junior Nationals (U25 or U18)

3.3. Sign the Bowls SA Player's Contract.

3.4. To ensure that Bowls SA addresses Transformation, as per DSAC regulations, the Bowls SA Executive will provide annual requirements with regards to the inclusion of "Generic Black" Players following the Bowls SA Executive Strategic Planning Session.

4. Emerging Protea Squad

4.1. To be selected as a member of the Emerging Protea Squad, which is to consist of twelve (12) men and twelve (12) women, players must:

4.1.1. Be a South African citizen and reside in South Africa.

4.1.2. Be in possession of a valid South African ID and Passport.

4.1.3. Be 45 years of age or younger. For example, to be eligible for the 2026 Emerging Protea Squad, a player must have been born in 1981 or later; to be eligible for the 2027 Emerging Protea Squad, a player must have been born in 1982 or later.

4.1.3.1. In exceptional cases, properly motivated by the relevant Selectors, the Executive Committee may, at its sole discretion, approve the selection of a person over the age of 45.

4.1.4. If not a member of the previous year's Emerging Protea Squad or Para-Protea Squad, be nominated by his/her District Bowls Association or by a National Selector, by such date as decided by the Executive Committee, for consideration. Such a nomination is to be accompanied by a Record of Performance at National and District levels.

4.1.5. Be a bona fide member of a Bowls SA affiliated Provincial and/or District Bowls Association and Club.

4.1.6. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

4.1.6.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

4.1.6.2. Not have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

4.1.6.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

4.1.7. Have played in at least of one (1) of the following Bowls SA Events in the last twelve (12) months:

4.1.7.1. SA Open (Men or Ladies)

4.1.7.2. Inter-Districts (Open or B or U35)

4.1.7.3. Bowls SA Mixed Pairs

4.1.7.4. Junior National (U25 or U18)

4.1.8. Sign the Bowls SA Player's Contract.

4.2. To ensure that Bowls SA addresses Transformation, as per DSAC regulations, the Bowls SA Executive will provide annual requirements wrt the inclusion of "Generic Black" Players following the Bowls SA Executive Strategic Planning Session.

4.3. To ensure that the Junior Players are given equal opportunities the Bowls SA Executive will provide annual requirements wrt the inclusion of U25 Players following the Bowls SA Executive Strategic Planning Session.

5. <u>Para-Protea Squad</u>

5.1. To be selected as a member of the Para-Protea Squad, which is to consist of 6 (six) PD Men, 6 (six) PD Ladies, 3 (three) VI Men (and their Directors) and 3 (three) VI Ladies (and their Directors) players must:

5.1.1. Be a South African citizen and reside in South Africa.

5.1.2. Be in possession of a valid South African ID and Passport.

5.1.3. If not a member of the previous year's Para-Protea Squad, Emerging Protea Squad or the Protea Squad be nominated by his/her District Bowls Association or by a National Selector, by such date as decided by the Executive Committee, for

consideration. Such a nomination is to be accompanied by a Record of Performance at National and District levels.

5.1.4. Be a bona fide member of a Bowls SA affiliated Provincial and/or District Bowls Association and Club.

5.1.5. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

5.1.5.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

5.1.5.2. Not have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

5.1.5.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

5.1.6. Have played in the DBSA Nationals in **any** of the preceding two (2) years **or** any of the following Bowls SA Events in the last twelve (12) months:

5.1.6.1. SA Open (Men or Ladies)

5.1.6.2. Inter-Districts (Open or B or U35)

5.1.6.3. Bowls SA Mixed Pairs

5.1.6.4. Junior National (U25 or U18)

5.1.7. Sign the Bowls SA Player's Contract.

5.2. To ensure that Bowls SA addresses Transformation, as per DSAC regulations, the Bowls SA Executive will provide annual requirements wrt the inclusion of "Generic Black" Players following the Bowls SA Executive Strategic Planning Session.

PROTEAS, JUNIOR PROTEAS AND BOWLS SA TEAMS/PLAYERS

6. Protea. To be eligible for selection to represent South Africa as a Protea in any World Bowls event, multi-sport event, including the Commonwealth Games, or Test Match, players must be members of the Protea Squad or the Para-Protea Squad and must satisfy all requirements applicable to membership of the relevant squad. Where

extenuating circumstances necessitate the selection of a player or players from outside the Protea Squad or Para-Protea Squad, as applicable, the Executive shall provide guidance on a case-by-case basis.

7. Junior Protea. To be selected to represent South Africa, as a Junior Protea, in any World Bowls event, or Test Matches players must:

7.1. Be a South African citizen and reside in South Africa.

7.2. Be in possession of a valid South African ID and Passport.

7.3. Be a member of the Protea Squad, Emerging Protea Squad or Para-Protea Squad **or** qualify to play in the World Bowls Junior Indoor Championships. Where extenuating circumstances necessitate the selection of a player or players from outside the Protea Squad, Emerging Protea Squad or Para-Protea Squad, as applicable, the Executive shall provide guidance on a case-by-case basis.

7.4. Be under the age of 25 years (by the date as indicated in the Conditions of Play of the relevant event).

7.5. Be a bona fide member of a Bowls SA affiliated Provincial/District Bowls Association and Club.

7.6. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

7.6.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

7.6.2. Not have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

7.6.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

7.7. Sign the Bowls SA Player's Contract.

8. Bowls SA Teams/Players. To be selected as a member of any Bowls SA Team, and play in any International event, players must:

8.1. Be a South African citizen and reside in South Africa.

8.2. Be in possession of a valid South African ID and Passport.

8.3. Be a bona fide member of a Bowls SA affiliated Provincial/District Bowls Association and Club.

8.4. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

8.4.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

8.4.2. Not have been suspended as a result of any Disciplinary hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

8.4.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

8.5. Sign the Bowls SA Player's Contract.

9. <u>World Bowls Champion-of-Champions and World Bowls Indoor Championships</u>

9.1. Participation in these events are by qualification. The following shall apply:

9.1.1. <u>World Bowls Champion-of-Champions</u>. Winners of the Open Singles at the SA Open (Men or Ladies). (One player per gender), and need to:

9.1.1.1. Be a South African citizen and reside in South Africa.

9.1.1.2. Be in possession of a valid South African ID and Passport.

9.1.1.3. Be a bona fide member of a Bowls SA affiliated Provincial/District Bowls Association and Club.

9.1.1.4. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

9.1.1.4.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

9.1.1.4.2. Not have been suspended as a result of any Disciplinary hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

9.1.1.4.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

9.1.1.5. Sign the Bowls SA Player's Contract.

9.1.2. World Bowls Indoor Championships. Winners of the SA "Open" Masters (see **clause 14**), (one player per gender), and need to:

9.1.2.1. Be a South African citizen and reside in South Africa.

9.1.2.2. Be in possession of a valid South African ID and Passport.

9.1.2.3. Be a bona fide member of a Bowls SA affiliated Provincial/District Bowls Association and Club.

9.1.2.4. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

9.1.2.4.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

9.1.2.4.2. Not have been suspended as a result of any Disciplinary hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

9.1.2.4.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

9.1.2.5. Sign the Bowls SA Player's Contract.

9.2. Players qualifying to play in these events will be awarded Bowls SA National Federation colours and not National (Protea) colours.

10. World Bowls Junior (U25) Indoor Championships

10.1. The best placed U25 players (see **clause 14**) in the Bowls SA U30 Masters, taking the age restriction of the World Bowls Event into consideration (one player per gender), and need to:

10.1.1. Be in possession of a valid passport and reside in South Africa.

10.1.2. Be a full member of a Bowls SA affiliated Provincial/District Bowls Association and Club.

10.1.3. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

10.1.3.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

10.1.3.2. Not have been suspended as a result of any Disciplinary hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

10.1.3.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

10.1.4. Sign the Bowls SA Player's Contract.

10.2. Players qualifying to participate in this event will be awarded Junior Protea colours.

BOWLS SA MASTERS

11. Bowls SA "Open" Masters. The following criteria shall apply for players to be selected to play in the Bowls SA Open Masters:

11.1. Players must be registered with Bowls SA as Full Members. A player who resides in South Africa but is not a South African citizen may participate only in accordance with **clause 14**.

11.2. Players who finished in the top four (being the finalists and semi-finalists) at the Bowls SA "Open" Masters held in the calendar year immediately preceding the year for which selection is being made will automatically be reselected, subject to compliance with the criteria in **clause 11.6**. For the avoidance of doubt, results achieved in any earlier year do not qualify a player for automatic reselection under this clause.

11.3. The winner of the Bowls SA U30 Masters event held in the calendar year immediately preceding the year for which selection is being made will qualify for automatic selection as follows: if the winner is over the age of 30, the winner will automatically be selected to participate in the "Open" Masters; if the winner is under the age of 30, the winner may elect either to accept automatic selection for the "Open" Masters or to defend the Bowls SA U30 Masters title. In each case, automatic selection is subject to compliance with the criteria in **clause 11.6**. For the avoidance of doubt, a person who won the Bowls SA U30 Masters in any earlier year does not qualify for automatic selection under this clause.

11.4. The winner of the SA Open's "Open" Singles held in the calendar year immediately preceding the year for which selection is being made should be considered.

11.5. Be nominated by his/her District Bowls Association, by such date as decided by the Executive Committee, for consideration for the following year. Such a nomination is to be accompanied by a Record of Performance at International, National and District levels, specifically in Singles events, for a minimum period of 3 years.

11.6. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

11.6.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

11.6.2. Not have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her

disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

11.6.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

12. Bowls SA Veterans Masters. The following criteria shall apply for players to be selected to play in the Bowls SA Veteran Masters:

12.1. Players must be 60 years old, or older, at the start of the event.

12.2. Players must be registered with Bowls SA as Full Members. A player who resides in South Africa and is registered as a Bowls SA Full Member, but is not a South African citizen, may be selected to participate.

12.3. Players who finished in the top four (being the finalists and semi-finalists) at the Bowls SA "Veteran" Masters held in the calendar year immediately preceding the year for which selection is being made will automatically be reselected, subject to compliance with the criteria in **clause 12.6**. For the avoidance of doubt, results achieved in any earlier year do not qualify a player for automatic reselection under this clause.

12.4. The winner of the SA Open's Veteran Singles held in the calendar year immediately preceding the year for which selection is being made should be considered.

12.5. Be nominated by his/her District Bowls Association, by such date as decided by the Executive Committee, for consideration for the following year. Such a nomination is to be accompanied by a Record of Performance at International, National and District levels, specifically in Singles events, for a minimum period of 3 years.

12.6. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

12.6.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

12.6.2. Not have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

12.6.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

13. Bowls SA U30 Masters. The following criteria shall apply for players to be selected to play in the Bowls SA U30 Masters:

13.1. Players must be 29 years old or younger on the 31st of December of the year prior to the event (i.e. to play in the 2025 event the player will need to be 29 years old or younger on 31st December 2024). A minimum of four (4) U25 players, per gender, i.e. these players will need to be 24 years old or younger on 31st December of the year prior to the event (i.e. to play in the 2025 event the player will need to be 24 years old or younger on 31st December 2024), must be included in the Bowls SA U30 Masters.

13.2. Players must be registered with Bowls SA as Full Members. A player who resides in South Africa and is registered as a Bowls SA Full Member, but is not a South African citizen, may be selected to participate; however, that player shall not be eligible to represent South Africa at the World Bowls U25 Indoor Championships. If such a player is the highest-placed U25 player in the Bowls SA U30 Masters, the highest-placed eligible South African citizen shall represent South Africa at the World Bowls U25 Indoor Championships.

13.3. Players who finished in the top four (being the finalists and semi-finalists) at the Bowls SA U30 Masters held in the calendar year immediately preceding the year for which selection is being made will automatically be reselected, subject to compliance with the criteria in **clauses 13.1, 13.4 and 13.5**. For the avoidance of doubt, results achieved in any earlier year do not qualify a player for automatic reselection under this clause. (Also see **clause 11.3**).

13.4. Be nominated by his/her District Bowls Association, by such date as decided by the Executive Committee, for consideration for the following year. Such a nomination is to be accompanied by a Record of Performance at International, National and District levels, specifically in Singles events, for a minimum period of 3 years.

13.5. Be in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and their Club. As such a player shall:

13.5.1. Not have any outstanding financial obligations towards the aforementioned Bowls organisations.

13.5.2. have been suspended as a result of any Disciplinary Hearings instituted by the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

13.5.3. Not be involved in any litigations, against or instituted by any of the aforementioned Bowls organisations.

14. The Executive Committee may, at its discretion, invite overseas players of international standard, to participate in any of the Bowls SA Masters Events. Such players shall **not** be eligible to represent South Africa at the World Bowls Indoor Championships and/or the World Bowls Junior (U25) Indoor Championships. In the event that such a player wins the Bowls SA Open Masters and/or is the highest-placed U25 player in the Bowls SA U30 Masters, the highest-placed player who is a South African citizen shall represent South Africa at these events.

GENERAL

15. Subject to the approval of and/or request by the Executive Committee the Selectors shall, select such the squads and/or teams or individual players required for specific tournaments.

16. The Selectors shall always consider current form, record, position specific, leadership, compatibility, physical and mental strength when selecting squads and/or teams or individual players required for specific tournaments.

17. The Conveners of Selectors may where possible, give feedback to non-selected players. Selectors are not limited or restricted in changing the selection of any squad, team, or individual player, on approval from the Bowls SA Executive.

18. Names of players selected shall be forwarded to the President, and then the Executive Committee for ratification.

19. Upon public release of the names of players or teams selected, the Bowls SA Office will obtain the availability of players and shall be responsible for all travelling and accommodation arrangements. Players not being available must inform the Bowls SA Office, the President and the relevant Convenor of Selectors, of the reason(s) for non-availability.

REMOVAL OF PLAYERS FROM SELECTED SQUADS OR TEAMS

20. Players may under the following circumstances be removed from selected Squads or Teams and/or as individual players representing South Africa at international events:

20.1. Upon Medical Advice. This shall include Female players that are in their first or second trimester of a pregnancy, i.e. if there are no underlying medical conditions Female players in their first or second trimester are to be considered medically fit. Female players that are in their third trimester shall not be allowed to participate in any bowls activities (play or practice).

20.2. If such a player:

20.2.1. Is in breach of Bowls South Africa's Constitution and Policies.

20.2.2. Fails to sign or is in breach of the Bowls SA Player's contract.

20.2.3. Is in breach of South African Institute for Drug Free Sport (SAIDS) Anti-Doping programme/policy.

20.2.4. Fails to maintain the required standard of performance (including fitness).

20.2.5. Is no longer in good standing with Bowls SA, their Provincial and/or District Bowls Association, their Bowls SA Associate Member (if applicable) and/or their Club, in that they:

20.2.5.1. Have outstanding financial obligations towards any of the aforementioned Bowls organisations.

20.2.5.2. Have been suspended as a result of any Disciplinary Hearings instituted by any of the aforementioned Bowls organisations. Should a player appeal any outcome of his/her disciplinary hearing they will be deemed to be in good standing until the appeal process has been concluded.

20.2.5.3. Are involved in litigation(s), against or instituted by any of the aforementioned Bowls organisations.

20.2.6. Has been found guilty of a criminal offence.

SELECTION APPEALS PROCEDURE

21. Introduction

21.1. This section sets out Bowls SA's procedure for selection appeals concerning selection to the Protea Squad, Emerging Protea Squad, Para-Protea Squad, Protea, Jnr Protea and Bowls SA Teams and/or selection for participation in the Bowls SA Masters.

21.2. Any athlete wishing to lodge an appeal under this Selection Appeals Procedure must be fully familiar with the detailed provisions of the Selection Policy.

21.3. This is intended to be an accelerated procedure to enable any challenge to be resolved as quickly as is reasonably possible, whilst still allowing a full investigation to be carried out. The use of an

accelerated procedure is designed to avoid any difficulties when there is a short timescale between selection announcement and the event in question.

21.4. This is the only applicable appeals procedure as to how the selection of Squads, Teams and/or participants in the Bowls SA Masters are to be challenged. The Parties agree to submit any dispute concerning any matter connected with or arising out of selection issues to binding arbitration as provided for by the provisions of this Selection Appeals Procedure. The Parties agree that they will not commence, continue or maintain any legal challenge to any matter falling under the jurisdiction of this Procedure, or any decision made under this Procedure, before any court of law or other dispute resolution body. The Parties will treat all decisions under this Selection Appeals Procedure as final and binding upon them.

