



SINGAPORE BOWLING FEDERATION

SAFE SPORT POLICY

Version 1.0, March 2023



1. INTRODUCTION

- 1.1. Based on the International Olympic Council's Consensus Statement developed in 2016, Safe Sport is defined as "an athletic environment that is respectful, equitable, and free from all forms of harassment and abuse (non-accidental) violence". SINGAPORE BOWLING FEDERATION is committed to ensuring that all participants in its community play, practice, compete, officiate, work, volunteer and interact in a positive environment, free from harassment and abuse.
- 1.2. The purpose of the Safe Sport Commitment and Policy is outlined below
 - To protect the interests of athletes, coaches, volunteers and secretariat staff in our sport from harassment and abuse.
 - To outline the principles that guide our approach to safeguarding and protecting athletes, coaches, volunteers and SBF staff.
 - To establish a safe sport culture that is understood, endorsed and put into action by SBF Honorary Secretary, managed and enforced by SBF Executive Director with assistance from Technical Director and SBF Senior Manager (Secretariat).
- 1.3. This Safe Sport Policy ('Policy') seeks to ensure that all participants are aware of their rights, responsibilities and the standards of behavior expected of those participating in our sport.
- 1.4. This Policy also sets out procedures to report any abuse and harassment (including protections from any retaliation or repercussions for such reporting).
- 1.5. This Policy should also be read in conjunction with these SINGAPORE BOWLING FEDERATION policies in Annex A:
 - a. Recruitment Policy
 - b. Travel Policy
 - c. One-on-One Interactions
 - d. Massage and Rubdowns
 - e. Social Media, Mobile and Electronic Communications Policy
 - f. Safe Sport Training & Education Policy
 - g. Intimate Relationships Policy
- 1.6. This Policy may be revised by SINGAPORE BOWLING FEDERATION at any time.

2 DEFINITIONS

"Persons" refers to all individuals employed by, contracted by or engaged in activities with SINGAPORE BOWLING FEDERATION or a Member including but not limited to employees, interns, contractors, board members, committee members, athletes, coaches, support personnel, volunteers, technical officials, convenors, managers, administrators and participants (including spectators, parents and guardians) in events hosted, organised and sanctioned by SINGAPORE BOWLING FEDERATION.

"Member" refers to an individual belonging to Associate or Affiliate clubs of SINGAPORE BOWLING FEDERATION.

"Agent" refers to all SBF registered coaches and Centre of Excellence (COE) officials, staff and coaches.

“Safe Sport Commission” is responsible for administering the Safe Sport Programme.

“Safe Sport Unified Code” defines, describes and explains the forms of abuse and harassment which may take place in the sporting environment that can be found at www.safesport.sg

“Safe Sport Programme” is a framework for applying, implementing and enforcing the Safe Sport Unified Code. It also includes support in policymaking, training and education and a case management service.

“Respondent” refers to the Person against whom a report is made pursuant to this Safe Sport Policy.

3 APPLICATION OF THE SAFE SPORT PROGRAMME

3.1 Responsibilities

The General Council (represented by the Hon. Secretary/Chairman of People Excellence Thrust) is responsible for the development and endorsement of the Singapore Bowling Federation (SBF) Safe Sport Commitment and Policy. It delegates the implementation of the policy to the Executive Director. The role of each entity in relation to the development and compliance of the SBF Safe Sport Commitment is detailed in the table below.

Entity	Role/Responsibility
General Council	<ul style="list-style-type: none">• Promote the commitment to this policy and its expectations.• Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the policy and all relevant procedural guidelines.• Ensure compliance to the policy via an inbuilt review mechanism.• Ensure adequate resources are allocated to allow for the development and effective implementation of this policy.• Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability towards safe sport.• Advocate and promote safe sport, empowering and engaging all Persons and Members in support of this policy and its expectations.
Executive Director and Technical Director & Senior Manager (Secretariat)	<ul style="list-style-type: none">• Ensure all staff, volunteers, agents and athletes understand their obligations in accordance with the Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, a minimum of one briefing/training session, and periodic discussion and guidance at department/team meetings.• Ensure the suite of safe sport policies is implemented and adhered to amongst relevant Persons and Members• Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support safe sport practice in accordance with the expectations of the Safe Sport Commitment.

