



RANDBURG BOWLS CLUB
CODE OF CONDUCT
&
DISCIPLINARY PROCEDURES

Contents

1. Our Club Philosophy.....	3
2. Our Values	3
3. Randburg Bowls Club Code of Conduct	4
4. Disciplinary Offences.....	5
5. Procedures following the receipt of a complaint of misconduct	6
6. Disciplinary Committee (DC).....	7
7. Procedures at the Disciplinary Hearing	8
8. Procedures for An Appeal Hearing	9

1. Our Club Philosophy

Randburg Bowls Club (RBC) is committed to providing a safe, welcoming, and inclusive environment for all members, families, and guests. We believe in fostering a community built on respect, inclusivity, fair play, safety, and enjoyment.

This Code of Conduct (CoC) outlines the standards of behaviour expected from everyone involved in our club. It applies to all members, volunteers, coaches, parents, guardians, and invited guests of members, whether at our club, at other clubs, in public places, or on social media.

The RBC CoC is founded to uphold the highest standards of conduct and integrity. Actions contrary to accepted societal standards of decency, respect, and fairness will be judged and disciplinary measures will be applied thoughtfully to deter conduct that undermines RBC's values while promoting a safe and respectful environment for all stakeholders.

2. Our Values

Our values are guiding principles for a unified and successful club culture and are to be read in conjunction with the RBC Constitution and CoC.

Values serve as the compass that guides decisions and behaviours. They unite all members under a shared purpose, shape the club's unique culture, and drive collective and individual success. The following five core values are fundamental in creating an environment where every member feels a sense of belonging, pride, and responsibility.

- **Respect**

Respect involves treating every individual with courtesy, consideration, fairness, and dignity, regardless of race, age, gender, ability, role, or background. It means actively listening, valuing diverse perspectives, and demonstrating honesty and trustworthiness in all interactions. Members are expected to respect both the club's and each other's property. RBC upholds a zero-tolerance stance towards disrespectful behaviour to ensure a safe and inclusive environment for all.

- **Sportsmanship**

Sportsmanship is shown through humility in victory, grace in defeat, self-control, and accountability to teammates, opponents, officials, and the sport itself. Members are expected to represent the club positively at all times, acting as ambassadors who exemplify fairness, integrity, and respect for the spirit of the sport.

- **Teamwork /Synergy**

Teamwork and synergy are built on clear communication, shared commitment, and a collective sense of purpose. By combining diverse strengths and supporting one another, members create an environment where everyone can achieve more together than as individuals. Unity and collaboration are at the heart of achieving club goals and fostering a strong, supportive community.

- **Responsibility**

Responsibility means owning your actions, decisions, and their outcomes. Members are encouraged to be transparent, learn from mistakes, and hold themselves to high standards both on and off the green. Parents are responsible for their children's behaviour, and all members are accountable for their guests. The conduct of each member reflects on the reputation of RBC as a whole.

- **Discretion**

Discretion is essential in addressing concerns respectfully and privately. If an issue arises with an official, coach, or fellow member, it should be addressed calmly and at an appropriate time, either directly or through a club committee member. Sensitivity to others' feelings and the club's reputation is paramount in resolving conflicts constructively and maintaining a positive club atmosphere.

By embracing and upholding these values, RBC members help create a club culture where everyone thrives, feels respected, and works together towards shared success. These values are not just guidelines, they are the foundation of what it means to be part of RBC, and members and guests are duty bound to uphold these values.

3. Randburg Bowls Club Code of Conduct

The Code of Conduct applies to all members, their guests, and children at the club, at other clubs, in public places and on social media

- **Respect for Fellow Bowlers:**

- Treat all fellow bowlers, members, and officials with respect, courtesy, and consideration, regardless of their skill level, experience, or background. Respect opponents and accept both victories and defeats graciously.

- **Respect for RBC property, staff and volunteers:**

- The greens are the foundation of the club and are to be used ONLY for bowls related activities.
- Treat all club facilities, equipment and property with care and respect. Report any damage promptly and contribute to the overall upkeep of the club's facilities.
- Be appreciative of, and respect all club staff members whether permanent or volunteers, including the committee.

- **Compliance with Club Rules:**

- Adhere to the rules and regulations as laid out in the RBC constitution. This includes competition rules, and any other RBC-specific policies.