21.5. The Parties agree that this Selection Appeals Procedure supersedes and operates exclusively in relation to any other grievance or appeal procedure published by Bowls SA for the benefit of its members generally. The athlete shall not by virtue of his or her membership of Bowls SA have recourse to any other appeals or grievance or dispute resolution policy or procedure in respect of the selection decisions covered by this Procedure.

22. Parties. This Selection Appeals Procedure is binding on Bowls SA and on each athlete who is seeking selection to any National Squad/Team of Bowls SA or participation in the Bowls SA Masters.

23. How to Appeal

23.1. This Appeals Procedure is commenced when an athlete affected by the selection of, Protea Squad, Emerging Protea Squad, Para-Protea Squad, Protea, Jnr Protea and/or Bowls SA Teams as well as selection for participation in the Bowls SA Masters makes a formal written appeal (the Notice of Appeal) to the Bowls SA President which is received within **5 working days** of the selection being announced on the Bowls SA website. If the appealing athlete (the Appellant) fails to submit the Notice within the time limit set out in this Procedure he or she will have lost their right of Appeal under this Procedure, save in wholly exceptional circumstances which will be judged by the Bowls SA President in his/her absolute discretion.

23.2. The Notice of Appeal needs to set out the ground of the appeal and include full details of the basis of the appeal including the precise

manner in which the Appellant alleges that the selection criteria have not been followed. The Notice of Appeal should be as full as possible and will form the basis of the remainder of this Procedure.

23.3. If the Appellant believes that he or she may want to call witnesses in support of the appeal, then the name(s) of those witnesses should be set out in the Notice of Appeal.

23.4. In cases of an appeal against a selection decision, the Appellant will be able to raise arguments not contained in the Notice of Appeal provided that they relate directly to matters which are referred to in the Notice of Appeal. Athletes should be aware however that they may be prohibited from raising wholly new arguments at the hearing about any matter which was not referred to in the Notice of Appeal.

24. Ground of Appeal

24.1. The sole ground of appeal against the decision of the National Standing Committees Selectors (NSC Selectors) (Men, Ladies and/or Para) will be that there has been a failure to follow the Selection Policy. This Selection Appeals Procedure is only provided on this limited ground and must not be seen as an opportunity to dispute the opinion of the NSC Selectors (Men, Ladies and/or Para) where they have followed the proper procedure. In reaching their decision the NSC Selectors (Men, Ladies and/or Para) are acting as experts, and the athletes agree that in so doing the NSC Selectors (Men, Ladies and/or Para) will exercise judgment and discretion which are not of themselves capable of challenge.

24.2. There are no appeals allowed against the content of the Selection Policy and therefore against the actions of the NSC Selectors (Men, Ladies and/or Para), provided that they follow the Selection Policy.

25. Appeals Panel

25.1. The Appeal Panel will consist of the following persons:

25.1.1. The Bowls SA President (Convenor/Chairperson)

25.1.2. The Convenor of the NSC Selectors, of any of the Selection Committees not involved in the dispute.

25.1.3. The Convenor of the NSC Players Representative.

25.1.4. A member of the SA Executive, with a legal background, or the Bowls SA Legal Advisor.

25.2. In the event that any member of the Appeals Panel has any involvement with or is related to an Appellant or any athlete who might be affected

by the outcome of the Appeal, or is in any other way placed in a position of conflicting interests in respect of any appeal, he shall be disqualified from sitting on the Appeals Panel and will be replaced by an alternative candidate.

26. Notification of the Appeal Hearing and Right of Attendance

26.1. As soon as reasonably practicable, and preferably within 10 working days of the receipt of the formal written appeal, the Appeals Panel shall convene a hearing (the Appeal Hearing). The Chairman of the Appeal Panel shall notify the Appellant of the time, date and place of the Appeal Hearing, and shall also notify the members of the relevant NSC Selectors, and any other athlete who reasonably might be affected by a decision (a Third Party) to allow the Appeal, of the fact that an Appeals Panel has been convened. These people will be given a copy of the Notice of Appeal and a note of the time, date and place of the Appeal Hearing.

26.2. The NSC Selectors (Men, Ladies and/or Para) and the Third Party will be entitled to appear before the Appeals Panel and will be given equal rights of representation as the Appellant.

26.3. The Appellant will be asked to pay to Bowls SA a deposit of R250 and will be informed of the possible cost consequences should his/her appeal be rejected.

26.4. Until the appeal is decided, Bowls SA will refrain from publishing any further details in relation to the selection which is the subject of the appeal; although the existing details will remain where originally published before the Notice of Appeal was received. Bowls SA will be entitled to continue with the preparation of the selected team and will be under no obligation to support the preparation or training of the Appellant.

26.5. Any Third Party should understand that in the interest of fairness and efficiency it is likely that the Appeals Panel will be asked to consider the competing merits of arguments put forward by two or more athletes (including any Third Parties) on the question of the true construction or implementation of the Selection Policy. In such a situation, it is likely that the final decision of the Appeals Panel will determine the rights of all the affected athletes (including those of the Third Party) and any Third Party will be prohibited from raising again, by way of a separate or further appeal, matters which have already been decided upon by the Appeals Panel. The Third Party agrees that this rule will apply to him or her in respect of any complaint they may have which but for the rule would fall to be determined under this Procedure.

27. Appeal Hearing

27.1. The Appeals Panel will be entitled to conduct the Appeal Hearing in such a way as they think fit, including based solely on written submissions where they believe this is appropriate.

27.2. Any party to the Appeal Hearing will be entitled to be accompanied by one other person. The Chair of the Appeals Panel must approve the attendance of any such accompanying person in advance of the Appeal Hearing.

27.3. The final decision of the Appeals Panel, including brief reasons for that decision, will normally be communicated to the Appellant and all other parties verbally on the same day as the Appeal Hearing, and will be confirmed in writing to the Parties within 5 working days of the Appeal Hearing. If there are circumstances preventing an immediate decision, the chairperson of the Appeals Panel will explain the reasons and indicate the earliest date by which he or she expects a decision to be reached.

27.4. The Appeal Panel will be entitled but not obliged to award costs against either the Appellant or, in exceptional cases only Bowls SA. In deciding whether to award costs, the Appeals Panel will have regard to the success or failure of the Appellant and the conduct of the Parties. Costs will be restricted to the reasonable expenses of the Appeals Panel members, and any costs associated with hiring a suitable venue for the Appeal Hearing. Bowls SA will act reasonably in seeking to keep all these costs to a minimum. The Appeals Panel may in its discretion order the refund of the deposit paid by the Appellant.

28. Remedies

28.1. The Appeals Panel will be entitled to rescind the decision of the NSC Selectors (Men, Ladies and/or Para) and confirm the selection of the Appellant only in clear cases where the Selection Policy has not been followed and it is plain that, had the Selection Policy been followed, the Appellant would have been selected.

28.2. The Appeals Panel shall be entitled to confirm the decision of the NSC Selectors (Men, Ladies and/or Para) and reject the Appeal.

28.3. The Appeals Panel may also quash the selection decision and remit the matter back to the NSC Selectors (Men, Ladies and/or Para) identifying the errors they have identified in the conduct of the selection process.

29. Communications and Notices. Any Notice of Appeal must be sent via email to the Bowls SA President to arrive within the timescales specified in clause 23.1 hereof. The necessary contact details are available on the Bowls SA website. An alternative method of providing any Notice of Appeal within the timescales specified in clause

232.1 hereof may be accepted if such method is specifically agreed with the Bowls SA President.

30. Minor and Non-Consequential Breaches of This Procedure. Save that the time limit for commencing this Procedure by the Appellant shall be strictly enforced; where any Party deviates from any requirement of this Procedure it shall not invalidate the Procedure or the decision of the Appeals Panel, unless there is a clear and significant risk that the deviation has affected the decision of the Appeals Panel.

31. Confidentiality of Proceedings and Publication of Decision

31.1. Bowls SA, the Appellant and any Third Party are under an obligation of confidentiality in respect of any appeal under this Procedure. Save as permitted under this Selection Appeals Procedure, none of these Parties will make any public statement or disclosure of the contents of the Notice of Appeal, or any other matter referred to by any of the Parties during the course of an appeal.

31.2. Bowls SA will be entitled to publish the decision of the Appeal Panel where it upholds the appeal (or any element of it) in such manner and to such extent as is necessary to inform all properly interested and affected parties of the status of the selection decision previously published and the resulting position as to selection.

32. Amendments to This Procedure. Bowls SA will be entitled to amend this Procedure from time to time, and such amendments will take effect from the first date of publication of the complete amended procedure on the Bowls SA website.

CHAPTER 4: BOWLS SA COLOURS & CLOTHING POLICY

PREAMBLE

1. The rights in all National (Sport) Colours and emblem shall vest in the South African Sports Commission (SASC) which shall make such national colours available for use in the public interest subject to such conditions and the payment of such fees or royalties as the National Colours Board (NCB) may determine in writing, subject to such arrangements as may be agreed in writing between SASC and the National Federations for payment of such fees and royalties.

2. National Federations are entitled to their own colours, emblems and insignia which they award and use as they please. Such “Federation” colours can be used in the case of Invitation matches, and/or Veteran (Master) teams, “Development” teams, etc competing against other countries.

3. A person may not:

   3.1. without the necessary authority, use the national colours or any colours confusingly or deceptively similar thereto in the course of trade or otherwise;

   3.2. project himself or herself as representing South Africa in a sporting authority without written consent from the SASC;

   3.3. unlawfully and without the authority of the Board misrepresent that he or she is entitled to wear national colours;

   3.4. commit any act or causes the commission thereof, which brings the national colours into disrepute.

4. If an offence is alleged to have been committed, the NCB may proceed in terms of section 4(1) (d) of the Nation Sport Colours Regulations, and anyone convicted of an offence shall be punishable with a fine.

COLOURS

5. Protea. Protea colours are only awarded to players and the Team Manager/Coach of the highest representative team that participants in recognised international events or test matches. All other teams, bar the junior proteas, are awarded Bowls SA colours.

6. Commonwealth Games. Commonwealth Games colours are only awarded to players and the Team Manager/Coach of teams playing in a Commonwealth Games.

7. Junior Protea. Junior Protea colours are only awarded to the players and the Team Manager/Coach of the highest junior (U/25) team that plays in recognised

international junior events or junior test matches. All other junior teams are awarded Bowls SA colours.

8. Bowls SA. Bowls SA colours are awarded to players and the Team Manager/Coach of representative teams, other than Proteas and/or Junior Proteas, that play in recognised international events. Such teams will include, but not be limited to, Veteran, Invitational and/or Development teams.

9. Ranking of Colours. At times players are required to wear their highest colours when participating in events. In such cases only colours obtained for Bowls related events will be permitted. The ranking of colours from highest to lowest is as follows:

9.1. Protea / Commonwealth Games

9.2. Jnr Protea

9.3. Bowls SA

9.4. Provincial

9.5. District / Associate Member

9.6. Bowls SA Squad (Gold or Green or PD/VI) Colours

9.7. Club

ISSUE OF CLOTHING

10. Bowls SA Committees

10.1. Executive Committee. The Bowls SA Executive Committee will receive the following clothing, with the Bowls SA Badge, every four (4) years while serving:

10.1.1. 1 @ Green Blazer (only issued once)

10.1.2. 1 @ Formal White Blouse (Ladies) / Shirt (Men)

10.1.3. 1 @ Formal Beige Slacks/Skirt (Ladies) / Long Pants (Men)

10.1.4. 1 @ Scarf (Ladies) / Tie (Men)

10.1.5. 3 @ Executive Committee Golf Shirts

10.1.6. 2 @ Blue Tracksuit Pants

10.1.7. 1 @ Blue Tracksuit Jacket

10.1.8. 1 @ Blue Peak (Ladies) / Cap (Men)

10.2. National Standing Committees. The Bowls SA National Standing Committees will receive the following clothing with the Bowls SA Badge, every four years while serving:

10.2.1. 3 @ Standing Committee Golf Shirts

10.2.2. 2 @ Blue Tracksuit Pants

10.2.3. 1 @ Blue Tracksuit Jacket

10.2.4. 1 @ Blue Peak (Ladies) / Cap (Men)

10.3. Events Committees. The Bowls SA Events Committees, will receive the following clothing with the Bowls SA Badge:

10.3.1. 2 @ Events Committee Golf Shirts

11. Teams/Players

11.1. Protea. The Protea Team / Players will receive the following "Protea" clothing with the approved SASC/NCB Badge (Protea) with the word "BOWLS" beneath the badge:

11.1.1. 1 @ Green Blazer (only issued once)

11.1.2. 1 @ Scarf (Ladies) / Tie (Men)

11.1.3. 3 @ Golf Shirts (Matches)

11.1.4. 2 @ Golf Shirts (Travel / Practice)

11.1.5. 2 @ Long Pants

11.1.6. 2 @ Short Pants

11.1.7. 1 @ Tracksuit Top

11.1.8. 1 @ Green Peak (Ladies) / Cap (Men)

11.1.9. 1 @ Green Cap (Reflecting Protea Number)

11.1.10. 1 @ Hatband (if requested)

11.1.11. The Executive Committee may issue the following clothing if the weather in the host country requires such item:

11.1.11.1. 1@ Warm Jacket

11.1.11.2. 1 @ Rainproof Jacket

11.1.11.3. 1 @ Beanie

11.1.11.4. 1 @ Woolen Scarf

11.2. Junior Protea. The Junior Protea Team / Players will receive the following “Junior Protea” clothing with the approved SASC/NCB Badge (Protea) with the words and “BOWLS” and “JUNIORS” beneath the badge:

11.2.1. 2 @ Golf Shirts (Matches)

11.2.2. 2 @ Golf Shirts (Travel / Practice)

11.2.3. 2 @ Long Pants

11.2.4. 2 @ Short Pants

11.2.5. 1 @ Tracksuit Top (Matches)

11.2.6. 1 @ Green Peak (Ladies) / Cap (Men)

11.2.7. 1 @ Green Cap (Reflecting Jnr Protea Number)

11.2.8. 1 @ Hatband (if requested)

11.2.9. The Executive Committee may issue the following clothing if the weather in the host country requires such item:

11.2.9.1. 1@ Warm Jacket

11.2.9.2. 1 @ Rainproof Jacket

11.2.9.3. 1 @ Beanie

11.2.9.4. 1 @ Woolen Scarf

11.3. Bowls SA Representative Team / Player. The Bowls SA Representative Teams / Players will receive the following “Bowls SA” clothing with the Bowls SA Badge:

11.3.1. 3 @ Golf Shirts (Matches, Practice & Travel) with the words “SOUTH AFRICA” on the back

11.3.2. 2 @ Blue Tracksuit Pants (Matches, Practice & Travel)

11.3.3. 1 @ Blue Tracksuit Top (Matches, Practice & Travel)

11.3.4. 1 @ Blue Peak (Ladies) / Cap (Men)

11.3.5. The Executive Committee may issue the following clothing if the weather in the host country requires such item:

11.3.5.1. 1@ Warm Jacket

11.3.5.2. 1 @ Rainproof Jacket

11.3.5.3. 1 @ Beanie

11.3.5.4. 1 @ Woolen Scarf

11.4. Team Support Staff. Only the Team Manager(s) / Coach(es) will receive the same clothing as the relevant Team / Players but with the addition of the word “MANAGER / COACH” beneath the relevant badge.

DRESS REGULATIONS

12. Executive Committee. The Executive Committee shall abide by the following dress regulations:

12.1. Attendance of Official Functions/Meetings (including Indoor Prize-giving Ceremonies)

12.1.1. Green Blazer

12.1.2. Formal White Blouse (Ladies) / Shirt (Men)

12.1.3. Formal Beige Slacks/Skirt (Ladies) / Pants (Men)

12.1.4. Scarf (Ladies) / Tie (Men)

12.1.5. Formal Brown Shoes

12.2. Attendance of Outdoor Prize-giving Ceremonies or Casual Dress Events

12.2.1. Formal White Blouse (Ladies) / Shirt (Men), with Bowls SA Logo

12.2.2. Formal Beige Slacks/Skirt (Ladies) / Pants (Men)

12.2.3. Formal Brown Shoes

12.3. Attendance of Bowls Matches and/or Travel

12.3.1. Executive Committee Golf Shirts

12.3.2. Blue Tracksuit Pants

12.3.3. Blue Peak (Ladies) / Cap (Men)

12.3.4. Blue Softshell Jacket

12.3.5. White/Blue Bowls Shoes

13. Standing Committees and Events Committees. Standing Committees and Events Committees shall wear the provided clothing to all Bowls SA events, when invited, and whilst doing duty on behalf of Bowls SA.

