



HILLANDALE BOWLING CLUB

DISCIPLINARY CODE OF CONDUCT FOR MEMBERS

(Appendix A to the constitution)

This code serves as a basic management guideline to ensure fair discipline. The proposed disciplinary action in respect of the various offenses applies under normal circumstances. However, it is extremely important that each case be dealt with on its own merits. All previous warnings that have not yet expired will accumulate.

If a specific offense is not dealt with in the Disciplinary Code, the Executive Board of the club (hereinafter referred to only as the EB) reserves the right to take appropriate disciplinary action in the case of such offense.

The following aspects are considered violations, namely:

- 1 Non-compliance with the rules of the game, as contained in the SA Bowls Rule Book of 1 October 2014, as well as the Bowls South Africa label.
2. Non-compliance with Bowls SA's code of conduct.
3. Non-compliance or violation of the bowling club's internal rules and regulations as circulated. (See notice board)
4. Each member must respect the rules and participate in the spirit of the game.
5. Each member must maintain a high standard of behavior and contribute to the promotion of a positive example for the sport
6. Each member must respect other members and officials.
7. Each member must use the facilities and equipment as prescribed.
8. Each member must accept the authority and decisions of match officials and other authority structures.
9. No member must make himself guilty of serious abusive, profanity, or abusive language towards other persons, whether opponents or members of the public
10. No member must make himself guilty of harassment, degrading remarks, accusations or any form of discrimination.

11. No member must fail to report to a member of the EB any damage to the club's property to which the member is directly or indirectly involved.
12. No member must make himself guilty of non-compliance with safety regulations and any other legal or internal regulations relating to the safety of persons and members, as well as any unsafe actions that endanger persons and members.
13. No member must fail to perform any reasonable term of office officially issued by an authorized person.
14. No member must make himself guilty of fighting on club premises.
15. The use of any form of prohibited stimulants such as drugs or unauthorized possession thereof is not permitted on the premises (club & course).
16. No member must make himself guilty of inciting other members.
17. No member must make himself guilty of withholding important information such as reporting foul play or inappropriate behavior.
18. No member must make himself guilty of fraud, forgery or theft.
19. No member must make himself guilty of unauthorized management, control or handling of the club's equipment.
20. No member must make himself guilty of intentionally damaging the property of members; or the property of any other person.
21. No member must make himself guilty of sexual harassment as contained in Bowls SA's policy document.
22. No member must make himself guilty of assaulting any member or person.
23. No member must make himself guilty of any form of racism.
24. No member's conduct should be of such a nature as to bringing the club's good name into disrepute.

DISCIPLINARY PROCEDURE

1. OBJECTIVE

The manual of order and the application of discipline is a prerequisite for effective management. Within an organization, there must be a system of rules of conduct against which discipline can be evaluated. The aim of this disciplinary code is therefore to ensure that the goals of the bowling club are achieved in an orderly manner and that preventive and corrective actions are taken to promote good membership. This requires a code of conduct within an organization and management must ensure that all members are treated in a uniform and consistent manner.

1.1 General Policy

1.1.1 A disciplinary action must be brought to the attention of the EB as soon as reasonably possible, in order to be instituted, if necessary. (Preferably within 7 business days)

1.1.2 Corrective measures taken in the normal course of membership shall not be regarded as oral warnings in terms of the Disciplinary Code. Oral warnings are only imposed where violations are serious enough to warrant a reprimand.

1.1.3 Discipline accumulates from offense to offense, regardless of the type of offense - otherwise a member can commit a significant number of offenses and receive only a warning each time.

1.1.4 Each case is handled according to the unique circumstances and the merits of the case. The Disciplinary Code only serves as a guideline for fair discipline - it is therefore unnecessary to apply all the steps in the Code to the letter.

1.1.5 A member cannot be deprived of membership without a disciplinary hearing having taken place, unless he / she himself refuses such a right or is absent from the hearing without good reason.