- **Dress Code Adherence:**
 - Respect and comply with the RBC's published dress code during games, events, and official functions. This contributes to a professional and unified appearance for the club.
- **Social Behaviour:**
 - Refrain from antisocial and aggressive behaviour, ensuring conflicts are resolved amicably. Consume alcoholic beverages responsibly and refrain from intoxicated behaviour.
- **Use of illegal or illicit substances:**
 - Use of illegal or illicit substances is strictly prohibited.
- **Supportive Environment:**
 - Foster a supportive and encouraging atmosphere within the club. Assist fellow members in improving their skills, share knowledge, and promote a sense of camaraderie among bowlers.
- **Abide by the rules of bowls and Bowls South Africa:**
 - Familiarize yourself with the rules and regulations of the sport of bowls as outlined by Bowls South Africa.
- **Utilise the correct channels to air grievances or make complaints.**
 - Refrain from rumour mongering and gossip. Raise concerns with committee members either in person or in writing through the club Secretary.
- **Responsibility of parents and their children.**
 - Randburg Bowls Club welcomes families with young children and encourages them to enjoy the facilities that the club has to offer. However, the club requires certain standards of children's behaviour to ensure that the club's facilities are kept in good order and that other members' needs and wishes are respected.
 - Parents must take responsibility for their children's behaviour and children must be well behaved and respectful of members and the club's facilities.

4. Disciplinary Offences

The following is a list of offenses that contravene the Code of Conduct. The list is not exhaustive and offenses not listed below will be dealt with in the same manner as described in Section 5.

- Negligence or minor damage to club property
- Repeated or intentional negligence causing damage or disruption.

- Use of offensive or inappropriate language.
- Offensive, insulting, or aggressive behaviour.
- Being intoxicated under the influence of alcohol or drugs.
- Misuse or theft of club property or member belongings.
- Repeated disregard for club policies or rules.
- Physical assault, violent or threatening behaviour towards members or officials
- Cheating in competitions.
- Wilful damage or vandalism of club property.
- Harassment or discrimination including sexual harassment
- Possession or use of dangerous items or substances on club premises.
- Breach of confidentiality or disclosure of sensitive club information.
- Bringing the club into disrepute by committing an offence in the presence of members of another club or in a public place while wearing club attire.
- Repeated violations of alcohol abuse.
- Infringing rules that impact club safety.
- Criminal conduct within club premises or during club activities
- Acts endangering the health and safety of others.
- Corruption, bribery, or gross misconduct damaging the club's reputation.
- Behaviour that causes serious harm or risk to members or staff.
- Deliberate and continued breach of the Rules of BSA, JBA and other governing bodies established to promote the game of Lawn Bowls in general.

5. Procedures following the receipt of a complaint of misconduct

Acts of misconduct should be reported as soon as possible in writing to the club secretary. In the event of the secretary receiving a written complaint of a person allegedly committing an act of misconduct the following actions will be taken:

- The secretary will forward the complaint to the club committee.
- The accused person will be informed in writing, at the earliest opportunity, that a complaint has been made against them.
- Any allegation of an act of misconduct must be dealt with swiftly, fairly, and thoroughly.
- Where criminal activity is suspected, the matter will be reported to the relevant authorities.
- Only the club committee members are entitled to issue public statements about acts of misconduct and the parties involved.

- Based on initial evidence, the committee will appoint at least one full member in good standing to carry out an investigation. On completion the investigator(s) will report back to the committee with recommendations, which may include the following:
 - A mediation process between the complainant(s) and the accused member or,
 - To carry out a disciplinary hearing, or
 - To issue a warning and/or sanction in the event of the accused admitting guilt and showing remorse.
- If the mediation fails to resolve the complaint, the committee will proceed with a disciplinary hearing.
- Notification of a disciplinary hearing must be sent to the accused either in hard copy to be signed in person by the accused, a club official and witnessed by another member in good standing.
- Alternatively, the notification can be sent by email or by Whatsapp and the accused can acknowledge receipt and his/her intention to attend the disciplinary hearing.
- The club committee has the right to temporarily suspend the accused person during the investigation and disciplinary process.