14. Teams/Players and Team Support Staff. Teams/Players and Team Support Staff will wear the required clothing as directed by the Team Manager(s), the Bowls SA Office, and/or as indicated on the relevant invitation.

CHAPTER 5: BOWLS SA AFFILIATION POLICY

INTRODUCTION

1. In terms of the National Sport and Recreation Act 110 of 1998, as amended by Act 18 of 2007, Bowls South Africa (Bowls SA) is the controlling body for the sport of bowls within the Republic of South Africa. As such, Bowls SA is empowered to seek financial support from its affiliated structures in order to perform its duties for the benefit of the sport, its clubs, districts, provinces and registered players.

2. Affiliation is not linked only to competitiveness or participation in formal events. Every affiliated player benefit from, and has a responsibility to support, the infrastructure of the sport, including clubs, districts, provincial associations and the National Authority. This infrastructure provides governance, playing formats, umpiring support, coaching pathways, administrative systems and access to organised bowls at all levels.

3. Unless expressly provided otherwise in the Bowls SA Constitution or in any applicable policy approved by Bowls SA, affiliation fees paid in advance shall be deemed to be fully earned and/or committed upon payment for the purpose of sustaining the national governance, administrative and operational structures of the sport. Accordingly, no full or pro-rata refund of affiliation fees shall be payable where a member, club, district or other affiliated structure disaffiliates, resigns or otherwise ceases to be affiliated during the relevant affiliation year.

BOWLS SA REGISTERED PLAYER

4. Every member of an affiliated bowls club (or bowls section of a country club), and players participating in Corporate (Business) shall be required to be registered as one of the following Bowls SA Member Classes (Districts and Clubs may register these members under their own classes in the relevant columns) on the Bowls SA Membership Data Base Management System (MDBMS):

Member Class	**Definition**	**Affiliated/ Not Affiliated**	**Affiliation Fees Payable**
Full Member	A Member that is eligible for Club (including Tabs-in), District, Provincial and National Competitions / Events	Affiliated	Yes
Employee (Bowls SA) - A	Employees that play Bowls and are members of an Affiliated Club	Affiliated	Yes

Member Class	Definition	Affiliated/ Not Affiliated	Affiliation Fees Payable
Disability Agent - A	Disability Agents who play Bowls and are members of an Affiliated Club	Affiliated	Yes
Specialist Support - A	Qualified Specialist Support Personnel who play bowls	Affiliated	Yes
Scholar - Exempt	All Scholars registered at a Basic Education Institution	Affiliated	No
85+ Exempt	The system will automatically change this class once the member turns 85 years old	Affiliated	No
Honorary Member - Exempt	Only Bowls SA can appoint Bowls SA Honorary Class members	Affiliated	No
International - A	Only Bowls SA can appoint International Class members	Affiliated	No
Corporate Bowler	Business/Corporate League Players that are not permanent bowlers. Permitted to play bowls during business/corporate league promotions.	Not Affiliated	No
Social Non-Bowler	A Non-Bowling Member, someone who does not play bowls at all, but is a member of the club. This is NOT a bowler who has decided to become a social member because they no longer play competitive bowls, but still want to play bowls socially.	Not Affiliated	No
Employee (Bowls SA) – NA	Bowls SA employees that do NOT play Bowls - Teachers qualifying as Level A Coaches fall under this class.	Not Affiliated	No

Member Class	Definition	Affiliated/ Not Affiliated	Affiliation Fees Payable
Disability Agent – NA	Disability Agents who do NOT play Bowls	Not Affiliated	No
Specialist Support - NA	Qualified Specialist Support Personnel who do not play bowls	Not Affiliated	No

5. Bowls SA reserves the right to amend these Member Classes including the determination if the Member Class is affiliated or not affiliated and/or if such Member Classes pay Bowls SA affiliation fees or not.

AFFILIATION BASIS

6. Following the resolution of the Bowls SA Council, at the 2026 AGM, the annual affiliation model shall change from a globular affiliation amount per Club, District or Province to an affiliation fee calculated per affiliated player. For the purposes of this policy, the number of affiliated players shall be determined from the Bowls SA Membership Data Base Management System (MDBMS) as at 31 December each year. The 31 December affiliated-player count shall form the official basis on which Bowls SA calculates the affiliation amount payable, by the District, for the following affiliation year, subject to such fee per registered player and any annual adjustment as may be approved by the Bowls SA Council or Annual General Meeting, as applicable.

7. Each Club and District is responsible for ensuring that its membership records are accurate and up to date on the MDBMS before 31 December each year. Any person who is an affiliated player on the MDBMS as at 31 December shall be included in the affiliation calculation.

8. Bowls SA shall implement the following pro-rata payment system for persons registered as affiliated members on the MDBMS on/after 1 January annually:

Month Affiliated	% of Affiliation Fee Payable
January, February and March	100
April, May and June	75
July, August and September	50
October, November and December	25

RIGHT OF ACCESS TO PLAYING FACILITIES PROVIDED BY CLUBS

9. It is recognised that there are no mechanisms in the Bowls SA and/or Provincial or District Association Constitutions that provide direct control over playing facilities at clubs affiliated to District and/or Provincial Associations. Clubs shall therefore retain the sole right to determine who is granted access to their playing facilities, except where such clubs host National, Provincial or District events, in which case the organising body of the event shall have the right to determine the use of the greens for the duration of the event. Clubs retain autonomy over when, and by whom, their greens may be used.

RIGHTS OF ACCESS TO BOWLS SA EVENTS

10. Only players registered as affiliated members of Bowls SA on the Bowls SA MDBMS shall be entitled to participate in Bowls SA events

PAYMENT PROCESS

11. By no later than 7 January each year, Bowls SA shall issue an invoice to the District Bowls Associations based on the number of affiliated players recorded on the MDBMS as at 31 December immediately preceding the year in which payment becomes due. The invoice shall be calculated by multiplying the approved affiliation fee per affiliated player by the verified affiliated-player count applicable to each Club. A District or Club's failure to maintain accurate and up-to-date membership records on the MDBMS shall not constitute grounds for the issuing of a credit note or adjustment to the invoice, and the relevant District and/or Club shall remain liable for all affiliation fees, charges or amounts outstanding as a result thereof.

12. Districts will be invoiced on a monthly basis for those members being registered as affiliated members according to the pro-rata affiliation fees (see par 8).

13. In terms of the Bowls SA Constitution, amounts due must be paid by 1 February each year, unless otherwise agreed in writing by Bowls SA. Failure to comply may result in the imposition of interest or penalties at the discretion of the Bowls SA Executive

CHAPTER 6: BOWLS SA DRUG-FREE SPORT POLICY & PROCEDURE

PREAMBLE

1. Drug-Free Sport programs are founded on the intrinsic value of sport. This intrinsic value is often referred to as "the spirit of sport": the ethical pursuit of human excellence through the dedicated perfection of each Athlete's natural talents.

2. Drug-Free Sport programs seek to protect the health of Athletes and to provide the opportunity for Athletes to pursue human excellence without the Use of Prohibited Substances and Prohibited Methods.

3. Drug-Free Sport programs seek to maintain the integrity of sport in terms of respect for rules, other competitors, fair competition, a level playing field, and the value of clean sport to the world.

4. The spirit of sport is the celebration of the human spirit, body and mind. It is the essence of Olympism and is reflected in the values we find in and through sport, including:

    4.1. Health

    4.2. Ethics, fair play and honesty

    4.3. Athletes' rights as set forth in the Code

    4.4. Excellence in performance

    4.5. Character and Education

    4.6. Fun and joy

    4.7. Teamwork

    4.8. Dedication and commitment

    4.9. Respect for rules and laws

    4.10. Respect for self and other Participants

    4.11. Courage

    4.12. Community and solidarity

5. The spirit of sport is expressed in how we play true.

6. Doping is fundamentally contrary to the spirit of sport.

7. This policy replaces all previous Bowls SA policies pertaining to Drug Free Sport.

INTRODUCTION

1. Bowls SA is a National Sporting Federation in South Africa and thus automatically accepts and abides by the SA Institute for Drug-Free Sport (SAIDS) Anti-Doping Rules (as amended from time to time). The World Ant-Doping Code (WADC) and related International Standards are the core documents produced by the World Anti-Doping Agency (WADA) that provide the framework for the SAIDS Anti-Doping Rules.

2. SAIDS was established as a statutory body by the South African Institute for Drug-Free Sport Act no.14 of 1997 as amended by Act no. 25 of 2006 with the objective of acting as the National Anti-Doping Organisation for South Africa.

3. As such, and in accordance with Article 20.5.1 of the WADC, SAIDS notably has the necessary authority and responsibility to be independent in its operational decisions and activities from sport and government. Without limitation, this includes the prohibition of any involvement in its operational decisions or activities by any Person who is at the same time involved in the management or operations of any International Federation, National Federation, Major Event Organisation, National Olympic Committee, National Paralympic Committee, or government department with responsibility for sport or anti-doping.

4. It should be noted that an anti-doping rule violation is not solely related to the use of Prohibited Substances and/Methods. There are 11 anti-doping rule violations. Please refer to “Article 2 - Anti-Doping Rule Violations” of the SAIDS Anti-Doping Rules.

5. The aim of this policy is to:

   5.1. Provide members with information regarding their and Bowls SA’s obligations and responsibilities regarding participating in a Drug Free Sport.

   5.2. Describe the Bowls SA documents and processes in support of the principles of Drug-Free Sport.

   5.3. To describe the realities of the testing process of SAIDS and the possible outcomes.

6. This policy should be read in conjunction with the:

   6.1. 2021 SAIDS Anti-Doping Rules (https://drugfreesport.org.za/wp-content/uploads/2020/12/SAIDS-ANTI-DOPING-RULES-2021.pdf),

6.2. 2021 World Bowls Anti-Doping Rules (https://www.worldbowls.com/wp-content/uploads/2023/05/2021-World-Bowls-Anti-Doping-Regulations-adopted-7Oct20.pdf), and

6.3. 2021 WADC (https://www.wada-ama.org/en/what-we-do/world-anti-doping-code) and related applicable International Standards.

WHO DOES THE POLICY APPLY TO?

7. The Bowls SA Drug-Free Sport Policy shall apply to:

7.1. Bowls SA, including its Executive Committee members, National Standing Committees, other committees, who are involved in any aspect of Doping Control;

7.2. Provincial/District Bowls Associations, Bowls SA Associate Members and Clubs, including their Executive Committee members, employees, and Delegated Third Parties and their employees, who are involved in any aspect of Doping Control;

7.3. The following Athletes, Athlete Support Personnel and other Persons (including Protected Persons), in each case, whether or not such Person is a national or resident of South Africa:

7.3.1. All Athletes and Athlete Support Personnel who are Registered Individuals of Bowls SA, or of any Provincial/District Bowls Association, Associate Member of Bowls SA or Club;

7.3.2. All Athletes and Athlete Support Personnel who participate in such a capacity in Events, Competitions, and other activities organised, convened, authorised or recognized by Bowls SA, or of any Provincial/District Bowls Association, Associate Member of Bowls SA or Club, wherever held; and

7.3.3. Recreational Athletes, i.e. any Person who engages or participates in the Sport of Bowls as a “hobby” and does not compete in provincial, district, national or international level Competitions. Recreational Athletes do not include any Person who, within the five years prior to committing any anti-doping rule violation, has been an International-Level Athlete or National-Level Athlete, has represented South Africa or any country in an International Event in an **Open Category**[1] or has been included within any Registered Testing Pool or other whereabouts information pool maintained by any International

[1] The term “open category” is meant to exclude competitions that are limited to junior or age group categories.

Federation, SAIDS or other National Anti-Doping Organization.

8. Within the overall pool of Athletes set out above who are bound by and required to comply with the Bowls SA Drug-Free Sport Policy, the following Athletes shall be considered to be National-Level Athletes for the purposes of the SAIDS Anti-Doping Rules, and, therefore, the specific provisions in the SAIDS Anti-Doping Rules applicable to National Level Athletes (e.g., Testing, TUEs, whereabouts, and Results Management) shall apply to such Athletes. While the below mentioned may be used as a guide as to which players are classified as national players, SAIDS shall have sole discretion to determine who will be classified as such:

8.1. Athletes included in the SAIDS Registered Testing Pool, Testing Pool or other pool, if any;

8.2. Athletes that participate in National Competitions or Events or in selection events for National Competitions or Events in identified sport codes. Although Bowls is not an identified sport code (according to the SAIDS Anti-Doping Rules) the following events would be deemed to be the "selection events" for Bowls SA:

8.2.1. SA Open (Men & Ladies) (**Singles Event Only**);

8.2.2. Bowls SA **Open Category** Inter-Districts Tournament (Men & Ladies);

8.2.3. Bowls SA Mixed Pairs Tournament;

8.2.4. Bowls SA **Open Category** Masters;

8.2.5. Bowls for Disabled SA Nationals.

8.3. Athletes that represent South Africa internationally but are not included in World Bowls' Registered Testing Pool;

9. However, if any such Athletes are classified by World Bowls as International-Level Athletes then they shall be considered to be International-Level Athletes (and not National-Level Athletes) for purposes of the SAIDS Anti-Doping Rules.

RESPONSIBILITIES

10. <u>Athletes/Individuals</u>

10.1. Athletes/Individuals are to take note that "there is a lack of legislation and governance in the supplement industry locally and abroad – products can be advertised and sold with misleading claims, incorrect labelling, and lack of scientific-grade evidence of efficacy and safety. Despite the marketing hype and product claims, the fact remains that the majority of supplements on the market have not been tested

according to proper scientific and objective standards, and their claims of superiority, efficacy and safety cannot be guaranteed." Please see the SAIDS website for more information in this regard: https://drugfreesport.org.za/supplements-and-their-risks/

10.2. The once-off process to comply is as follows:

10.2.1. Complete and sign the Bowls SA Drug-Free Sport Acknowledgement and Compliance Form.

10.2.2. The member needs to follow the Bowls SA Membership Data Base Management System (MDBMS) User Guidelines to enter details on and upload the Bowls SA Drug-Free Sport Acknowledgement and Compliance Form to the MDBMS.

10.3. The ongoing process to comply is as follows:

10.3.1. Check SAIDS online list of substances for any medications and any supplements you are using – make sure you check the names AND the ingredients. Only medications registered with the South African Health Products Regulatory Authority (SAHPRA) are listed. Checking the SAIDS medication list is only ONE step in the process. There are a number of steps that need to be taken, hence when using medication an athlete MUST ALSO:

10.3.1.1. read the label of the product used (or otherwise ascertain the ingredients).

10.3.1.2. cross-check all the ingredients on the label with the list of prohibited substances.

10.3.1.3. make an internet search of the product.

10.3.1.4. ensure the product is reliably sourced.

10.3.1.5. consult appropriate experts in these matters and instruct them diligently before consuming the product.

Note: You must use the app from the Drug-free Sport website's home page. Do not use any of the free app downloads. The online website is http://www.drugfreesport.org.za/online-medication-check/
Mobile phone app: http://drugfreesport.org.za/app/

10.3.2. If any substance(s) is/are on the in-competition or out-of-competition prohibited list, the member's Specialist Doctor (not a General Practitioner) needs to be consulted at the next appointment, with regard to finding an alternative product which is not on the prohibited list.

10.3.3. If use of an acceptable alternative is not available or is ineffective for the member's treatment, the Specialist Doctor needs to maintain a detailed record of the process used to illustrate that acceptable alternatives are unavailable or unacceptable for the member's use. This will be needed if the member is tested and a **retroactive** Therapeutic Use Exemption (TUE) application is made – see par 10.3.3.1 – 10.3.3.2 below. According to Article 4.1 of WADA's International Standard for Therapeutic Use Exemptions (ISTUE) (https://www.wada-ama.org/sites/default/files/2022-09/international_standard_for_therapeutic_use_exemptions_istue_2023.pdf), an Athlete, may be granted a TUE if (and only if) he/she can show, by a balance of probability, that each of the following conditions is met:

10.3.3.1. The Prohibited Substance or Prohibited Method in question is needed to treat a diagnosed medical condition supported by relevant clinical evidence.