	<ul style="list-style-type: none"> • Ensure adequate resources are allocated to allow effective implementation of the suite of safe sport policies. • Ensure to support Persons and Members with a decision to initiate any form of action to protect all participants and organisers of SBF programmes, events, courses and activities from harassment and abuse. • Ensure appropriate support, such as counselling and formal debriefing, are provided for any SBF Staff and Agents involved in any matter relating to a concern for the safety and wellbeing of Persons and Members of SBF programmes, events, courses and activities. • Advocate safe sport, empowering and engaging Persons and Members in support of this Statement. • Proactively share resources and experience in the development of safe sport initiatives as they are identified. • Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability towards safe sport • Ensure that our Staff, Volunteers and Agents are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in organising programmes, events and offering services related to bowling.
Staff and Volunteers	<ul style="list-style-type: none"> • Maintain a full understanding of the commitments and expectations of this policy, as well as all other policy relevant to safe sport. • To undertake any induction and training regarding publicising and implementation of this policy. • To seek guidance from SportSG if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy. • To take action to protect Persons, Members and participants of its programmes and events from all forms of harassment and abuse. • To assist in creating and maintaining a sport safe culture and a culture of inclusion.

3.2 In promoting the safety and well-being of its participants, SINGAPORE BOWLING FEDERATION is a Member Organisation under the national framework for safeguarding in sport, the Safe Sport Programme.

3.3 Pursuant to its obligations under the Safe Sport Programme, SINGAPORE BOWLING FEDERATION has:

- a. adopted the Safe Sport Unified Code (“Unified Code”) and the definitions of Misconduct set out in Article 4 which are sexual, physical and psychological in nature;
- b. adopted the rules, policies and procedures of the Safe Sport Programme set out in the Safe Sport Programme Handbook (“Handbook”) for handling allegations of Misconduct;
- c. delegated jurisdiction and authority to the Safe Sport Commission to:
 - i. assess and investigate allegations of Misconduct which are under its discretionary (low level) and mandatory (medium and high level) jurisdiction;
 - ii. issue interim measures pending conclusion of investigations;
 - iii. make recommendations of sanctions or disciplinary action as a result of such investigations;
- d. delegated jurisdiction and the authority to the committees constituted under the Safe Sport Disciplinary Panel to adjudicate matters referred to it by the Safe Sport Commission.

- 3.3 Persons within SINGAPORE BOWLING FEDERATION’s jurisdiction and/or disciplinary authority are:
- a. responsible for knowing the information, policies and procedures outlined in this Policy the Safe Sport Unified Code and the Handbook. Ignorance of any rule or regulation is not a defence to a breach and/or alleged breach of the Unified Code or Handbook;
 - b. subject to the rules, policies and procedures under the Handbook and shall submit, without reservation or condition, to the jurisdiction of the Safe Sport Commission for the resolution of any alleged breach of the Unified Code and/or Handbook.
- 3.4 A breach of the Unified Code or and Handbook will be considered per se violation of this Policy.
- 3.5 SINGAPORE BOWLING FEDERATION will mirror and enforce any decision, measures and/or sanction imposed by the Safe Sport Commission and/or the relevant committees of the Safe Sport Disciplinary Panel.
- 3.6 The SINGAPORE BOWLING FEDERATION rule, policy or procedure will be in accordance with the Unified Code and the Handbook.

4 SCOPE OF APPLICATION

- 4.1 This Policy applies to Persons’ conduct during the business, activities, and events of SINGAPORE BOWLING FEDERATION and its Members including, but not limited to, competitions, practices, trials, training camps, travel associated with organizational business, activities, and events including any workshops and meetings.
- 4.2 This Policy also applies to Persons’ conduct outside of the business, activities, and events of the SINGAPORE BOWLING FEDERATION and its Members when such conduct adversely affects the organization’s relationships (and the work and sport environment) or is detrimental to the image and reputation of SINGAPORE BOWLING FEDERATION or a Member.
- 4.3 This Policy supplements and does not prevent immediate discipline or sanction from being applied during the course of an activity, event or competition by those empowered do to so under the rules of sport. Further disciplinary measures may be applied according to other provisions in this Policy.¹

5 BREACH OF POLICY

- 5.1 A Person commits a breach of this Policy when they either alone, or in conjunction with another engages in any conduct which constitutes Misconduct under Article 4 of the Unified Code:
- A. Offences Under Domestic Law
 - B. Sexual Misconduct
(e.g. Sexual Harassment, Sexual Contact without Consent, Sexual Communications)
 - C. Psychological & Physical Misconduct
(e.g. Bullying, Harassment, Hazing)
 - D. Other Inappropriate Contact

¹ For sports which Field of Play rules or tournament regulations also cover misconduct which constitutes abuse and harassment

- (e.g. Grooming, Intimate Relationships, Other Inappropriate Conduct)
- E. Misconduct related to Process
(e.g. False Reporting, Abuse of Process, Retaliation)

6 REPORTING AND RESOLUTION

- 6.1 Any individual who experiences or becomes aware of Misconduct should report the incident to any SINGAPORE BOWLING FEDERATION Safeguarding Officer(s) or directly to the Safe Sport Commission.
- 6.2 Where an alleged Misconduct falls under the jurisdiction of the Safe Sport Commission, the reporting and resolution procedures set out in the Handbook shall apply.
- 6.3 Where an alleged Misconduct falls under the jurisdiction of the SINGAPORE BOWLING FEDERATION, the SINGAPORE BOWLING FEDERATION's reporting and resolution processes in ANNEX C shall apply.