1.1.6 The member may be represented by another club member. The right to representation excludes representation by a legal practitioner (lawyer or advocate) or a consultant.

2. DISCIPLINARY ACTION

The following phases of action can be applied in the case of offenses as set out in the Disciplinary Code.

2.1 Oral warning

2.1.1 Is issued to a member in respect of offenses of a less serious nature.

2.1.2 The EB clearly states to the member that the warning is the first step in the disciplinary procedure. The warning is issued during the private conversation and will be recorded by the EB for record purposes. (See Appendix: Trial Results)

2.2 Written Warning

2.2.1 A written warning can be given to a member by the EB. A written warning is given when a verbal warning is ignored or when the offense is of a more serious nature.

2.2.2 A written warning must be given on the club's official letterhead or result of trial form and must contain all relevant information regarding the alleged offense.

(See Appendix: Trial Results)

2.2.3 The alleged violation, and the appropriate sanction, will be discussed with the member before the written warning is issued. A member is entitled to be represented by a full-time member of the club during the conversation.

2.2.4 The original warning must be personally delivered to the member or, if not possible, emailed to him / her.

2.3 Final written warning

2.3.1 In the event of a serious offense or when a member commits the same or similar offense, a final written warning may be given to the member by the EB. Previous warnings and actions can be used as evidence of past disciplinary actions.

2.3.2 It should be clearly stated in the warning that this is a final written warning and that a further similar offense may result in suspension.

2.3.3 The provisions of paragraphs 2.2.2, 2.2.3 and 2.2.4 also apply to a final written warning.

2.3.4 A final written warning is valid for twelve (12) months from the date of issue.

2.4 Alternative to suspension / termination of membership

2.4.1 As an alternative to termination of membership, any alternative disciplinary action at the discretion of the EB may be considered, which includes alternative action but is not limited to:

- loss of some benefits; or
- temporary suspension of membership.

2.4.2 An alternative disciplinary action will only be imposed on the judgment of the EB and with the written consent of the member. If the member does not accept the alternative action, suspension will take effect.

2.5 Termination of membership

2.5.1 Before a termination of membership is imposed, the member must first be consulted.

2.5.2 In some cases, a member's membership may be terminated immediately, irrespective of whether or not the member has received prior warnings.

2.5.3 In less severe cases, termination of membership can be done with notice.

2.5.4 The final decision rests with the chair of the disciplinary hearing. If the member is dissatisfied with the decision, a member can appeal to the EB.

2.6 Appeals by a member

2.6.1 The appeal must:

2.6.1.1 be submitted to the EB in writing within 7 days after the sanction has been given by the chairperson of the disciplinary hearing.

2.6.1.2 Clear reasons for the appeal must be provided.

2.6.2 The EB must:

2.6.2.1 consider the appeal; and

2.6.2.2 confirm or set aside the appeal.

2.7. Voluntary resignation as a member of the club:

When a member of the club resigns as a member of the club for personal or other reasons, the resignation must be in writing (Email, WhatsApp, SMS). The following rules apply during the voluntary resignation of members, namely.

2.7.1. The resignation will take effect immediately. The EB may consider the date requested by the member as the final date of termination of membership.

2.7.2. The member cannot unilaterally withdraw the resignation without the permission of the EB.

2.7.3. If the member wishes to be recognized again as a club member, the member is again subjected to the normal selection procedure of the club. In other words, the names appear on the board, for approval or disapproval by the members of the club.

2.7.4. The member will be informed of the decision of the EB as soon as possible.

3. EXECUTIVE MANAGEMENT GUIDELINES

The following guidelines are not part of the Disciplinary Procedure but serve as a management tool to ensure fair and equitable discipline.

3.1 Before the disciplinary hearing:

3.1.1 Investigate the matter and ensure that disciplinary action is necessary.

3.1.2 Inform the member in writing that there will be a disciplinary hearing. (See ANNEXURE: NOTICE OF HEARING). The memorandum must confirm the following information:

- The place, date and time of hearing.
- The nature of the offense including the date and place it occurred.
- The right to representation.
- The right to state his case.
- The right to give evidence.
- The right to call witnesses.
- The right to interrogate witnesses called by the EB.
- The presence of an interpreter can be requested, but it must be arranged with the EB in advance.