10.3.3.2. The Therapeutic Use of the Prohibited Substance or Prohibited Method will not, on the balance of probabilities, produce any additional enhancement of performance beyond what might be anticipated by a return to the Athlete's normal state of health following the treatment of the medical condition.

10.3.3.3. The Prohibited Substance or Prohibited Method is an indicated treatment for the medical condition, and there is no reasonable permitted Therapeutic alternative.

10.3.3.4. The necessity for the Use of the Prohibited Substance or Prohibited Method is not a consequence, wholly or in part, of the prior Use (without a TUE) of a substance or method which was prohibited at the time of such Use.

Note: The WADA documents titled "TUE Physician Guidelines", published on the WADA Website should be used to assist in the application of these criteria in relation to particular medical conditions.

10.3.4. Repeat steps as per par 10.3.1 to 10.3.3 regularly or with any change / addition to medication and/or supplements, to ensure that you remain compliant. The post-testing process to comply is as follows, if prohibited substances are found:

10.3.4.1. Download and complete the required Therapeutic Use Exemption (TUE) application, with supporting documents from the Specialist Doctor (http://www.drugfreesport.org.za/tue-application-form-contacts/).

10.3.4.2. Follow the instructions on the website to submit this completed application within the timeframe provided to the member by SAIDS.

10.3.5. According to the SAIDS TUE Policy, no TUE application may be submitted directly to SAIDS at all until **AFTER** the member has been tested, as for Bowls SA members, this process is retroactive – i.e. after the member has been tested positive for prohibited substances. (This does not mean an athlete cannot contact SAIDS for assistance or guidance beforehand). Please note that any adverse effects experienced by a member undergoing the above process is not the responsibility or liability of Bowls SA or World Bowls Inc.

10.3.6. An Athlete should not assume that their application for the grant or recognition of a TUE (or for renewal of a TUE) will be granted. Any Use or Possession or Administration of a Prohibited Substance or Prohibited Method before an application has been granted is entirely at the Athlete's own risk. Please remember, just because an Athlete CAN apply for a TUE does not mean it will be granted.

11. District

11.1. To support the player-compliance process, it is the responsibility of each District to annually apply to SAIDS for the hosting of an Anti-Doping Workshop for all their players. There is no cost involved – SAIDS provides the facilitator, and any hand-out material required – the District needs to provide the venue and ensure maximum player attendance. http://drugfreesport.org.za/anti-doping-education-workshop-request-form/

11.2. Once a workshop has been arranged and held within a District, information regarding date, venue, facilitator name and registration list should be entered into the MDBMS for compliance recordkeeping

purposes. Note: The workshop must be held annually to ensure that on-going education is provided for players entering the arena.

11.3. Coaches. Coaches must ensure that any players for whom they are responsible are aware of compliance requirements and should keep a record of the communication. The purpose of this is to protect the coaches as well as inform the players, as in reality, the coaches cannot prevent players from not complying and the coaches need to protect themselves from being jointly implicated, should the player test positive for a prohibited substance. Coaches can only be jointly implicated if they are complicit to an Anti-Doping Rule Violation or they themselves commit an Anti-Doping Rule Violation.

12. Bowls SA SAIDS Compliance Portfolio

12.1. Prior to every National Competition, the Tournament Convenor or his delegated Tournament Committee representative, is responsible for SAIDS Compliance and must check MDBMS to ensure that all entered players have uploaded their completed Bowls SA Drug-Free Sport Acknowledgement and Compliance Form before accepting the entry. This check must also be done by the National Academy for all members of the Gold Squad members and all selections for International competitions, prior to publication.

12.2. Should SAIDS-appointed Sample Collection Personnel (SCP) arrive at any of the National competitions, the Tournament Convenor or his delegated Tournament Committee representative, is obliged to comply with all requests and should download any pre-existing TUE certificates stored online for any of the tested players.

SAIDS TESTING PROCESS

13. Article 5 of the SAIDS Anti-Doping Rules – 2021 spells out the testing process:

13.1. Who - “SAIDS shall determine the number of finishing placement tests, random tests and target tests to be performed in accordance with the criteria established by the International Standard for Testing and Investigations.”

13.2. When - “SAIDS may require any Athlete over whom it has Testing authority to provide a sample at any time and at any place.” This includes in-competition testing at any BSA event as well as out-of-competition tests.

13.3. Players should familiarise themselves with the details of the current testing process on the WADA website (https://www.wada-ama.org/sites/default/files/2022-12/isti_2023_w_annex_k_final_clean.pdf) in order to ensure that they

know their rights, obligations and their responsibilities - Please refer to Part Two: Standards for Testing. Note: A player may nominate a coach/manager to accompany him/her during the testing process.

SAIDS OUTCOME PROCESS

14. Once the sample has been tested by a WADA-accredited laboratory, the results are reviewed by the SAIDS appointed Doping Control Review Commission (Article 7 of the SAIDS Anti-Doping Rules – 2021). If the results include the presence of a prohibited substance, SAIDS will contact the member and allow for a retroactive TUE application to be submitted with all the necessary specialist history, check whether an approved TUE certificate can be granted and not to proceed with an Anti-Doping Rule Violation.

HEARING & APPEAL PROCESS

15. If the result is adverse – i.e. the presence of a prohibited substance without an approved TUE certificate have been found – the athlete, the athlete's National and International Federations and WADA are informed of the basis for the finding. The athlete can request a Provisional Hearing, as per Article 7.4.3 of the SAIDS Anti-Doping Rules – 2021, after receiving the notification and may or may not be suspended from playing until the final outcome is published or may waive the right to a hearing and accept the consequences. An athlete will be provisionally suspended if it is a non-Specified Substance and if it is a Specified Substance, they will be presented an opportunity to accept a voluntary provisional suspension. A player can apply for a provisional hearing for the upliftment of a suspension only if they comply with the criteria. The right to a provisional hearing is NOT absolute. A provisional hearing is also different to an expedited hearing.

16. The Hearing process is described in Article 8 of the SAIDS Anti-Doping Rules – 2021 with the Doping Hearing Panel observing the principles of natural justice. The results of the Panel will be to issue a written, dated decision and must be publicly published if a violation was committed; otherwise, this will only be publicly disclosed with the consent of the athlete. Furthermore, in terms of Article 14.3.4 of the SAIDS Anti-Doping Rules – 2021, the fact that there was no Anti-Doping Rule Violation WILL be disclosed, only the decision will not be disclosed.

17. See Article 13 of the SAIDS Anti-Doping Rules – 2021 for information pertaining to the Appeals Procedure.

BOWLS SA RESPONSIBILITIES TO AN ANTI-DOPING RULE VIOLATION

18. This process must be followed once the post-testing process of submission of the retroactive TUE application, hearing and subsequent sanction has been officially reported to Bowls SA by SAIDS.

18.1. Publication of Result. A circular must be published with the name and violation of the player / team and the consequences, no later than 20

days after receiving the notice of consequences from SAIDS, as determined in the first instance hearing of the Independent Doping Hearing Panel and/or the appeal has been waived.

18.2. Player Consequences

18.2.1. Singles - An anti-doping rule violation in Singles in connection with an In-Competition test automatically leads to Disqualification of the result obtained in that Competition with all resulting Consequences, including forfeiture of any medals, points and prizes.

18.2.2. Team Events – If two (2) or more members of a team in a Team Event are found to have committed an anti-doping rule violation during an Event Period, the ruling body of the Event shall impose an appropriate sanction on the team (e.g., loss of points, Disqualification from a Competition or Event, or other sanction) in addition to any Consequences imposed upon the individual Athletes committing the anti-doping rule violation. (See Article 11 of the SAIDS Anti-Doping Rules – 2021 for further information to additional consequences).

18.2.3. Additional Consequences for the Individual Player – See Article 10 – Sanctions on Individuals of the SAIDS Anti-Doping Rules – 2021 for full details in this regard.

18.3. Coach or Manager Consequences. If it is determined via his/her own hearing process that a Coach or Manager committed an Anti-Doping Rule Violation the member may not operate in any capacity at any level for the duration of the sanction/suspension. In addition, SAIDS may charge the Coach/Manager and/or Athlete Support Personnel with an anti-doping rule violation.

CHAPTER 7: BOWLS SA INCLEMENT WEATHER CONDITIONS POLICY

INTRODUCTION

1. In our vast Country we are subject to a variety of weather conditions all of which can have an effect on the ability to complete bowls tournaments. In order to provide a definitive determination as to what constitutes 'inclement weather' and how these are to be treated when they do occur at tournaments held under the control of Bowls SA this policy sets out the manner in which these are to be determined and treated.

2. The intent of this policy is to provide clear guidelines on this matter so that Tournament committees have a firm basis for decision making in the interests of good sportsmanship and ensuring the safety of participants are cared for.

LIGHTNING

3. Whilst the occurrence of lightning is normally accompanied by both visual and sound recognition lightning has been recorded to strike at distance of 16 Kms from such observations. The rule of safety is that all play should be suspended when lightning is 10 Kms from the venue. At venues (i.e. Country Clubs) where there are lightning warning systems all players must adhere to these systems.

4. Once again there is an app available called 'Lightning Alarm' that gives a very graphic presentation of where lightning may be and its proximity to the location of the place where the app is being used.

RAIN

5. It's a fact that some greens drain better than others and thus it's quite conceivable that play may be possible at some venues whilst not the case at others.

6. At all times the Greenkeeper at each venue or his proxy shall be the sole determinant in deciding to suspend or stop play. Such decision may be done either before play commences or during the process of play. It must be noted that player discomfort is not a consideration for suspending play under these conditions.

7. Likewise, the Greenkeeper or his proxy is the sole determinants in deciding when play may commence again. Apart from consideration to the well-being of the playing surface an indicator of excessive water on the green as demonstrated by a bowl having been delivered causing a plume of water to follow its progress is also an acceptable guideline.

HEAT AND HUMIDITY

8. Everyone is at risk of heat-related illness during extreme hot weather some groups of people – such the elderly and people who have chronic health conditions – are more at risk than others.

9. Whilst there does not appear to be a definitive definition of what is considered the maximum temperature at which participation should be stopped the diagram below gives some indication as to the Heat Index, used to determine unsafe conditions:

		Humidity - %										
		0	**10**	**20**	**30**	**40**	**50**	**60**	**70**	**80**	**90**	**100**
Temperature - ^{0}Celcius	**25**	24	24	24	24	25	25	25	25	26	26	25
	26	25	25	25	26	26	26	27	27	28	28	28
	27	26	26	26	26	27	27	28	29	30	31	33
	28	26	26	27	27	28	29	30	31	32	34	36
	29	26	27	28	28	29	30	31	33	35	37	41
	30	27	28	28	29	30	31	33	35	38	41	45
	31	28	29	29	30	31	33	35	38	41	45	49
	32	29	29	30	31	32	34	37	40	44	49	54
	33	29	30	31	32	34	36	40	44	48	54	60
	34	30	31	32	33	36	38	42	47	52	59	66
	35	31	32	33	35	37	41	45	51	57	64	72
	36	32	33	34	36	39	43	48	54	61	69	78
	37	32	34	35	38	41	46	51	58	66	75	85
	38	33	35	37	40	44	49	55	63	71	81	92
	39	34	36	38	41	46	52	59	67	77	87	100
	40	35	37	39	43	48	55	63	72	83	95	108
	41	36	38	41	45	51	58	67	77	87	102	116
	42	36	39	42	47	54	62	71	82	95	109	125
	43	37	40	44	50	57	66	76	88	102	117	134
	44	38	41	46	52	60	69	81	94	109	125	143
	45	39	42	47	54	63	73	86	100	116	133	153
	46	39	43	49	57	66	78	91	106	123	142	163

		Humidity - %										
		0	**10**	**20**	**30**	**40**	**50**	**60**	**70**	**80**	**90**	**100**
	47	40	44	51	59	70	82	96	113	131	151	173
Temperature	**48**	40	46	53	62	73	87	102	120	139	160	184
	49	41	47	55	65	77	92	108	127	147	170	195
	50	41	48	57	68	81	96	114	134	156	180	206

Index

Colour	Heat Index Score	Health Danger
Green	< 27	No adverse effects expected due to heat
Yellow	27 - 32	Signs of exhaustion possible with prolonged and high level of physical activity
Orange	33 - 40	Sun stroke, heat cramps and fainting possible
Red	41 - 53	Sun stroke, heat cramps and fainting likely. Heat stroke possible
Purple	> 54	High risk, high likelihood of heat stroke and sun stroke

Note: The above information was calculated using the Relative Humidity tab of the Heat Index Calculator App (by VnMobileSolutions Inc). Figures are rounded to the nearest full number.

10. Clearly from the above there is a correlation between heat and humidity to give effect to determination in what is consider dangerous. It follows that a correlation between temperature and humidity needs to be established so that based on the combined factor of the two measurements a maximum temperature is calculated and used.

11. The following steps should be taken:

11.1. When the Heat Index reaches scores of **33 to 40** (Orange) – A water break of 10 to 15 minutes **must be taken** during each match (approximately at the halfway stage).

11.2. When the Heat Index reaches scores of 41 - 53 (Red) play **must be suspended** until such time as the Heat Index score drops below 40, and then para 11.1 must be adhered to.

11.3. When the Heat Index score reaches 54+ (Purple) play **must be abandoned**.

12. It is suggested that all Tournament Officials download the Heat Index Calculator App (by VnMobileSolutions Inc) from the Play Store. The temperature and humidity can be retrieved from most weather apps available on Play Store.

WIND

13. Excessive winds are normally more prevalent in our coastal areas, but sporadic excessive winds have been known to affect other areas.

14. The occurrence of the following events prohibiting the fair participation is considered to be proof of excessive wind speeds:

14.1. The jack cannot be placed without it moving from the designated position and

14.2. Where equipment such as scoreboards etc. placed in the proximity of the greens presents a danger to contestants.

GENERAL

15. The above measures will be the determinant when deciding with regard to inclement weather at all events run under the auspices of Bowls SA. Players participating in a Bowls SA event shall be deemed to have accepted the provisions of this document as it relates to that event.

16. The Event Co-ordinator at each venue will be the person responsible for communicating all decisions made with regard to inclement weather. In making such determination the Event coordinator must consider all factors including the health of participants.

17. Before such decisions are made the Organising committee or their designated official must have been advised of the need to suspend play.

18. Where possible it is preferable to recommence, play should conditions permit. The Event coordinator will be responsible, in conjunction with other authorities, for making such decision. In making such decision care must be taken that equity in terms of ends played is achieved across all teams competing at that venue.

19. Play may be stopped on appeal of a player / team to the Event Coordinator. The Event Coordinator, in conjunction with the Organising committee or their designated proxy, will after considering the appropriate conditions as set out above, make the required decision in this regard. The decision of the Event Coordinator will be final and binding on all participants.

20. Each venue hosting a Bowls SA event is expected to have such equipment as is necessary to measure temperature, humidity and potential lightning incidents. In addition, the greenkeeper or his proxy for each venue must be present in the event that a decision needs to be about the conditions of the greens.

21. Whilst sectional play at some venues may be more affected than others, play at those less affected should continue as per normal and in terms of the conditions of play provided that all participants in those sections are afforded equal opportunity to complete their obligations.

22. Bowls SA is committed to providing a safe environment for participants in the sport of bowls. The above policy has been drawn up with this in mind however it is not always possible to cover all eventualities and Tournament Officials are urged to take cognisance of the above and use these when reaching decisions as to the matter of inclement weather. The safety and health of participants under their control is of paramount importance.

CHAPTER 8: BOWLS SA SUBSISTENCE AND TRAVEL POLICY AND PROCEDURES

INTRODUCTION

1. Bowls SA acknowledges that Administrators, including the Office Staff, and Players will be required to travel, nationally and/or internationally from time to time. Bowls SA will ensure that the aforementioned are reimbursed for all reasonable expenses associated with travelling, on behalf of Bowls SA, in a manner that is both consistent and fair. The aforementioned persons are expected to neither gain nor lose financially from the expenses process, and it is therefore important that there is clear understanding of the basis on which travel expenses should be incurred and the limits and conditions that are attached to reimbursement.

2. The Financial Administrator is to ensure that all SA Revenue Services (SARS) policies wrt Subsistence and Travel Allowances are adhered to.

TRAVEL APPROVAL

3. Should it be required by the aforementioned to travel, the required Bowls SA Travel Requirements Form must be completed and approved as follows:

3.1. Executive Committee Members and the Chief Operations Officer – approval needs to be obtained from the Bowls SA President.