7. OUR COMMITMENT

SBF is committed to ensuring the safety and wellbeing of Persons and Members of its programmes and events. Our policies and procedures seek to address risks to safe sport and to establish safe sport culture and practices. Our safe sport policies is posted on our website and communicated to all Persons and Members. We will periodically review our policies, gain endorsement of changes and advise relevant Persons and Members of any changes.

7.1. Our Staff, Volunteers and Agents know the behaviour we expect

We ensure that our Staff, Volunteers and Agents understand their role and the behaviour we expect in relation to keeping Persons and Members of our programmes and events safe from harassment and abuse through application of the Code of Behaviour (Annex B) and Code of Professional Conduct (Annex D). We utilise clear position descriptions which clearly state relevant safe sport requirements. We have a Code of Behaviour and Code of Professional Conduct, which is approved and endorsed from SBF General Council that outlines our expectations for behaviour towards Persons and Members of our programmes and events. Our staff and Volunteers are given a copy of and have access to the Code of Behaviour and Code of Professional Conduct. Our Staff, Volunteers and Agents indicate, in writing, that they have read and are committed to the Code of Behaviour and Code of Professional Conduct.

7.2. We minimise the likelihood of recruiting a person who is unsuitable

We have appropriate measures in place to minimise the likelihood that we will recruit Staff, Volunteers and Agents who are unsuitable to work in sport. We have recruitment procedures that ensure:

- our commitment to safe sport is communicated to potential applicants for positions

- face-to-face interviews are held which includes safe sport related questions
- professional reference checks are undertaken
- screening checks are undertaken, including identity, declarations of disciplinary or criminal record, qualifications or any relevant checks if available.

Annex A Article 2 further outlines the SBF recruitment policy

7.3. Induction and training is part of our commitment

We provide all Staff, Volunteers and Agents with information during their induction / training about our commitment to keep sport safe including our policy, Code of Behaviour, Code of Professional Conduct and safe sport reporting policy. We have a process for ensuring all staff and agents complete safe sport training where available. We support ongoing education and training for our staff, volunteers and agents to ensure safe sport information is provided on an ongoing basis.

We ensure that our staff, volunteers and agents have up to date information relevant to specific legislation applicable in Singapore or where they may travel to as a part of their duties.

Annex A Article 8 further outlines the SBF training and education policy

7.4. We encourage the involvement of Persons & Members

We involve and communicate with all Persons and Members in developing a safe, inclusive and supportive environment. We provide information about:

- our commitment to safe sport and communicating of rights
- the behaviour we expect of staff, volunteers, agents and athletes
- our policy about responding to harassment and abuse

We have processes for encouraging two-way communication between staff/volunteers/agents and participants of our programmes, events and activities. We seek their feedback and have a process for responding. We respect diversity and seek to facilitate effective communication and involvement.

7.5. We maintain and improve our policies and practices

We are committed to maintaining and improving our policies, procedures and practices to keep Persons and Members of our programmes and events safe from harassment and abuse. We have assigned responsibility for maintaining and improving our policies and procedures to the Executive Director, Technical Director and Senior Manager (Secretariat).

We monitor our Staff, Volunteers and Agents to ensure appropriate practice and behaviour, and policies are followed. We communicate with our Staff, Volunteers and Agents to ensure that they understand our policies and that the policies are effective in the work place. We require our Staff, Volunteers and Agents to disclose information affecting their suitability to work in sport. We review our records, checks and policies periodically.

We have formally reviewed our service delivery to identify and document potential risks of harassment and abuse to Persons and Members of our programmes and events. We undertake formal reviews, at least annually, to identify and document potential risks of harassment and abuse to Persons and

Members of our programmes and events. We have a procedure to undertake annual reviews, as part of our ongoing compliance with sport safe requirements.

ANNEX A – POLICIES FOR SPECIFIC AREAS

1 DEFINITIONS

“Minor Athletes” refers to athletes under the age of 18 years.

“Persons in Authority” refers to coaches, trainers, support staff, volunteers, medical staff, event staff, technical officials, board members and/or contractors performing any of these roles.