6. Disciplinary Committee (DC)

The club committee shall be responsible for the composition and appointment of the disciplinary committee (DC), taking impartiality and any conflict of interest into account.

- The DC shall consist of 5 (five) members in good standing (excluding Social, Family and Junior members), including the chairperson, who shall be appointed by the club committee.
- The chairperson and members of the DC cannot be the same members as those who conducted the investigation or the mediation.
- At the disciplinary hearing, the accused has the following rights:
 - To be represented by a fellow member of the club.
 - To question and call witnesses.
 - To an interpreter who will be provided or arranged by agreement.
 - To appeal against the outcome of the hearing within 3 working days.
 - Within 3 days of receiving the notification, to lodge reasonable objection against the chairperson and/or members of the DC, in writing addressed to the president of RBC
- The accused does not have the right to representation by a registered legal practitioner.
- The strictest confidentiality must be adhered to.
- The club president may temporarily suspend the accused from the club pending the outcome of the hearing.

7. Procedures at the Disciplinary Hearing

The chairperson will read the charge(s), inform the accused of his/her rights , and ask how he/she pleads.

7.1 Where the Accused Admits Guilt

- The Chairperson requests the member to explain in his or her own words why he or she is guilty of the charge of misconduct.
- The accuser and/or Chairperson may question the member(s) to ensure the full facts of the matter have become known.
- The accused is entitled to provide evidence in mitigation before a sanction is decided upon by the DC.

7.2 Where the Accused Denies Guilt

- The complainant presents evidence of the alleged act of misconduct and may call witnesses.
- The accused must be given an opportunity to cross-examine each witness. Junior members must be assisted by their parents
- The accused must be given an opportunity to explain why they are not guilty and may call witnesses to support their version.
- The complainant may cross-examine the member/s and any witnesses.
- Members of the DC may question the accused, the complainant, and any witnesses. Further witnesses may be called to give evidence after both the complainant and the accused have presented their evidence and witnesses.
- Once all the evidence has been heard, the chairperson, in consultation with other members of the DC, will then decide if the accused is guilty or not. The hearing may be adjourned for no more than 3 working days to enable the chairperson to make a proper and fair decision.
- If the DC decides that the expulsion of the member is an appropriate sanction, the decision must be approved by the club president if he/she is not a member of the DC.

7.3 Evidence in Mitigation or Aggravation

Evidence in mitigation or aggravation may be led once the DC has made a decision on the verdict.

- The process for leading mitigation or aggravating evidence is the same as that outlined above. The hearing may be adjourned for no more than 3 days to allow for such evidence to be prepared.
- A factor in mitigation is the level of remorse shown and an honest explanation of the situation.
- Factors considered aggravating include dishonesty, previous behaviour, the club's past precedents, and/or any other personal, psychological, medical and/or family circumstances.
- A member who has been found guilty of misconduct will be allowed three (3) days in which to lodge a written appeal against the finding. This appeal must be in writing and addressed to the RBC secretary.

8. Procedures for An Appeal Hearing

- In the event of such an appeal being received, the club committee shall be responsible to form an Appeals Committee (AC) within three (3) days of receiving the appeal.
- The AC shall consist of 3 (three) members in good standing (excluding Social, Family and Junior members), including the chairperson, who shall be appointed by the club committee. The AC members may not be the same people who served on the DC or conducted the investigation or mediation.
- The AC shall convene to hear the appeal within seven (7) days of being appointed.

8.1 Appeals Process

- The Chairperson shall read the charge and the current sanction as passed by the DC.
- The appellant must be given an opportunity to explain why they have appealed and may call witnesses to support their version.
- The complainant may cross-examine any witnesses that have appeared before the AC.
- The complainant may present evidence in support of the original sanction and call witnesses to substantiate the charges.
- The appellant must be given an opportunity to cross-examine each witness. Junior members must be assisted by their parents/ guardians.
- Members of the AC may question the appellant, the complainant, and any witnesses. Further witnesses may be called to after both sides have presented their evidence.
- Once all the evidence has been heard, the chairperson, in consultation with the AC, will then decide if the original sanction is valid, or if a different outcome and sanction is proposed. The hearing may be adjourned for no more than 3 working days for a decision.
- Evidence in mitigation or aggravation may be led once the chairperson has made a decision.
- The decision of the AC is final and may not be further appealed.