3.2. National Standing Committee / other Committee Members - approval needs to be obtained from the Executive Committee member that is responsible for that specific National Standing Committee / other Committee.

3.3. Players – approval needs to be obtained from the Bowls SA President.

3.4. Office Staff – approval needs to be obtained from the Chief Operations Officer.

4. The approving person, as per clause 3 hereof, is to ensure that the travel was budgeted for and/or that funding is available for the ensuing expenses.

TRAVEL INSURANCE

5. Bowls SA will, if requested, provide cover for the Administrators and Players, travelling internationally for medical related expenses and repatriation costs. Administrators and Players that have their own policies/medical aid cover, do not qualify for such assistance.

6. Payment of any claim is subject to the rules of the policy with the risk insurer, and any exclusion contained therein.

7. Details of other insurance provided, such as theft of personal items whilst on official duty, are contained in the relevant sections below.

USE OF PRIVATE VEHICLE

8. Administrators and Players may use their private vehicles for "business" travel, with the prior approval of the relevant person as per clause 3 hereof. It is the responsibility of each individual to ensure that his/her vehicle is in a safe operating condition and that his/her vehicle is comprehensively insured. Bowls SA will not accept responsibility for any claim arising from damage or theft when personal vehicles are used on Bowls SA's "business" trips, and as such will not bear any responsibility for any replacement, repairs or reimbursement for such loss(es).

9. The rate of reimbursement per kilometre (km) is reviewed from time to time by the Executive Committee. The reimbursement for use of a private vehicle will only be paid to the driver of the vehicle, provided:

9.1. He or she is in possession of a valid driver's licence. A copy of which must be attached to the claim.

9.2. The vehicle used has a valid certificate of registration. A copy of which must be attached to the claim. (If vehicle is not registered in the name of the claimant a letter from the registered owner, authorising the use of the vehicle, is also to be attached).

9.3. Claims are for one return trip per Bowls SA "business" trip, unless such additional trips (a maximum of two return trips) are approved by the relevant person in clause 3, and/or are cheaper than the cost of parking at inter-alia an airport for the period of the entire "business" trip.

9.4. That in cases where there is an airport within a 75km radius of the person's abode and/or destination, the reimbursement amount does not exceed the combined cost of an economy return air ticket and Vehicle Hire. In cases where such costs do exceed the combined costs of an economy return air ticket and vehicle hire, the reimbursement will be limited to the combined cost of such air ticket and vehicle hire.

9.5. That in cases where Bowls SA has made transport arrangements (i.e. travel by bus, etc) such reimbursement will only be made for exceptional cases, on a case-by-case basis. Such cases need to be motivated for approval by the relevant person as per clause 3 hereof.

10. Toll Gate Fees will be refunded separately, and do not form part of the rate per km. Receipts of payment are to be attached to the Bowls SA Claim/Advance Reconciliation Form.

11. Any parking fees incurred will be refunded separately provided a receipt of payment is attached to the claim form.

VEHICLE HIRE

12. Cars may be hired for business purposes provided that the booking is made by the Bowls SA Administration Co-ordinator. The class of vehicles (according to Fleet list of First Car Rental which is the Bowls SA preferred supplier) that can be hired is limited to Class A and/or Class B, with the following exceptions:

12.1. Team/Group Travel requiring the hiring of a Minibus (Class YE or Class QA – depending on group size) or larger bus (with a driver).

12.2. A person requiring the hired vehicle has a driving licence with the Vehicle Restriction 1 (i.e. Automatic Transmission) (a copy of the driving licence will be required as proof), and no alternative driver is available then the cheapest available automatic transmission vehicle (Class D or Class W).

RIDE-HAILING SERVICES AND PUBLIC TRANSPORT

13. Bowls SA will pay for the use of ride-hailing services as follows:

13.1. Local. Ride-hailing services may only be used locally if no other public transport is available. Receipts need to be submitted with the Bowls SA Claim/Advance Reconciliation Form.

13.2. International. Internationally ride-hailing services may be used if no other public transport is available. Receipts need to be submitted with the Bowls SA Claim/Advance Reconciliation Form.

14. Bowls SA will pay for the most efficient public transport locally and internationally if required. Receipts need to be submitted with the Bowls SA Claim/Advance Reconciliation Form.

AIR TRAVEL

15. Air Travel must be booked through the Bowls SA Administration Co-ordinator, unless otherwise approved by the relevant person in clause 3 hereof, and only if it is the cheapest mode of transport (i.e. if use of private vehicle is cheaper than this mode of transport should be used). All air travel will be limited to Economy Class, and any upgrading to 1st Class/Business Class will be for the account of the Traveller.

16. Unless the cost is exceptionally higher than alternative routes, the most direct flights/routes to a destination must be utilised.

17. Bowls SA will only bear the cost of **one** requested change to flights, although such a request requires approval by the relevant person in clause 3 hereof upon an acceptable motivation. Any changes to flights due to the Traveller missing his/her flight due to late arrival at the airport (unless as a result of a delayed connecting flight), etc and/or any additional changes to flights will be for the cost of the Traveller.

ACCOMMODATION

18. Accommodation must be booked through the Bowls SA Administration Co-ordinator, unless otherwise approved by the relevant person as per clause 3 hereof.

19. Where possible the accommodation utilised will be a 3-star rated venue and on at a bed and breakfast basis.

20. All Players and Bowls SA Officials (except the Executive Committee) could be required to share accommodation (rooms). Should any Player and/or Official require a single room they will personally be responsible for the additional costs.

SUBSISTENCE ALLOWANCE AND PAYMENT OF OTHER EXPENSES

21. Bowls SA will pay the relevant Players and Bowls SA Officials a subsistence allowance. In calculating the days for the allowance, the period covers the departure date to the approved return date.

22. The daily rate of the subsistence allowance will be determined by the Bowls SA Executive Committee, and all relevant persons will receive the same rate (i.e. no differentiation between Bowls SA Executive and Players, etc). This allowance is to allow the Traveller to pay for, inter-alia:

22.1. Meals that are not included in the cost for accommodation and/or that are not provided by the host (be it Bowls SA (i.e. at the Bowls SA Masters) or any other host, including International Federations or World Bowls).

22.2. Drinks, for inter-alia during meals and/or during/after matches/events.

23. The costs for any other fair subsistence will be reimbursed, upon submission of a Bowls SA Claim/Reconciliation of Advance Form (all relevant receipts are to be attached). Bowls SA reserves the right to disallow any claim (costs) they deem to be unreasonable.

24. Miscellaneous expenses that will not be reimbursed and/or paid by Bowls SA, include but are not limited to, the following:

24.1. Unexplained/undocumented (no receipts) expenses.

24.2. Expenses of a personal nature, including expenses for personal entertainment.

24.3. Personal medical costs.

24.4. Excess baggage costs, except where needed to transport Bowls SA goods or material.

ADVANCES

25. Administrators and/or Players requiring an advance payment prior to them travelling need to complete the required Bowls SA Advance Form.

26. Bowls SA reserves the right to limit the amount paid, even if it is less than the requested amount.

27. The Administrator and/or Player will need to complete a Bowls SA Claim/Advance Reconciliation Form on return.

INSURANCE

28. While the insuring of personal belongings is the responsibility of the individual, Bowls SA will ensure that Travel Insurance is included in all Air Travel.

SPOUSAL/PARTNER TRAVEL

29. All additional costs attached to travel and/or accommodation (including the relevant travel agent costs) by an accompanying spouse/partner as well as an additional Bowls SA Administration Fee, as determined by the Bowls SA Executive Committee, will be borne by the individual. The accompanying spouse/partner may not interfere with any activity arranged by and/or for the Bowls SA entourage and needs to be aware of the fact that they are generally not included, unless otherwise stated, in the invitations to attend any functions during the event.

CHAPTER 9: BOWLS SA COMMUNICATION POLICY

INTRODUCTION

1. In managing the affairs of Bowls SA and meeting its obligations to all its stakeholders it is recognized that the federation will, from time to time, provide communication in various formats and across various media. Bowls SA has a responsibility to provide effective communication that is open, honest and responsive to requests made.

2. Although Bowls SA recognises the right of freedom of expression, it does also have the legal right to curtail some communication through a communication policy as long as such restrictions are reasonable and justifiable under constitutional law while promoting an inclusive environment within the organisation.

PURPOSE

3. This policy has been developed to help Bowls SA to formalise the quality of information that is conveyed within the sport to Members (Council), Associated Members, Clubs and Affiliated members (individuals) and exists to assure that information disclosed by Bowls SA is timely, accurate, comprehensive, authoritative and relevant to all aspects of Bowls SA. Adherence to this policy is intended to provide an effective and efficient framework to facilitate the timely dissemination of information.

4. Effective communication will ensure all stakeholders are timeously aware of information to facilitate the effective operation and awareness necessary for informed decisions to be made to the mutual benefit of all.

COMMUNICATION AIMS

5. To inform stakeholders about Bowls SA activities before they are informed by external mediums.

6. To promote a positive image of Bowls SA and the sport of Lawn bowls.

7. To seek the most cost-effective method of dissemination of information. This will include, but not limited to, new technology.

8. Open and honest channels of communication

9. Timely and consistent response to comments and queries.

10. Two-way – allowing for full involvement with feedback channels which includes horizontal and vertical communication flow.

11. To communicate clear and concise information on the activities of Bowls SA be that operational or on the playing field through the appropriate media channel.

12. To help create and increase accurate public awareness of Bowls SA and the sport of bowls.

STAKEHOLDERS

13. The target audience of communication will vary dependent on the particular piece of information being communicated. Stakeholders include:

13.1. The Executive Committee.

13.2. Provincial/District Associations and Associate Members.

13.3. Clubs.

13.4. Individuals.

13.5. Sponsors and potential sponsors.

13.6. Parent bodies and their associated provincial bodies.

13.7. Statutory bodies including the DSAC and Local municipalities.

13.8. Media (press, radio and television).

13.9. Employees of Bowls SA.

DEFINITION OF COMMUNICATION AND MEDIA

14. Internal communication. Internal communication is the transmission of information between stakeholders and takes place across all levels of the organisation. Examples of this are:

14.1. Verbal - either person to person, telephonic or through Electronic media (e.g. Skype or Zoom)

14.2. Written – either person to person, organisation to organisation and can be done through personal mail or through electronic media (i.e. Email).

15. Print Media. The means of mass communication in the form of printed publications. This may be regarded as static media. Examples of this are (this list is not exhaustive):

15.1. Newspapers

15.2. Newsletters

15.3. Booklets

15.4. Pamphlets

15.5. Flyers

15.6. Magazines

16. Electronic Media. The means of communication that takes advantage of electronic technology for the end user to access the content. Examples of this are (this list is not exhaustive):

16.1. Television

16.2. Radio

16.3. Internet e.g. Website

16.4. Fax

16.5. CD's and DVD's, etc.

17. Social Media. The collective of online communication channels dedicated to community-based input, interaction, content sharing and collaboration in virtual communities or networks. Examples of this are (this list is not exhaustive as new/additional channels are "invented" on a regular basis):

17.1. Blogs

17.2. Facebook

17.3. Instagram

17.4. LinkedIn

17.5. YouTube

17.6. Zoom, and other meeting or chat systems

LINES OF COMMUNICATION

18. The lines of communication is as set out a figure 1.

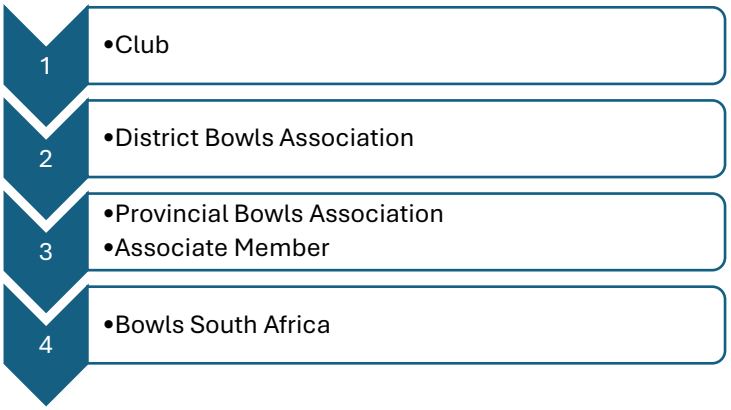


Figure 1: Order of Controlling Bodies

19. Internal Communication

19.1. Communication on policy decisions should be issued by the Office of Bowls SA and should only be released once majority approval from the Executive Committee has been obtained.

19.2. Communication designed to provide stakeholders with updated information should be released from the Office and should be done in conjunction with the President and the Chief Operations Officer.

19.3. The President may from time to time seek to address stakeholders. Such communication may be undertaken once majority approval from the Executive Committee has been obtained.

19.4. Executive Committee members may from time to time seek to address stakeholders. Such communication may be undertaken once approval has been obtained from the President.

19.5. Staff members, in the normal course of their duties, will be required to communicate with stakeholders. No prior approval is needed unless such communication relates to policy decisions in which case approval must be obtained from the Chief Operations Officer.

19.6. Conveners of National Standing Committees, in the normal course of their duties, will be required to communicate with fellow committee members and other stakeholders. No prior approval for such communication is needed, however, the Executive Committee member responsible **must** be copied on all such communication.

19.7. All verbal communication which has reference to queries relating to policy and organizational updates must be followed up with appropriate written confirmation of such discussion.

20. Print Media

20.1. Bowls SA's designated official Media Officer should be the first point of departure through which print media communication is directed once it has been cleared with the President and/or the Chief Operations Officer.

20.2. The Media Officer is designated to disseminate information in a manner and at such time as he/she considers appropriate in order to maximize exposure.

20.3. Print media communication is often done with a view to 'immediate release' and because of the nature of the industry. It is considered appropriate for the Media Officer to make such statements as he believes will be best serve the sport. Should he, however, determine that there is potential for dispute in his media release it shall be

incumbent upon him to advise the President immediately upon such release.

20.4. No other persons are authorised to make any releases to the print media save if circumstances prevent timeous access to the Media Officer. In such circumstances explicit permission must be obtained from the President. Such authority to be confirmed in writing or via SMS/WhatsApp.

20.5. If called on for print media statement members **should not say** that they are not allowed to speak to the press. Instead, please advise the person seeking comment that it is Bowls SA policy that all media inquiries are directed through the Media Officer.

20.6. It is conceivable that members may be confronted for media statements and ignoring such requests may be seen as detrimental to the image of the sport or organisation. In such circumstances members are advised to limit responses only to the question posed and not offer any additional information. Members should at all times display courtesy and professionalism with the media. Such interventions and the contents of such statement must be shared immediately with a member of the Executive Committee.

20.7. Members are expressly prohibited from making any statements; whether it is their opinion or not; regarding any decision in which they were personally involved or not.

21. Electronic Media

21.1. The President, or his/her designated official, should be the first point of departure through which all electronic media communication is directed. This communication could be in the form of verbal interviews or portraying of images.

21.2. Electronic media information should be submitted in a manner and at such time as he considers appropriate in order to maximize exposure.

21.3. Electronic media communication is often done with a view to ‘real-time release’ because of the nature of the industry. It is considered appropriate for the President, or his/her designated official, to make such statements or portray such images as he/she believes will be best serve the sport. Should he/she, however, determine that there is potential for dispute in his media release it shall be incumbent upon him to ensure statements made or images captured are not injurious to the sport.

21.4. No other persons are authorised to make any releases to the electronic media save if circumstances prevent timeous access to the President.

In such circumstances explicit permission must be obtained from the President.

21.5. If called on for electronic media statement members should not say you are not allowed to speak to the media. Instead, please advise the person seeking comment that it is Bowls SA policy that all such media inquiries are directed through the President.

21.6. It is conceivable that members may be confronted for media statements and ignoring such requests may be seen as detrimental to the image of the sport or organisation. In such circumstances members are advised to limit responses only to the question posed and not offer any additional information or images. Members should at all times display courtesy and professionalism with the media. Such interventions and the contents of such statement must be shared immediately with a member of the Executive Committee.

21.7. Members so engaged with the electronic media must ensure that their appearance and use of language is presented in such a manner as to portray a positive image of the organisation and the sport.