“Vulnerable Persons” refers to Minor Athletes and/or Persons with disabilities, including Persons covered under the Vulnerable Persons Act and Mental Capacity Act.

2 RECRUITMENT POLICY

2.1 SINGAPORE BOWLING FEDERATION’s Recruitment Policy sets out the criteria and processes to ensure all recruited Persons are qualified, suitable and committed in providing a safe and positive sporting environment.

2.2 Declaration²

- a. All applicants are required to provide a declaration of their past history at the point of application.
- b. The declaration form should include questions relating to, but not limited to:
 - i Any past investigations, charges or convictions for a criminal offence;
 - ii Any history of complaints or disciplinary proceedings for misconduct towards another person.

2.3 Reference Checks

- a. All applicants are required to provide the contact details for two professional referees at the point of application.
- b. If the role that an applicant has applied for involves direct contact with Vulnerable Person(s), one of the referees must be asked questions regarding the applicant’s suitability to work with Vulnerable Person(s). Questions should include, but not limited to whether the referee has:
 - i Any concerns that applicant is working in a role that has direct contact with Vulnerable Persons;
 - ii Any concerns towards applicant’s beliefs, attitudes or values towards Vulnerable Persons.

² Sample declarations forms for incorporation in the employment application can be provided by Safe Sport Policy Manager

2.4 Face-to-face interviews

- a. All applicants who have direct contact with Vulnerable Person(s) are required to undergo a face-to-face interview.
- b. Apart from the assessment of the professional suitability for the role, interview questions should be designed to assess applicant's suitability to work with vulnerable Persons.
- c. Interview questions should include, but not limited to, the applicant's:
 - i Prior experiences, interactions and/or professional qualifications in working with Vulnerable Persons;
 - ii General beliefs, attitudes and values towards Vulnerable Persons;
 - iii Views and understanding of best practices when working with vulnerable Persons;
 - iv Clarifications about any potential concerns with the applicant's history, such as gaps in working history, previous disciplinary proceedings and/or criminal history.

2.5 Disqualifiers

- a. If an applicant declares, or was screened to have a history of the following offences, the applicant shall be deemed unqualified for any work with Vulnerable Persons:
 - i Any offences against persons under the Penal Code and under Singapore law
 - ii Any drug offences
- b. If an applicant declares any history of complaints or disciplinary proceedings for inappropriate behaviors towards another person, or presents with any areas of potential concern during the reference check or interview stage, the final decision to recruit the applicant should be discussed with the Executive Director or equivalent position.
- c. The decision to recruit, or not recruit an applicant because of the applicant's criminal history must be clearly communicated, with a rationale, in writing.

3 TRAVEL POLICY

A significant part of sport participation involves travel. Travel consists of local travel and team travel. Local travel refers to travel to trainings, competition venues and team events that occur locally and does not include overnight stay(s). Overnight travel refers to travel to trainings, competition venues and events that includes overnight stay(s) either at a local venue or an overseas venue.

The Travel Policy seeks to minimize private one-on-one interactions between Minor Athletes and Persons in Authority as Vulnerable Persons are put at a greater risk during travel when they are away from their families and support network in settings that are less structured and less familiar.

3.1 Transportation

- a. Except for emergency circumstances, A Person in Authority must not transport a Minor Athlete alone in a vehicle unless the Person is related to the minor athlete (e.g., a parent or legal guardian).
- b. A Person in Authority should only drive with at least two other Minor Athletes or another adult, unless otherwise agreed to in writing by the Minor Athlete's parent or legal guardian.

- 3.2 When possible or is practical, for overnight travel, at least one person in the of the travelling team (e.g. medical support, team manager, strength and conditioning trainer and/or coach) should be of the same gender as the athlete(s)).
- 3.3 Rooming
- a. A Person in Authority must not share the same room with a Minor Athlete unless the Person is related to the Minor Athlete (e.g., a parent, legal guardian or sibling).
 - b. All Persons should share the same room with another Person of the same gender.
 - c. Individual meetings between a Person in Authority and an athlete, or between athletes of opposite genders, should not occur in the room unless the room door is open.
 - d. Regular monitoring and random checks may be made in each athlete's room.
- 3.4 The parent or legal guardian of a Minor Athlete must provide written consent for all Team Travel that involve overnight stay(s).

4 ONE-ON-ONE INTERACTIONS

Majority of child sexual abuse is perpetrated in isolated one-on-one situations. By reducing such interactions between Minor Athletes and adults, the risks of such abuse can be reduced. However, one-on-one time with a trusted adult is also a healthy and valuable part of participation. This policy assists with protecting Minor Athletes whilst allowing beneficial relationships to thrive.