3.1.3 Ensure that the member is given sufficient time to prepare his case (two days is sufficient).

3.1.4 Ensure that full statements are obtained from all parties involved in complex cases.

3.1.5 If:

3.1.5.1 the offense is serious in nature and potentially constitutes a breach of trust;

3.1.5.2 the member's presence may cause unrest in the club;

3.1.5.3 the member may interfere with the investigation;
he / she may be temporarily suspended from membership pending the disciplinary hearing.

3.2 During the disciplinary hearing

3.2.1 Ensure that all parties involved are properly introduced.

3.2.2 Ensure that the nature of the offense as well as his rights becomes clear to the member during the hearing.

3.2.3 Ensure that the member's plea is recorded; for example, guilty or innocent.

3.2.4 Ensure that all witnesses of the member are called to testify. The member or his representative may ask questions to the witnesses of the EB

3.2.5 Let the member state his case, and / or call his witnesses. The EB's representation may question such witnesses.

3.2.6 Record all the evidence.

3.2.7 Confirm that all relevant evidence has been provided.

3.2.8 Adjourn the hearing to decide whether the member is guilty or not guilty on the basis of the evidence presented. Pay attention, among other things, to whether there is a rule / standard in the club that prohibits the club member's conduct, whether the rule / standard is fair / legal and / or the member was aware of the rule / standard or should have been reasonably aware of it.

3.2.9 If the member is innocent, the hearing ends.

3.2.10 If the member is guilty, the parties are given the opportunity to give mitigating / aggravating evidence. The alleged offender testifies among other things about his personal circumstances, membership record, disciplinary record and the consistency of the EB in dealing with previous similar offenses. Among other things, the representative of the EB testifies about the impact of the offense on the club and members, such as the risks involved and its influence on the relationship of trust, the member's disciplinary record.

3.2.11 Decides on appropriate disciplinary action in terms of the Disciplinary Code (See Appendix: Disciplinary Code) by, inter alia, considering which disciplinary action fits the offense; whether the disciplinary action is fair; the personal circumstances of the member; and relevant mitigating / aggravating circumstances such as disciplinary and membership record and whether the disciplinary action has been consistently applied in other similar matters, taking into account the merits of the particular case.

3.2.12 Notify the member in writing of the finding and disciplinary action against him and give reasons for it.

APPENDIX: NOITCE OF HEARING

NOTICE OF DISCIPLINARY HEARING

A. PERSONAL DETAILS OF MEMBER

Name: _____

From: _____

Details of offense (includes date, time and place):

B. ARRANGEMENTS FOR DISCIPLINARY HEARING

Following the alleged offense (s) set forth above, a

disciplinary hearing takes place on _____ on _____ Mr./Mrs.

_____ will act as Chairman.

During the hearing you have the right to be assisted by a fellow member. An interpreter if you so desire. (In which case you have to make arrangements and the right to give evidence and call witnesses.)

Signature: _____ Date: _____

of Chairman of the Disciplinary Committee

Signature: _____ Date: _____

of member or witness for receipt

ANNEXURE: RESULTS OF HEARING

RESULT OF DISCIPLINARY HEARING

A. PERSONAL DETAILS OF MEMBER

Name: _____

From: _____

B. DECISION DISCIPLINARY ACTION AND REASONS

With reference to the disciplinary hearing held on _____

I decide as follows:

C. THE RIGHT TO APPEAL

As communicated orally to you on _____, if you are not satisfied with this decision, you may appeal within five (5) days of the date of this letter.

Signature: _____ Date: _____

of Chairman

Signature: _____ Date: _____

of member or witness for receipt

Note: Place a copy of all these documents on the club member's file.