22. Social Media (Surely the fastest growing and greatest exposure to the public domain lies in the huge number of social media available. It is very conceivable that images and or statements made by individuals make their way onto this platform without consent. The dangers of exposure are unlimited, and caution is the watchword in all activities in which members are deemed to represent the organisation).

22.1. The Executive Committee may from time to time decide as to who may, in the name of Bowls SA, insert information in this media forum. Only such recognised person/s, as determined by the Executive Committee, shall be responsible for the control of this media platform and may post any information or images on the Bowls SA registered sites.

22.2. No information, verbal or imagery, which could bring Bowls SA or any of its officials or staff into disrepute, may be posted on any social media platform.

22.3. No comments or images that are deemed to be speculative or have an actual or likely negative impact on Bowls SA's reputation or cause embarrassment to Bowls SA, its partners, employees or members should be posted.

22.4. Comments or images with the potential to cause harm or conflict should not be posted.

22.5. Comments or images about reports of national announcements should not be posted until after such announcements have been distributed through the normal communication channels.

22.6. All South African laws applicable to print and electronic media are applicable to social media.

UNACCEPTABLE COMMUNICATION

23. Each individual must be aware that any communication undertaken has the potential to sit in the public domain and as such parts or the whole thereof may be used to discredit individuals or the organisation. It is often forgotten that anything communicated to one person might be seen by a great many other. Once communicated it is then not possible to revoke. Caution is thus the key word. The words of Napoleon Hill may well apply to all communication - '*Think twice before you speak, because your words and influence will plant the seed of either success or failure in the mind of another.*'

24. The following are deemed to be unacceptable in any communication:

24.1. Communication that could potentially result in operational or reputational risk to Bowls SA or anyone associated with Bowls SA.

24.2. Contains profanity, obscenity, derogatory or abusive remarks.

24.3. Could be viewed as discriminatory whether on the grounds of race, sex, sexual orientation, disability, age, nationality, religion or belief.

24.4. Contains nudity or images of sexual nature that could cause offence.

24.5. Could be construed as libelous by the person about whom the comment is made.

24.6. May have the effect of creating an intimidating or hostile environment for others.

24.7. Could lead to allegations of bullying or harassment.

24.8. Discloses confidential information or information that is not readily available to those outside of Bowls SA. This would include any information given in confidence that is reasonable for Bowls SA to consider confidential.

24.9. Poor language and text that has not been language edited.

PROHIBITION OF UNAUTHORIZED RECORDING

25. No member, official, staff, volunteer, or participant may record (audio or video) any conversation, meeting, or telephone call related to Bowls SA activities without the prior knowledge and explicit consent of all parties involved.

26. This applies to in-person, telephonic, and virtual (e.g., Zoom, Teams) communications.

27. Any breach of this provision will be regarded as a serious violation of the Communication Policy and may result in disciplinary action, in addition to any legal consequences under South African law.

28. Exceptions may be made where recording is required for official purposes (e.g., minute-taking), provided all participants are informed in advance and consent is obtained.

CORPORATE IDENTITY

29. All media, whether printed, digital, electronic or social, must promote the corporate identity of Bowls SA. It shall be incumbent on the official involved in all of the above media to ensure that all Bowls SA logos, sub-logos and sponsors logos, where applicable, and/or any other applicable logos, are included in all appropriate media releases, communication brochures, and all correspondence.

CONTRAVENTION OF THIS POLICY

30. Should anyone in any manner whatsoever, whether intentionally or negligently, and taking the “Freedom of Expression Rights” into account, cause conflict due to non-compliance with the application of this policy, they will be deemed to be in breach of this policy and subject to the appropriate disciplinary action.

CHAPTER 10: BOWLS SA SMOKE FREE POLICY

INTRODUCTION

1. In South Africa, the regulation of smoking, is governed by the Tobacco Products Control Act, 1993 (Act No. 83 Of 1993) and the Regulations Relating to Smoking in Public Places and Certain Outdoor Public Places, as published in the Government Gazette No 35198 on 30 March 2012.

2. Bowls SA expects the Hosting Club, of any Bowls SA Event, to ensure that the requirements of the aforementioned Act and Regulations are adhered to, taking the below mentioned smoke-free areas into consideration.

3. It is furthermore foreseen that all Provincial Bowls Associations, District Bowls Associations, Associate Members and Clubs will adopt a similar “Smoke Free Policy” when presenting/hosting any other level of event to ensure that they are also in line with the aforementioned Act and Regulations.

INTERPRETATION

4. Unless the context otherwise requires, the terms “Controlling Body”, “the green” and “the bank” shall have the same meaning as in the Laws of the Sport of Bowls Crystal Mark 4th Edition, August 2022.

5. For avoidance of any doubt, electronic cigarettes (E-Cigarettes/vaporisers/vaping) are considered a form of tobacco smoke and are included under this Policy.

6. This Policy shall apply to any member, player, official, spectator, visitor or any other person, whether or not acting in an official Bowls SA capacity.

SMOKE-FREE AREAS

7. The following areas shall be smoke-free at all times:

    7.1. The Green;

    7.2. The Bank - within two (2) meters of the Green;

    7.3. All indoor and/or other outdoor areas designated as smoke-free areas by the Hosting Club.

8. In addition to the requirements under clause 7, all outdoor areas, except specific areas which are not within a distance of at least 5 meters of the Green and which are designated as smoking areas by the Hosting Club, shall be smoke-free for the duration of any Junior event.

PENALTIES

9. The following penalties shall apply to anyone found to be in breach of clauses 7 to 8 of this Policy:

9.1. First Offence. The person will be advised by the Umpire on Duty of the Policy and the requirement to adhere to its contents.

9.2. Second and Subsequent Offences. The following Instantaneous Penalties shall be applied:

9.2.1. The end, which is in progress, shall be immediately regarded as completed and the opponent of the offender (i.e. player or Team/Player Manager/Coach) shall be awarded as many shots as there are bowls in use by the opponent in a singles game, or opposing team in a team game, or team in a side game.

9.2.2. Upon a further such offence by the same person in the same game, the instantaneous penalty as per clause 8.2.1 shall be applied **AND**

9.2.2.1. If a player, he/she shall be excluded from taking any further part in that game.

9.2.2.2. If a Team/Player Manager/Coach, he/she will have their registration as Team/Player Manager/Coach, and as such all rights pertaining to this position, revoked for the duration of the game.

9.2.3. Upon a further such offence by the same person in the same event, the instantaneous penalties as per clause 8.2.1 and 8.2.2 shall be applied **AND**

9.2.3.1. If a player, he/she shall be excluded from taking any further part in the event.

9.2.3.2. If a Team/Player Manager/Coach, he/she will have their registration as Team/Player Manager/Coach, and as such all rights pertaining to this position, revoked for the duration of the event.

9.2.4. Should the instantaneous penalty as per clause 8.2.2 and/or 8.2.3 be applied, no replacement or substitute player or Team/Player Manager, whichever is applicable, will be allowed for his/her Team.

REPORTING

10. All complaints should be reported to the Controlling Body.

CHAPTER 11: BOWLS SA ALCOHOL POLICY

INTRODUCTION

1. In South Africa, the Liquor Act 59 of 2003 regulates the sale and distribution of alcohol. However, each province and municipality may have its own laws and by-laws about drinking in public.

2. Bowls SA expects the Hosting Club to ensure that the requirements of the aforementioned Act, and all Provincial/Municipal laws and by-laws, pertaining to drinking in public, are adhered to.

INTERPRETATION

3. Unless the context otherwise requires, the terms “Controlling Body”, “the green” and “the bank” shall have the same meaning as in the Laws of the Sport of Bowls Crystal Mark 4th Edition, August 2022.

4. This Policy shall apply to any member, player, official, spectator, visitor or any other person, whether or not acting in an official Bowls SA capacity.

ALCOHOL FREE AREAS

5. Where premises are licensed, alcohol must be served, and/or consumed, in accordance with the relevant National, Provincial or Municipal Legislation. Bowls SA will support the licensee in carrying out their obligations under the relevant Act.

6. While the consumption of alcohol in licensed areas around the club is lawful, Bowls SA imposes the following additional requirements wrt the consumption of alcohol:

6.1. Players, Team Managers and Coaches are strictly prohibited from consuming alcohol, while participating in, managing, coaching, or otherwise being involved in any game/match. Such persons may consume alcohol, in accordance with the stipulations of the club’s liquor licence before and/or after matches.

6.2. Technical Officials and other Tournament Officials should refrain from consuming alcohol, and shall not be under the influence of alcohol, during any game or match, until the conclusion of the day’s play or until the end of their respective period of duty.

6.3. Pertaining to Spectators, including players/coaches/managers that have completed their game/match the following areas will be alcohol free:

6.3.1. The Bank - within two (2) meters of the Green;

6.3.2. Any other area as per the stipulations of the Club’s (Venue’s) Liquor Licence.

6.4. Where Junior events are being conducted, the sale, supply and/or consumption of alcohol, albeit by spectators, shall be strictly limited to the official bar area(s) of the Hosting Club for the duration of the Tournament.

PENALTIES

7. The following penalties shall apply to any player and/or Team/Player Manager/Coach found to be in breach of clause 6 of this Policy:

7.1. First Offence. The person will be advised by the Controlling Body of the Policy and the requirement to adhere to its contents.

7.2. Second and Subsequent Offences. The following Instantaneous Penalties shall be applied:

7.2.1. The end, which is in progress, shall be immediately regarded as completed and the opponent of the offender (i.e. player or Team/Player Manager/Coach) shall be awarded as many shots as there are bowls in use by the opponent in a singles game, or opposing team in a team game, or team in a side game.

7.2.2. Upon a further such offence by the same person in the same game, the instantaneous penalty as per clause 7.2.1 shall be applied **AND**

7.2.2.1. If a player, he/she shall be excluded from taking any further part in that game.

7.2.2.2. If a Team/Player Manager/Coach, he/she will have their registration as Team/Player Manager/Coach, and as such all rights pertaining to this position, revoked for the duration of the game.

7.2.3. Upon a further such offence by the same person in the same event, the instantaneous penalties as per clause 7.2.1 and 7.2.2 shall be applied **AND**

7.2.3.1. If a player, he/she shall be excluded from taking any further part in the event.

7.2.3.2. If a Team/Player Manager/Coach, he/she will have their registration as Team/Player Manager/Coach, and as such all rights pertaining to this position, revoked for the duration of the event.

7.2.4. Should the instantaneous penalty as per clause 7.2.2 and/or 7.2.3 be applied, no replacement or substitute player or

Team/Player Manager, whichever is applicable, will be allowed for his/her Team.

REPORTING

8. All complaints should be reported to the Controlling Body.

CHAPTER 12: BOWLS SA PERSONAL ELECTRONIC DEVICES POLICY

INTERPRETATION

1. Unless the context otherwise requires, the terms “Controlling Body”, “the green” and “the bank” shall have the same meaning as in the Laws of the Sport of Bowls Crystal Mark 4th Edition, August 2022.

PROHIBITTED USE OF PERSONAL ELECTRONIC DEVICES

2. The use of personal electronic devices and/or other similar sound/communication devices, is not permitted by:

2.1. A player, on:

2.1.1. The Green;

2.1.2. The Bank - within two (2) meters of the Green.

2.2. A Team/Player Manager/Coach to communicate with a player whilst a game is in progress.

PERMITTED USE OF PERSONAL ELECTRONIC DEVICES

3. Notwithstanding the clause 2.1 an/or 2.2:

3.1. Should a Player have a legitimate reason (personal emergency or medical or emergency services personnel) to answer a mobile phone they must notify the Technical Official on duty - prior to playing. In this instance, the phone can be carried on the player but must be on silent / vibrating (only) and responded to off the green, away from play.

3.2. Players with a hearing impairment may use communication devices provided they provide a current medical certificate from a doctor stating that the device is required. These devices may only be used when the player’s team is in possession of the rink and must not disturb any other players. Hearing aids are permitted at all times unless otherwise stated in the Conditions of Play.

3.3. Devices required for inputting scores to an electronic scoreboard and/or scoring app are permitted.

3.4. Watches with communication capabilities may be worn however must not be used for communication on the green; and must be switched to silent mode.

3.5. Coaches and others are able to use electronic devices on the banks and green surrounds to record relevant data of the players under their management.

PENALTIES

4. The following penalties shall apply to any player and/or Team/Player Manager/Coach found to be in breach of clause 2 of this Policy:

4.1. First Offence. The person will be advised by the Controlling Body of the Policy and the requirement to adhere to its contents.

4.2. Second and Subsequent Offences. The following Instantaneous Penalties shall be applied:

4.2.1. The end, which is in progress, shall be immediately regarded as completed and the opponent of the offender (i.e. player or Team/Player Manager/Coach) shall be awarded as many shots as there are bowls in use by the opponent in a singles game, or opposing team in a team game, or team in a side game.

4.2.2. Upon a further such offence by the same person in the same game, the instantaneous penalty as per clause 4.2.1 shall be applied **AND**

4.2.2.1. If a player, he/she shall be excluded from taking any further part in that game.

4.2.2.2. If a Team/Player Manager/Coach, he/she will have their registration as Team/Player Manager/Coach, and as such all rights pertaining to this position, revoked for the duration of the game.

4.2.3. Upon a further such offence by the same person in the same event, the instantaneous penalties as per clause 4.2.1 and 4.2.2 shall be applied **AND**

4.2.3.1. If a player, he/she shall be excluded from taking any further part in the event.

4.2.3.2. If a Team/Player Manager/Coach, he/she will have their registration as Team/Player Manager/Coach, and as such all rights pertaining to this position, revoked for the duration of the event.

4.2.4. Should the instantaneous penalty as per clause 4.2.2 and/or 4.2.3 be applied, no replacement or substitute player or

Team/Player Manager, whichever is applicable, will be allowed for his/her Team.

REPORTING

5. All complaints should be reported to the Controlling Body.

CHAPTER 13: BOWLS SA DISCIPLINARY POLICY/PROCEDURE

APPLICATION OF POLICY

1. This policy will apply to the following parties or circumstances:

   1.1. To any member of a Controlling Body which has no disciplinary provisions in place, or;

   1.2. To any Registered Individuals and/or lower Controlling Body who has otherwise exercised all disciplinary procedures available through a lower Controlling Body (and specifically with such disciplinary procedure being exhausted in accordance with the order that is set out a figure 1).

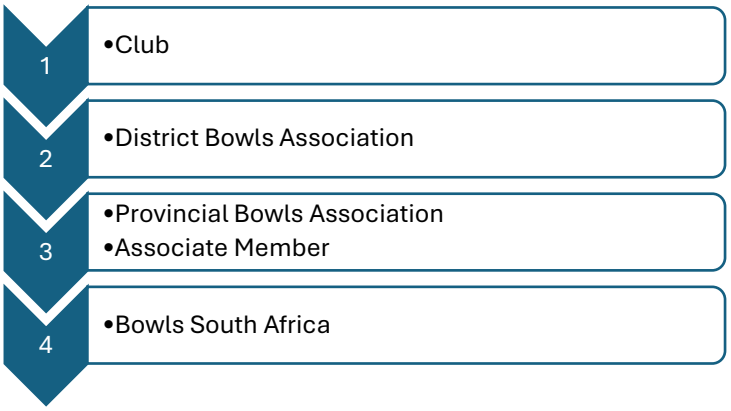


Figure 1: Order of Controlling Bodies

   1.3. To Registered Individuals participating in events, teams or squads which are subject to the authority of Bowls SA;

   1.4. In respect of any disciplinary matter involving a Registered Individuals which is referred from a subordinate Controlling Body and which in the opinion of the Bowls SA Executive is an appropriate matter for Bowls SA to determine.

   1.5. Any dispute between Provincial Bowls Associations and/or Associate Members.

DISCIPLINARY PROCEDURE

2. Referral Fee. A referral fee of R1 000.00 (one thousand rand) shall be payable to Bowls SA, by the person or body referring a disciplinary matter to Bowls SA, including an appeal against a decision made at a Provincial or District disciplinary hearing or appeal hearing. The fee shall be refunded if the referral or appeal is determined in favour of the person or body that referred the matter. This

requirement shall apply to all disciplinary matters referred to Bowls SA on or after **1 November 2026**.