- 4.1 One-on-One interactions (e.g. training) between Minor Athletes and Persons in Authority should be observable and at an interruptible distance by another adult.
- 4.2 Meetings between Persons in Authority and Minor Athletes should only occur if another adult is present.
- 4.3 If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, meetings should occur in an office with windows, blinds and/or curtains must remain open for the duration of the meeting.
- 4.4 A closed-door meeting may be permitted to protect patient privacy if a mental health care professional or healthcare provider meets with a Minor Athlete and only under the following conditions:
- a. the door must remain unlocked;
 - b. another adult must be present at the facility and informed that a closed-door meeting is occurring; and
 - c. written consent by the Minor Athlete's parent or guardian must be obtained prior to the provision of services.
- 4.5 SINGAPORE BOWLING FEDERATION will make every reasonable effort to monitor one-on-one interactions between Persons in Authority and Minor Athletes that occur under its jurisdiction by knowing that the scheduled time, duration and place of interaction and random checks to observe such interactions.

5 MESSAGE AND RUBDOWNS

- 5.1 Any massage or rubdown must be initiated by the athlete.
- 5.2 Any massage or rubdown performed by an adult Person on a Minor Athlete at SINGAPORE BOWLING FEDERATION directed training, event or competition is expressly prohibited unless that adult is authorized by SINGAPORE BOWLING FEDERATION to do so.
- 5.3 Any massage or rubdown of Minor Athlete must be conducted in an open and interruptible location with one other adult present.
- 5.4 Where possible, written consent by the Minor Athlete's parent or legal guardian shall be provided before the provision of massage or rubdown to a Minor Athlete.

6 SOCIAL MEDIA, MOBILE AND ELECTRONIC COMMUNICATIONS POLICY

Effective communication concerning administrative issues among coaches, administrator and athlete is critical. However, the use of mobile devices, web-based application and other forms of electronic communications increases the possibility for misunderstandings and improprieties.

- 6.1 All electronic communications, including text messages, use of social media and emails, between Persons in Authority and athletes should be professional, appropriate, activity-related and transparent (e.g., team activities, schedules, competition).
- 6.2 Any electronic communication between all Persons must be observant of healthy and appropriate boundaries.
- 6.3 Minor Athlete Communications
 - a. electronic communications to a team comprised of Minor Athletes by a Person in Authority shall also include one more additional Person in Authority.
 - b. private electronic communications between Persons in Authority and Minor Athletes should be restricted to training/competition/coaching/programme related matters. Where practical and possible to include a relevant 3rd party in such communication
- 6.4 Video conferencing
 - a. All Persons should be fully clothed and dressed appropriately when attending a video conference.
 - b. No sexual imagery, sexually explicit language or conversations should be communicated.
- 6.5 The use of social media, mobile and electronic communications to commit abuse and harassment (e.g., bullying, sexual communications) is strictly prohibited and will be considered as a breach of the Unified Code and this Policy.
- 6.6 All Persons should be provided with training on what is acceptable and unacceptable behaviours when using social media, mobile or electronic communications.

7 SAFE SPORT TRAINING AND EDUCATION POLICY

Training and Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides participants with the necessary information to identify and prevent the occurrence of abuse and harassment in the sporting environment.

All Persons should be empowered to report abuse and misconduct. To do so, all Persons should have a basic understanding of what constitutes a violation of the Safe Sport Policy and how to spot strategies used by offenders to target victims.

7.1 Onboarding

- a. As part of the onboarding process, the following Persons are required to complete the online Safe Sport module on the SportSG-ED platform:
 - i SBF President & any other Board / General Council Members as recommended by SBF President
 - ii employees and staff
 - iii coaches;
 - iv athletes;
 - v volunteers
- b. The online module should be completed as soon as possible, and no later than three (3) months upon commencement of respective roles.
- c. Persons in Authority who have regular direct contact with Vulnerable Persons must complete the online training before assuming their role.
- d. All Persons who have completed the online module will be required to produce a certificate of completion to SINGAPORE BOWLING FEDERATION's safeguarding officer and/or person in charge of recruitment.

7.2 Training

- a. All Persons who have direct contact with Vulnerable Person(s) will be required to undergo continuing education workshops from time to time.
- b. Such workshops will include, but are not limited to, discussions about Safe Sport best practices, case scenarios and a refresher on SINGAPORE BOWLING FEDERATION's Code of Conduct for the participant's respective role.
- c. Physical training sessions should ideally be conducted whenever there is a new recruitment or whenever feasible, but no later than six (6) months upon commencement of respective roles.