3. Matters Which May be Referred to a Disciplinary Committee:

3.1. An allegation referred to Bowls SA that a Controlling Body or person referred to in clause 1 above has:

3.1.1. Breached, failed, refused or neglected to comply with the Constitution, the Bowls SA Code of Conduct, any Bowls SA policy, Bowls SA Players Contract, or any resolution or determination of the Executive or other entity exercising delegated authority of Bowls SA (except as provided for in the Laws of the Sport);

3.1.2. Acted in a manner unbecoming of a Member or prejudicial to the objects and interests of Bowls SA, a Controlling Body and/or the sport of bowls;

3.1.3. Brought themself, another member, Bowls SA, a Controlling Body or the sport of bowls into disrepute.

3.2. Allegations must be received in writing and must be signed by the complainant. The referral shall be clear and unambiguous, stating precisely the matter to be determined.

4. Verification of Documentation

4.1. Following receipt of a request for a Disciplinary Committee to be convened, the Executive Member who is tasked as Liaison to the Disciplinary Committee shall determine that:

4.1.1. The allegation is not vexatious, ambiguous, trifling or frivolous;

4.1.2. Bowls SA has received copies of any hearings held at levels below Bowls SA (if applicable);

4.1.3. Any rules relating to hearings held at levels below Bowls SA allow for an appeal of that decision (if applicable);

4.1.4. The documentation provides sufficient information to outline the complaint;

4.2. Continued participation in the sport during investigation or disciplinary procedures, including Appeal, is in accordance with the principals of natural justice. Under the principals of natural justice and administrative law an appeal automatically suspends the operation and execution of a disciplinary sanction pending the outcome of an appeal.

This means that the status quo prior to the guilty verdict is maintained until a final determination is made by the appeal tribunal.

4.3. Following confirmation that all requirements under 3.1 are met, the Executive Member who is tasked as Liaison to the Disciplinary Committee is to ensure that such a Disciplinary Committee is established, in accordance with the relevant Modus Operandi, and refer the matter to the Disciplinary Committee.

5. Composition of the Disciplinary Committee. The Disciplinary Committee shall be constituted in accordance with the applicable Modus Operandi and shall comprise either a single Disciplinary Official or a panel of two or three persons. Where a single Disciplinary Official is appointed, references in this Policy to the Disciplinary Committee, its Convenor or its Chairperson shall be deemed to refer to that Official. The Official shall exercise the powers and perform the duties conferred on the Disciplinary Committee and its Convenor or Chairperson.

6. Convening a Disciplinary Hearing

6.1. On receipt of the documentation from the Executive, the Convenor/Chairperson of the Disciplinary Committee shall, in consultation with the remaining Committee Members, determine an appropriate date, time and place for the hearing. The hearing shall take place no less than fourteen (14) days and no more than sixty (60) days from the receipt of the referral.

6.2. If the matter is deemed by the Executive or Disciplinary Committee to require urgent attention, the Disciplinary Committee may agree on a variation of the time frame set having regard to matters such as, but not limited to, the availability of key witnesses, etc.

6.3. The Convenor/Chairperson of the Disciplinary Committee shall then serve on the Controlling Body or person referred to in clause 1, who is the subject of any allegation referred to in clause 2, a notice in writing:

6.3.1. Setting out the alleged breach and the grounds on which it is based;

6.3.2. Stating that the Controlling Body or person may address the Disciplinary Committee at a hearing;

6.3.3. Stating the date and time and venue, if in person, or the relevant link, if online, of the hearing;

6.3.4. Informing the Controlling Body or person that it, he or she may do one or more of the following:

6.3.4.1. Attend that hearing;

6.3.4.2. Give the Disciplinary Committee, before the date of the hearing, a written statement regarding the alleged breach.

6.4. The Convenor/Chairperson of the Disciplinary Committee shall also notify the other Members of the Disciplinary Committee and the following parties (if appropriate) of the date, time and venue, if in person, or the relevant link, if online, of the hearing:

6.4.1. The complainant;

6.4.2. Relevant Controlling Body;

6.4.3. Provincial and District Bowls Association to which the defendant and/or complainant are affiliated.

7. The parties listed in 5.3, 5.4.1, 5.4.2 and 5.4.3 are:

7.1. Permitted to provide a written statements to the Disciplinary Committee to be received not less than five days prior to the date of the hearing – subject to clause 5.2;

7.2. Permitted to appear at the hearing and/or be represented by a person. This person is not permitted to be legally qualified. In the case of minors, it is mandatory that they are accompanied by an adult who can assist in representing their interests.

7.3. Permitted to have a support person accompany them to the proceedings, who cannot speak during the hearing – unless permitted by the Chairperson of the Disciplinary Committee;

7.4. Required to notify the Convenor/Chairperson of the Disciplinary Committee of those appearing before the Disciplinary Committee no less than five days prior to the hearing – subject to clause 5.2.

8. <u>Hearing</u>

8.1. The Disciplinary Committee shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including online by teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred.

8.2. For the avoidance of doubt, the Disciplinary Committee **will not** be bound by rules of evidence, or unnecessary formality.

8.3. At a hearing of the Disciplinary Committee the Disciplinary Committee shall:

8.3.1. Give the complaint the opportunity to be heard, whether in the form of a written statement or by way of oral evidence;

8.3.2. Give to the Controlling Body or person who is the subject of the allegation(s) the opportunity to be heard, whether in the form of a written statement or by way of oral evidence;

8.3.3. Give due consideration to evidence submitted to the Disciplinary Committee whether in the form of a written statement or by way of oral evidence; and

8.3.4. By resolution determine whether the alleged breach occurred.

8.4. The Disciplinary Committee will determine the order of verbal submissions at the hearing and conduct the hearing as it sees fit. The Disciplinary Committee shall be entitled to call such witnesses and evidence as it thinks fit and all Members and Registered Individuals, subject to these regulations, shall be required to provide evidence as they are able.

8.5. All interested parties must be advised of the order of verbal submissions prior to the commencement of the proceedings.

8.6. The Disciplinary Committee may adjourn the hearing should the need arise.

8.7. Should the Disciplinary committee find that the allegations are proven; the Disciplinary Committee is empowered to impose penalties on the person/parties based on clause 22.

8.8. Should the Disciplinary Committee find the allegations unproven the referral shall be dismissed.

8.9. All parties shall bear their own costs.

8.10. The Disciplinary Committee has no power to award costs.

9. <u>Decision</u>

9.1. The decision will be by majority decision.

9.2. The Convenor/Chairperson is to provide the remaining Disciplinary Committee members with the minutes of the meeting for ratification within seven (7) days of the hearing.

9.3. The Convenor/Chairperson is to provide the ratified minutes to the Executive Member who is tasked as Liaison to the Disciplinary Committee for distribution to the rest of the Executive and the Chief Operations Officer within ten (10) days of the hearing.

9.4. The Chief Operations Officer is to circulate the decision of the Disciplinary Committee to the parties listed in clauses 5.3, 5.4.1, 5.4.2 and 5.4.3 within ten (10) days of receiving the documentation.

9.5. The Chief Operations Officer is to ensure that the penalties are enacted.

10. Penalties. Penalties which may be determined, subject always to any limitations in the relevant legislation or the Laws of the Sport include:

10.1. A reprimand(s);

10.2. A fine(s);

10.3. Suspension(s), from all bowls activities, on such terms and for such period as is considered fit;

10.4. Exclusion(s) from a particular activity, event or events;

10.5. Disqualification(s), for such period as is considered fit, including life bans;

10.6. Termination of Membership – with the exception of Provincial/District Bowls Associations;

10.7. Any other sanction that the Disciplinary Committee considers appropriate and proportionate to the misconduct, including participation in educational or development programmes.

11. Consequences of Penalty

11.1. Where a Provincial/District Bowls Association and/or Associate Member (as a member) is suspended under this policy, its membership of, and representation rights and privileges in, Bowls SA shall be forfeited during the period of such suspension.

11.2. The Controlling Bodies, Registered Individual and other relevant parties having rights, privileges and obligations in respect of Bowls SA through the Provincial/District Bowls Association and/or Associate Member (as a member) which has been suspended under these regulations shall not automatically cease to exercise all such rights and privileges or be subject to all such obligations, but shall continue to exercise the rights, privileges and obligations until a contrary determination is made by the Executive Committee.

11.3. Where a Controlling Body, official or individual Member is suspended under these regulations, all privileges in Bowls SA and any other relevant Controlling Body shall be forfeited during the currency of the suspension.

11.4. Where a Controlling Body, Registered Individual is expelled under these regulations its privileges in Bowls SA and any other relevant Controlling Body shall be forfeited immediately.

11.5. Notice of any penalty, suspension or disqualification imposed shall be given by the Chief Operations Officer to all Provincial/District Bowls Associations and/or Associate Members, and shall be mutually recognised by all Provincial/District Bowls Associations and/or Associate Members immediately upon receipt of such notice.

11.6. The Provincial/District Bowls Associations and/or Associate Members will immediately forward such notice on to Controlling Bodies within its jurisdiction, and on receipt of the notice, the relevant penalty, suspension or disqualification shall be mutually recognised by the Controlling Bodies.

11.7. Reinstatement of any Provincial/District Bowls Associations and/or Associate Members, Registered Individual or other party subject to these regulations by Bowls SA shall be recognised by the Provincial/District Bowls Associations and/or Associate Members immediately upon receipt of notice to this effect.

11.8. The Provincial/District Bowls Associations and/or Associate Members will immediately forward such notice on to the Controlling Bodies within its jurisdiction, and reinstatement of any Provincial/District Bowls Associations and/or Associate Members, Registered Individual Member or other party subject to these regulations shall be recognised by the Controlling Bodies immediately upon receipt of notice to this effect by the relevant Controlling Body.

APPEALS PROCEDURE

12. Matters Which May be Referred to Disciplinary Appeal Committee

12.1. A party listed in 5.3, 5.4.1, 5.4.2 and 5.4.3 can lodge an appeal against the decision of the Bowls SA Disciplinary Committee based on the following grounds:

12.1.1. That a decision is wrong having regard to the application of the relevant rule, regulation, policy or law of the sport;

12.1.2. Where new evidence becomes available;

12.1.3. That natural justice has been denied; or

12.1.4. That the penalty is inconsistent with clause 9.

12.2. Applications to convene a Disciplinary Appeal Committee must be received in writing – signed by the appellant and be accompanied by the proof of payment to Bowls SA of the sum of R500,00 as a bond.

12.3. Applications must be received within Fourteen (14) days of circulation of the minutes of the findings of the Disciplinary Committee.

13. Verification of Documentation

13.1. Following receipt of a request for a Disciplinary Appeal Committee to be convened the Board shall confirm that the submission fulfils the criteria of clause 11.

13.2. Following confirmation that all requirements under 12.1 the Executive Member who is tasked as Liaison to the Disciplinary Appeal Committee is ensure that such a Disciplinary Appeal Committee is established, in accordance with the relevant Modus Operandi, and refer the matter to the Disciplinary Appeal Committee.

14. Composition of the Disciplinary Appeal Committee. The Disciplinary Appeal Committee shall be constituted in accordance with the applicable Modus Operandi and shall comprise either a single Disciplinary Official or a panel of two or three persons. Where a single Disciplinary Official is appointed, references in this Policy to the Disciplinary Committee, its Convenor or its Chairperson shall be deemed to refer to that Official. The Official shall exercise the powers and perform the duties conferred on the Disciplinary Committee and its Convenor or Chairperson.

15. Convening a Disciplinary Appeal Hearing

15.1. On receipt of the documentation from the Executive, the Convenor/Chairperson of the Disciplinary Appeal Committee shall, in consultation with the remaining Committee Members, determine an appropriate date, time and place for the hearing. The meeting shall take place no less than fourteen (14) days and no more than thirty (30) days from the receipt of the referral.

15.2. If the matter is deemed by the Executive or Disciplinary Appeal Committee to require urgent attention, the Disciplinary Appeal Committee may agree on a variation of the time frame set having regard to matters such as, but not limited to, the availability of key witnesses.

15.3. The Convenor/Chairperson of the Disciplinary Appeal Committee shall notify the other Members of the Disciplinary Appeal Committee and the following parties (if appropriate) of the date, time and venue, if in person, or the relevant link, if online, of the hearing:

15.3.1. The defendant;

15.3.2. The complainant;

15.3.3. Relevant Controlling Body;

15.3.4. Provincial and District Bowls Association to which the defendant and/or complainant are affiliated.

15.4. The parties listed in clauses 14.3.1, 14.3.2, 14.3.3 and 14.3.4 are:

15.4.1. Permitted to provide a written statements to the Disciplinary Appeals Committee, to be received not less than five days prior to the date of the hearing– subject to clause 14.2;

15.4.2. Permitted to appear at the hearing and/or be represented by a person, however, shall not be permitted to be represented by a person who is legally qualified. In the case of minors, it is mandatory that they are accompanied by an adult who can assist in representing their interests;

15.4.3. Permitted to have a support person accompany them to the proceedings, who is permitted to speak at the hearing;

15.4.4. Required to notify the Convenor/Chairperson of the disciplinary Appeals Committee of those appearing before the Disciplinary appeals committee no less than five days prior to the hearing – subject to clause 14.2.

16. Appeals Hearing

16.1. The Disciplinary Appeals Committee shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including online, by teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred.

16.2. For the avoidance of doubt, the Disciplinary appeals Committee will not be bound by the rules of evidence, or unnecessary formality.

16.3. At a hearing of the Disciplinary Appeals Committee the Disciplinary Appeals Committee shall:

16.3.1. Give the complaint the opportunity to be heard, whether in the form of a written statement or by way of oral evidence;

16.3.2. Give to the Controlling Body or person who is the subject of the allegation(s) the opportunity to be heard, whether in the form of a written statement or by way of oral evidence;

16.3.3. Give due consideration to evidence submitted to the Disciplinary Committee whether in the form of a written statement or by way of oral evidence; and

16.3.4. By resolution determine whether the appeal is justified. (The hearing of the Disciplinary Appeal Committee is not a rehearing of the matter, but a hearing of the issue under appeal only).

17. Decision

17.1. The decision will be a majority decision.

17.2. The Disciplinary Appeal Committee may decide based on the items detailed in clause 11.1.

17.3. The Disciplinary Appeal Committee may in its discretion confirm the penalty of the Disciplinary Committee or may decide not to confirm such penalty but instead impose an alternate penalty available under clause 9.

17.4. Should the Disciplinary Appeal Committee find the allegations unproven the referral shall be dismissed.

17.5. If the Disciplinary Appeal Committee revokes the penalty or finding of the Disciplinary Committee the bond shall be refunded in full to the party appealing within 14 days of the determination of the Disciplinary Appeal Committee.

17.6. The Disciplinary Appeal Committee may in its complete discretion determine that a portion or the entire bond shall be refunded to the party appealing within 14 days of the decision of the Disciplinary Appeal Committee if it is satisfied that the appeal was not frivolous.

17.7. The Convenor/Chairperson of the Disciplinary Appeal Committee is to provide the remaining Disciplinary Appeal Committee Members with the minutes of the meeting for ratification within three days of the hearing.

17.8. The Convenor/Chairperson of the Disciplinary Appeal Committee is to provide the Executive Member who is tasked as Liaison to the Disciplinary Appeal Committee ratified minutes to the for distribution to the rest of the Executive and Chief Operations Officer within six days of the hearing.

17.9. The Chief Operations Officer is to circulate the decision of the Disciplinary Appeal Committee to the parties listed in clauses 14.3.1, 14.3.2, 14.3.3 and 14.3.4 within seven days of receiving the documentation.

17.10. The Chief Operations Officer is to ensure that all penalties are enacted.

17.11. Decisions of the Disciplinary Appeal Committee are final, and no further appeals are permitted.

17.12. All parties shall bear their own costs.

17.13. The Disciplinary Appeal Committee has no power to award costs.

17.14. Notice of the outcome of the Disciplinary Appeal Committee hearing shall be given by the Chief Operations Officer to all Provincial/District Bowls Associations and/or Associate Members, and shall be mutually recognised by all Provincial/District Bowls Associations and/or Associate Members immediately upon receipt of such notice.

17.15. The Provincial/District Bowls Associations and/or Associate Members will immediately forward such notice on to Controlling Bodies within its jurisdiction.

CHAPTER 14: BOWLS SA ETHICS POLICY

PURPOSE

1. Bowls SA is committed to upholding the highest standards of integrity, fairness, and respect in all aspects of its operations and activities. This Ethics Policy sets out the principles and standards of ethical conduct expected of all members, officials, staff, volunteers, and participants affiliated with Bowls SA. Adherence to this policy is mandatory, and breaches may result in disciplinary action as per the Bowls SA Disciplinary Policy and/or the Bowls SA Safeguarding Policy.

SCOPE

2. This policy applies to:

2.1. All members of Bowls SA, including Executive Committee, National Standing Committees, Provincial and District Associations, Associate Members, Clubs, registered individuals, staff, volunteers, and participants.

2.2. All activities, events, and communications conducted under the auspices of Bowls SA.

PRINCIPLES OF ETHICAL CONDUCT

3. All individuals subject to this policy must:

3.1. Integrity and Honesty

3.1.1. Act honestly and transparently in all dealings related to Bowls SA.

3.1.2. Avoid conflicts of interest and disclose any potential conflicts promptly.

3.1.3. Do not engage in fraud, deception, or misrepresentation.

3.2. Respect and Fairness

3.2.1. Treat all persons with respect, dignity, and fairness.

3.2.2. Promote an inclusive and safe environment, free from discrimination, harassment, bullying, abuse, violence, or neglect.

3.3. Compliance

3.3.1. Abide by all Bowls SA policies, procedures, and the Constitution.

3.3.2. Comply with all relevant laws and regulations.

3.4. Confidentiality. Respect the confidentiality of information obtained through Bowls SA activities, except where disclosure is required by law or policy.

3.5. Responsible Communication

3.5.1. Communicate truthfully and responsibly in all forms, including print, electronic, and social media.

3.5.2. Do not make statements or share information that could bring Bowls SA or its members into disrepute.

3.6. Stewardship

3.6.1. Protect and responsibly use Bowls SA resources, property, and reputation.

3.6.2. Report any unethical, illegal, or unsafe behaviour promptly through the appropriate channels.

BREACHES OF THE ETHICS POLICY

4. Breaches of this Ethics Policy include, but are not limited to:

4.1. Dishonest or fraudulent behaviour.

4.2. Discrimination, harassment, bullying, or abuse.

4.3. Failure to comply with Bowls SA policies or relevant laws.

4.4. Disclosure of confidential information without proper authority.

4.5. Misuse of Bowls SA resources or property.

4.6. Conduct that brings Bowls SA or the sport of bowls into disrepute.

REPORTING AND DISCIPLINARY ACTION

5. Any alleged breach of this Ethics Policy should be reported using the prescribed Bowls SA procedures.

6. Allegations will be investigated in accordance with the Bowls SA Disciplinary Policy.

7. Proven breaches may result in disciplinary action, including reprimand, suspension, exclusion from events, termination of membership, or other penalties as deemed appropriate by the Disciplinary Committee.

CHAPTER 15: BOWLS SA CONFLICT OF INTEREST POLICY

PURPOSE

1. Bowls SA is committed to maintaining the highest standards of integrity, transparency, and accountability in all its operations. This Conflict-of-Interest Policy is designed to ensure that decisions and actions taken by Bowls SA officials, staff, volunteers, and members are made in the best interests of the organisation and the sport, free from any undue influence or personal gain.

SCOPE

2. This policy applies to:

    2.1. All members of the Executive Committee, National Standing Committees, Committees, staff, and volunteers.

    2.2. Any person acting on behalf of Bowls SA or participating in its activities, events, or decision-making processes.

DEFINITION OF CONFLICT OF INTEREST

3. A conflict of interest arises when an individual's personal, professional, or financial interests (or those of a close family member or associate) could improperly influence, or appear to influence, their duties and responsibilities to Bowls SA.

4. Conflicts may be:

    4.1. **Actual**: A direct conflict exists.

    4.2. **Potential**: A conflict could arise in the future.

    4.3. **Perceived**: There is a perception that a conflict exists, even if none actually does.

EXAMPLES OF CONFLICTS OF INTEREST

5. Holding a financial interest in, or receiving personal benefit from, a supplier, sponsor, or service provider to Bowls SA.

6. Participating in decisions affecting a family member, close friend, or business associate.

7. Using Bowls SA resources or confidential information for personal and/or Provincial Bowls Association, District Bowls Association, Associate Member or Club gain.

8. Accepting gifts, hospitality, or other benefits that could influence decision-making.

DISCLOSURE OF CONFLICTS

All individuals covered by this policy must promptly disclose any actual, potential, or perceived conflicts of interest to the President and relevant Committee Chair.

Disclosures must be made in writing and recorded in the official Conflict of Interest Register.

Annual declarations of interests must be completed by all Executive Committee and Standing Committee and Committee members.

MANAGEMENT OF CONFLICTS

9. Upon disclosure, the relevant authority will assess the situation and determine appropriate action, which may include:

    9.1. Requiring the individual to withdraw from discussion or decision-making on the matter.

    9.2. Reassigning duties to avoid the conflict.

    9.3. In serious cases, requesting the individual to step down from their role.

10. All actions taken must be documented.

NON-COMPLIANCE

11. Failure to disclose or appropriately manage a conflict of interest may result in disciplinary action in accordance with the Bowls SA Disciplinary Policy.

12. Any member who suspects a conflict of interest that has not been disclosed should report it through the appropriate channels.

CHAPTER 16: BOWLS SA TRANSFORMATION POLICY

PREAMBLE

1. Bowls South Africa recognises that transformation is fundamental to the growth, sustainability, competitiveness, and long-term success of bowls in the Republic of South Africa. As the recognised National Federation responsible for the sport of bowls, Bowls South Africa is committed to building an inclusive, accessible, representative, ethical, and high-performing bowls community that reflects the diversity of South African society.

2. Transformation is a continuous process aimed at addressing historical inequalities, removing barriers to participation, promoting equitable opportunities, strengthening development pathways, and ensuring that players, coaches, technical officials, administrators, volunteers, clubs, districts, provinces, associate members, and national structures all contribute to a transformed sport environment.

3. Bowls South Africa therefore commits itself to promoting access and participation across all communities; developing talent, leadership, coaching, officiating, administration, and volunteer capacity; supporting youth, women, persons with disabilities, and previously disadvantaged communities; ensuring fair and transparent governance; and aligning transformation initiatives with national sport transformation objectives, applicable legislation, and the requirements of relevant national sport authorities.

PURPOSE

4. The purpose of this policy is to provide a national framework for transformation within Bowls South Africa and all structures affiliated to, recognised by, or operating under the authority of Bowls South Africa. The policy seeks to ensure that transformation objectives are integrated into governance, planning, budgeting, development, selection, competitions, education, capacity building, communication, and reporting processes.

5. This policy further provides guidance to Provincial and District Bowls Associations, Associate Members, affiliated clubs, National Standing Committees, committees, coaches, selectors, technical officials, administrators, and volunteers on their respective roles in advancing meaningful, measurable, and sustainable transformation in bowls.

SCOPE AND APPLICATION

6. This policy applies to Bowls South Africa, its Executive Committee, National Standing Committees, committees, staff, Provincial Bowls Associations, District Bowls Associations, Associate Members, affiliated clubs, registered players, coaches, selectors, technical officials, administrators, volunteers, and any person or structure

participating in, administering, supporting, or representing the sport of bowls under the authority of Bowls South Africa.

DEFINITIONS

7. **Transformation** means the process of holistically changing the delivery, governance, participation, development, and performance environment of bowls to ensure equitable access, inclusion, representation, empowerment, and the removal of barriers to participation and advancement.

8. **Previously disadvantaged communities** means communities and individuals who were disadvantaged by historical discriminatory laws, policies, practices, and socio-economic conditions and who may continue to experience barriers to access, participation, development, and leadership opportunities.

9. **Generic Black persons** means African, Coloured, and Indian South Africans as contemplated in applicable South African sport transformation frameworks and related legislation.

10. **Equity** means fairness in the provision of opportunities, support, resources, access, and development pathways to enable meaningful participation and representation.

11. **Development** means the systematic process of increasing participation, skills, capacity, knowledge, confidence, and opportunities for players, coaches, technical officials, administrators, volunteers, clubs, and structures at all levels of bowls.

12. **Demographic representation** means the extent to which participation, leadership, governance, coaching, officiating, selection, and administration structures reflect the diversity of South African society.

TRANSFORMATION OBJECTIVES

13. Bowls South Africa seeks to achieve the following transformation objectives:

14. Increase participation in bowls from under-represented communities throughout South Africa.

15. Promote equitable access to facilities, coaching, development programmes, competitions, pathways, and support structures.

16. Develop players, coaches, technical officials, administrators, selectors, volunteers, and leaders from all communities.

17. Promote demographic representation in governance, committees, national structures, teams, squads, and support environments.

18. Support youth, women, persons with disabilities, older persons, and vulnerable groups within bowls.

19. Eliminate unfair discrimination, exclusion, harassment, abuse, and barriers to participation.

20. Strengthen partnerships with government, SASCOC, DSAC, schools, tertiary institutions, clubs, community organisations, sponsors, and other stakeholders.

21. Ensure measurable progress through transparent reporting, monitoring, evaluation, accountability, and corrective action.

STRATEGIC TRANSFORMATION PILLARS

22. Democratic and Representative Governance

23. Bowls South Africa shall promote democratic, accountable, ethical, and representative governance structures at national, provincial, district, associate member, and club levels. Structures should actively encourage participation by persons from diverse communities and should promote fair access to leadership and decision-making opportunities.

24. Equitable Allocation of Resources

25. Available financial, human, technical, educational, and infrastructural resources shall be allocated fairly and responsibly, with consideration given to development needs, under-resourced areas, previously disadvantaged communities, youth programmes, women's participation, disability inclusion, and national strategic priorities.

26. Access, Participation and Club Development

27. Bowls South Africa shall work with its members and stakeholders to improve access to bowls through affordable participation opportunities, geographic reach, outreach initiatives, inclusive club practices, community engagement, equipment access, coaching support, and the development of sustainable club environments.

28. Player Development and Performance Pathways

29. Bowls South Africa shall promote structured development pathways that identify, support, and advance players from entry level through club, district, provincial, emerging, para, youth, and national high-performance environments. Transformation considerations shall be incorporated into squad development, player support, selection planning, and performance programmes in accordance with approved Bowls South Africa selection policies and annual strategic requirements.

30. Youth, Schools and Tertiary Development

31. Bowls South Africa shall support youth development through partnerships with schools, tertiary institutions, clubs, government departments, school sport structures, and community organisations. Youth programmes should promote participation, skills

development, leadership, safeguarding, retention, and pathways into competitive bowls.

32. Gender Equity and Women in Sport

33. Bowls South Africa shall actively promote the participation, development, leadership, visibility, safety, and representation of women in all areas of bowls, including coaching, technical officiating, administration, selection, governance, club leadership, and national programmes.

34. Disability Inclusion

35. Bowls South Africa shall promote the inclusion of persons with disabilities and shall, where reasonably possible, support accessible programmes, competitions, facilities, coaching, technical support, classification-related processes, and pathways for para bowls participation and excellence.

36. Human Capital Development

37. Bowls South Africa shall invest in the development of coaches, technical officials, administrators, greenkeepers, selectors, volunteers, event organisers, safeguarding officers, leaders, and committee members to build capacity and ensure that the sport remains sustainable, competent, professional, and inclusive.

38. Cultural Diversity, Social Cohesion and Respect

39. Bowls South Africa shall use bowls as a platform to foster unity, mutual respect, cultural understanding, nation-building, social cohesion, and shared sporting excellence. All participants shall be encouraged to uphold dignity, fairness, respect, and inclusive conduct.

40. Accountability and Good Governance

41. All structures shall implement transformation in accordance with the principles of transparency, accountability, integrity, responsible financial management, policy compliance, fair decision-making, and measurable reporting.

ROLES AND RESPONSIBILITIES

42. **Bowls South Africa Executive Committee.** The Executive Committee shall provide national strategic leadership for transformation, approve transformation objectives, ensure alignment with Bowls South Africa's strategic plan, consider annual transformation requirements, allocate responsibility, monitor progress, review performance, and ensure accountability throughout the organisation.

43. **National Standing Committee: Transformation and Women in Sport.** The National Standing Committee responsible for Transformation and Women in Sport shall develop, coordinate, support, monitor, and review transformation initiatives; advise the Executive Committee; compile transformation reports; recommend

corrective action; support provinces, districts, and clubs; and promote meaningful inclusion and representation across the sport.

44. **Other National Standing Committees and Committees.** All National Standing Committees and committees shall integrate transformation considerations into their planning, programmes, budgets, training, events, reporting, and recommendations. Each structure shall identify practical actions within its area of responsibility to support transformation objectives.

45. **Provincial and District Bowls Associations.** Provincial and District Bowls Associations shall support affiliated clubs, coordinate development activities, promote inclusive participation, identify transformation needs, implement programmes aligned with this policy, collect relevant information, and report progress to Bowls South Africa when requested.

46. **Associate Members and Affiliated Clubs.** Associate Members and affiliated clubs shall promote inclusive membership practices, welcoming club environments, community outreach, development programmes, affordable participation opportunities where possible, non-discriminatory access, and compliance with this policy and other Bowls South Africa policies.

47. **Coaches, Selectors and Technical Officials.** Coaches, selectors, and technical officials shall promote fair, transparent, ethical, and development-oriented processes; support player pathways; encourage equitable participation opportunities; uphold selection and officiating standards; and contribute to the development of participants from under-represented groups.

SAFEGUARDING, INCLUSION AND NON-DISCRIMINATION

48. Bowls South Africa is committed to providing a safe, respectful, inclusive, and welcoming environment for all participants. Bowls South Africa shall prohibit unfair discrimination, harassment, abuse, bullying, victimisation, exclusion, and conduct that undermines dignity or participation. This commitment applies to all activities, competitions, meetings, training environments, selection processes, governance structures, and communications.

49. All transformation initiatives shall be implemented in a manner consistent with Bowls South Africa’s safeguarding, ethics, disciplinary, communication, selection, and other applicable policies. Participants shall be encouraged to report misconduct through the appropriate procedures without fear of victimisation or retaliation.

IMPLEMENTATION

50. This policy shall be implemented through Bowls South Africa’s strategic plan, annual transformation objectives, development programmes, national and provincial initiatives, committee plans, budgets, training programmes, events, selection planning, communication, and collaboration with relevant stakeholders.

51. Transformation considerations should form part of annual planning and may include targeted participation initiatives, development club support, schools and youth programmes, women in sport initiatives, disability inclusion programmes, capacity-building workshops, coaching and technical official development, leadership training, and support for under-resourced areas.

MONITORING, EVALUATION AND REPORTING

52. **Annual Reporting.** Transformation progress shall be reviewed annually by Bowls South Africa. Provincial and District Bowls Associations, Associate Members, clubs, National Standing Committees, and committees may be requested to submit information relevant to transformation implementation and outcomes.

53. **Key Performance Indicators.** Progress may be measured through indicators including, but not limited to:

53.1. Growth in registered membership from under-represented communities.

53.2. Number and sustainability of development clubs, outreach programmes, and community initiatives.

53.3. Number of schools and tertiary institutions participating in bowls programmes.

53.4. Participation levels of youth, women, persons with disabilities, and previously disadvantaged communities.

53.5. Number of accredited coaches, technical officials, administrators, and volunteers developed from under-represented groups.

53.6. Representation within governance, committees, squads, teams, and support structures.

53.7. Transformation-related budget allocation and expenditure.

53.8. Development programme participation, retention, progression, and performance outcomes.

53.9. Compliance with reporting requirements and implementation of corrective action plans.

54. **Transformation Scorecard.** Bowls South Africa may maintain an annual Transformation Scorecard to monitor progress, identify strengths and gaps, guide resource allocation, support reporting to relevant authorities, and determine areas requiring additional support or corrective intervention.

55. **Corrective Action.** Where transformation objectives are not achieved, Bowls South Africa may require corrective action plans, additional reporting, targeted

support, capacity-building interventions, or other reasonable measures to assist the relevant structure in improving transformation outcomes.

CONCLUSION

56. Bowls South Africa remains committed to fostering a transformed bowls environment that reflects the diversity of South Africa, promotes equity and opportunity, strengthens performance pathways, supports sustainable development, and contributes to a united, inclusive, ethical, and thriving sporting community.

57. Transformation is a collective responsibility shared by Bowls South Africa, Provincial and District Bowls Associations, Associate Members, clubs, players, coaches, officials, administrators, volunteers, partners, and stakeholders. Through collaboration, accountability, and sustained commitment, Bowls South Africa aims to ensure that bowls is accessible, representative, sustainable, competitive, and welcoming to all communities across the Republic of South Africa