7.3 Refresher

- a. All Persons may be required to undergo a refresher session, either through the online module or a physical training session, at the discretion of SINGAPORE BOWLING FEDERATION.

8 INTIMATE RELATIONSHIP POLICY

Healthy and consensual intimate and/or romantic relationships are an important aspect to a person's wellbeing. However, intimate relationships where a Power Imbalance exists could give rise to actual or perceived conflict of interest and this could have harmful effects to the sporting community and the persons involved.

A Power Imbalance is present where one person has supervisory, evaluative, a duty of care or other authority over another individual (e.g. Person in Authority). The totality of the circumstances that give rise to a Power Imbalance and the definition of Intimate Relationships is set out in the Unified Code.

- 8.1 An Intimate relationship between an adult Person and a Minor athlete where a Power Imbalance exists is viewed as exploitative and is prohibited under the Unified Code.
- 8.2 In a relationship where a Power Imbalance exists between two adult Persons, the following shall apply:
 - a. An Intimate Relationship between adults where a Power imbalance exists (e.g., Coach-Athlete) is strongly discouraged and should be avoided;
 - b. if such a relationship exists between an SBF Staff and/or Coach, it is the duty of the Person in Authority to make a declaration of the relationship to the Executive Director of SINGAPORE BOWLING FEDERATION. If such relationship exists between at least one non-SBF personnel (e.g., COE Coach), it is the duty of the person in authority to make a declaration of the relationship either to the Executive Director or the Technical Director of SINGAPORE BOWLING FEDERATION. This is to remove the secrecy and stigmatization of healthy relationships which form between adults; and
 - c. SINGAPORE BOWLING FEDERATION may then make the necessary and appropriate arrangements to reduce actual or perceived conflict of interests and/or exploitation due to the differences in authority, power, status, influence and dependence between the Person in Authority and the other individual (e.g., re-deployment of Person in Authority, recusing the Person in Authority from selection decisions).

Annex B

Code of Behaviour (For SBF Staff, Volunteers, Agents, Athletes/Bowlers)

In the process of conducting any programmes, events and activities or providing services, the SBF, i.e. staff, volunteers, agents (Centre Of Excellence managers and coaches) and athletes in National programme are required to abide by the following Code of Behaviour in support of its Safe Sport Commitments:

- (a) Treat and respect everyone equally, regardless of race, language, religion, culture, gender, sexual orientation or physical ability.
- (b) Ensure that athletes, coaches and officials are properly attired, i.e. in a manner that would not be considered provocative, offensive and insulting.
- (c) Sexual/physical intimacy between SBF staff, volunteers, coaches and athletes in National programme (including Centres of Excellence) is inappropriate and to be avoided. Any physical contact between staff, volunteers, coaches and athletes should be only when necessary (e.g. providing first aid, etc.) and should be in a manner that will not be considered as an act of harassment or an unwelcome intrusion of personal space.
- (d) Refrain from using profane, abusive, denigrating or derogatory language (includes all forms of communication including social media).
- (e) Address conflicts in a respectful manner, using appropriate official channels.
- (f) Support clean and healthy competition, including an environment free of doping, and encourage fair play at all times.
- (g) Responsible for maintaining an environment which is fair, supportive, equitable and free from harassment and abuse; responsible for knowing SBF's Safe Sport Policy and behaviors which constitute misconduct under the Safe Sport Unified Code.

Annex C
Reporting Procedure for Incidents in Breach of Code of Behaviour
(For SBF Staff, Volunteers, Agents)

Bowlers in National Programme:

For any Offence, the following action will be considered / taken;

TABLE 1

	Action	
	<p>Minor Offence:</p> <p>Inappropriate dressing and use of language not amounting to deliberate act of harassment and abuse. Disrespect towards athletes, SBF staff and officials, etc.</p>	<p>Major Offence:</p> <p>Any deliberate act Serious misconduct e.g. obscene behaviour, drunk and disorderly, sexual impropriety, cheating in competition, violent conduct (physical assault), CBT, etc.</p>
1 st Offence	<p>Complaints concerning bowler - Respective Coach in charge of bowler will make an Incident Report to the Head Coach and issue a written warning. Head Coach will provide a written report to the Grievances and Disciplinary Sub-committee (GDS) with the Incident Report.</p> <p>Complaints concerning officials/staff/agents – incident to be reported by victim by writing to GDS/Executive Director (ED). For staff, ED would take appropriate action after investigation (verbal or written warning). For officials, pending outcome of investigation by GDS, appropriate action would be taken by Hon Sec (for officials and industry partner), or appropriate sub-committee Chairman.</p>	<p>Victim may be advised to make a police report and the alleged offender could be immediately suspended from all SBF/squad activities, pending findings/outcome of investigation. Further disciplinary action such as extended suspension or expulsion from appointed post/committee/national team could be taken.</p>
2 nd Offence	<p>Complaints concerning bowler - Respective Coach in charge of bowler will make an Incident Report to the Head Coach. The Coaching Panel (comprising Technical Director and Head Coaches) will deliberate and submit a written report to GDS and recommend whether the bowler shall be suspended. GDS will evaluate and recommend to General Council if suspension is required and provide the period of suspension. General Council will make the final decision on the suspension recommendation. Bowler will be informed</p>	NA

	<p>of General Council's decision accordingly by way of written letter.</p> <p>Complaints concerning officials/staff/agents - incident to be reported by victim by writing to GDS/Executive Director (ED). For staff, ED would take appropriate action after investigation (verbal/written warning. For more serious action, Staff Sub-Committee would deliberate and decide on need for more serious action, including dismissal). Pending outcome of investigation by GDS, appropriate action would be taken by Hon Sec (for officials and industry partner), or appropriate sub-committee Chairman.</p>	
3 rd Offence	<p>Respective Coach in charge of bowler will make an Incident Report to the Head Coach. The Coaching Panel (comprising Technical Director and Head Coaches) will deliberate and submit a written report to GDS and recommend whether the bowler shall be expelled from the programme. GDS will evaluate and recommend if expulsion is required. Bowler will be informed of decision accordingly by way of written letter.</p>	NA

In the event of any infraction, the following procedures will take place: The coach/official/victim must inform SBF in writing about any infraction and the subsequent consequences.

Such a letter is to be addressed to:

Chairman
GRIEVANCES AND DISCIPLINARY SUB-COMMITTEE
Singapore Bowling Federation
131 Rifle Range Rd
#04-01 Temasek Club
Singapore 588406

A hearing involving the victim and the accused (applies to bowlers, coaches, SBF staff, agents) may be held. If a minor is involved (victim or accused), it would be mandatory for his/her parents to attend the hearing. There will be an investigative process whereby the final decision will be decided by the GDS and it will be made known to the parties involved either at the meeting or at a later date.

The Grievance and Discipline Sub-Committee (GDS) representing SBF reserves the right to deny a bowler/coach/staff/agent who is charged and found guilty of engaging in criminal activity or of violations of civil law to participate in any or all Team Singapore events and programs.

Staff / Coach

For any Offence, the following action will be considered / taken:

1. Grounds for Disciplinary Action:
 - (a) Unsatisfactory Performance
 - (b) Unacceptable Conduct, and
 - (c) Wilful or Serious Misconduct

2. Disciplinary Procedure:

The Stages that may be followed when discipline is deemed necessary includes the following:

 - a) Verbal Warning (*held for 3 months*)
 - b) Corrective Actions/Counselling
 - c) Official Written Reprimand (*held for 3 months*)
 - d) Disciplinary meeting with appropriate supervisor or manager
 - e) Final Written Warning (*held for 1 month*)
 - f) Detraction of Benefits
 - g) Indefinite Suspension or Demotion
 - h) Termination

The following indicate the beginning of the disciplinary procedure in regards to each infraction:

Performance Issues:

Disciplinary procedure starts at stage 6(a). It includes but is not limited to:

- Failure to meet performance objectives
- Attendance issues
- Failure to meet deadlines

Misdemeanours / One-time minor offence:

Disciplinary procedure starts at stage 6(a). It includes but is not limited to:

- Rude behaviour to customers or partners/fellow co-workers
- On the job minor mistakes
- Involuntary discrimination

Misconduct / Frequent Offender:

Disciplinary procedure starts at stage 6(e). It includes but is not limited to:

- Frequent occurrences of performance issues and misdemeanours
- Lack of response to counselling and corrective actions
- Lost temper in front of customers or partners
- On the job mistakes
- Unwillingness to follow standards

Severe Offensive Behaviour / Felony:

Disciplinary procedure starts at stage 6(f). It includes but is not limited to:

- Corruption / Bribery
- Breach of Employment Agreement
- Harassment / Voluntary Discrimination
- Workplace Violence
- Embezzlement / Misappropriation / Fraud

- Substance Abuse

The disciplinary procedure may commence when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, the circumstance must be timely investigated.

3. Investigation

Depending on the circumstances, it may be necessary to conduct an investigation into incidents and/or allegations. This may involve collecting relevant data, interviewing the relevant employee, relevant witnesses, such as the employee's co-workers or supervisors, or even customers and suppliers with whom the employee has had contact.

4. Documentation

Every stage of the procedure will be documented and filed along with necessary information (Evidence, testimonies, employee's progress or improvement, etc)

5. Appeals

Appeals are allowed and must be filed to the next line of management.

In the event the procedure ends in suspension/termination/resignation, all appropriate guidelines will be followed in accordance to Federation policy.

ANNEX D

CODE OF PROFESSIONAL CONDUCT FOR COACHES, STAFF & INDUSTRY PARTNERS

1. The document shall be referred as “Code of Professional Conduct for Coaches, Staff & Industry Partners
2. Each of the following expression and/or words shall have the meaning set forth against it:

“Participants” - any one whom the staff, coach or the industry partner, trainer, facilitator or volunteer enters into an agreement / engagement for professional services.

“Code”- Code of Professional Conduct for Personnel conducting programs, events and activities

“Declaration”- A written statement referring to and disclosing the facts relevant to the situation covered by particular provisions of the Code of Professional Conduct

“Coaching Delegate” - An individual that has been appointed as a coach, facilitator, trainer in SBF or Centre Of Excellence / Private-run academies and clubs to provide professional coaching/ All coaches in SBF Registry of Active Coaches (ROAC)

3. Anyone who wishes to be a Coaching Delegate must be provided with the SBF Code of Professional Conduct and submit a declaration that they understand and pledge to abide with the Code.
4. Professional Code of Conduct
 - a. Coaching Delegates shall at all times conduct themselves in a manner which will enhance the standing and public regard of the sport and profession and not to do anything that will bring themselves, the bowling industry or the profession into disrepute.
 - b. Coaching Delegates shall at all times abide by the laws of Singapore and that of any country where they are sent in discharge of services under the contract.
 - c. Coaching Delegates shall at all times not communicate anything that is profane, vulgar, demeaning or sexually suggestive and shall display, promote and instill respectable and amicable behavior.
 - d. Coaching Delegates shall at all times maintain a professional relationship with participants, even when building rapport with participants while discharging their professional responsibility.
 - e. Coaching Delegates shall at all times exercise sound professional judgement and discretion in deciding what is appropriate physical contact which when required should never make the participants feel uncomfortable or harassed in any way.
 - f. Coaching Delegates shall at all times not initiate, accept or attend a social event with a participant on a one-to-one basis unless with approval and acknowledgement of the organization whom he works with.

- g. Coaching Delegates shall at all times exercise professional judgement to ensure that communication with participants is kept within professional parameters.
 - h. Coaching Delegates shall at all times respect the cultural, ethnic and religious differences of the participants and shall organize learning and positive interactions that are non-political, non-racial and non-religious, taking into account the participants' diversity.
 - i. Coaching Delegates shall at all times recognize, respect and uphold the dignity and worth of every participant under their charge and manage them in a just and considerate manner, acting in the best interest.
 - j. Coaching Delegates shall at all times ensure that physical and emotional safety and security of the participants are top priority when they discharge their professional responsibility.
 - k. Coaching Delegates shall at all times only accept an engagement for which they are suitably qualified and shall regard the participants' learning requirement and interests as paramount.
 - l. Coaching Delegates shall at all times, not knowingly, without permission, use copyright material or techniques that others have developed.
 - m. Coaching Delegates shall at all times respect fellow Coaching Delegates in the bowling industry and shall not misrepresent the qualifications of other Coaching Delegates, nor will they make any comments or statements of another Coaching Delegate that are negative.
 - n. Coaching Delegates shall avoid any actions or situations inconsistent with their professional obligations or which in any way might be seen to impair their integrity.
 - o. Coaching Delegates shall at all times not attempt to obtain work by giving financial inducement to participants or engaging agencies.
 - p. Coaching Delegates shall recognize that in the discharge of their responsibility to the profession as well as to themselves and their participants, they should at all times ensure that their knowledge and skills are kept up to date and shall take appropriate steps to this end.
5. The committee shall be empowered to issue, rescind and amend this code and any advice, circular or direction given under this code from time to time, which shall be binding to the Coaching Delegate.
 6. Responsible for maintaining an environment which is fair, supportive, equitable and free from harassment and abuse; responsible for knowing SBF's Safe Sport Policy and behaviors which constitute misconduct under the Safe Sport Unified Code.
 7. Any complaint concerning a Coaching Delegate shall be made in writing and addressed to the General Council. The committee shall refer complaints received to the Grievances and Disciplinary Sub-Committee to inquire into the complaint.
 8. The committee may also on its own motion refer the complaint concerning the Coaching Delegate to the Grievances and Disciplinary Sub-Committee.