



By-laws

Date adopted: 28/09/2024

1 Interpretation

- 1.1 In these By-laws, words importing the singular include the plural and vice versa, and words importing any gender include the other genders and unless the context requires otherwise:
- 1.1.1 “Activity” means a contest, match, competition, event or activity (including training) whether on a one-off basis or a part of a series, league or competition, sanctioned or organised by BSG or a Sport Organisation
 - 1.1.2 “Affiliate” means a member of a Member Organisation
 - 1.1.3 “Alleged Breach” means an allegation or information that a Member or Member Organisation or an Affiliate or a Relevant Person has breached a provision or provisions of the Constitution, these By-Laws, any rules, regulations, policies and procedures (howsoever named) and directions of BSG
 - 1.1.4 “Authorised Provider” means any non-Sport Organisation authorised to conduct an Activity
 - 1.1.5 “Bowls” means the sport of Bowls
 - 1.1.6 “the Board” means the Board of BSG as defined in the Constitution of BSG
 - 1.1.7 “BSG” means Bowls Singapore
 - 1.1.8 “By-laws” means these By-laws as amended from time to time, and a reference to an article is a reference to an article of these By-laws
 - 1.1.8 “Constitution” means the Constitution of BSG
 - 1.1.9 “Member” refers to an individual or entity which has been admitted as a member of BSG and Member Organisation (“MO”) refers to an entity/organisation that has been admitted as a member of BSG
 - 1.1.10 “Officials” refer to referees, umpires, technical officials or other officials appointed by a Sport Organisation or any league, competition, series, clubs or team sanctioned by a Sport Organisation
 - 1.1.11 “Participant” means any one of the following:

- (a) Athletes who are registered with a Sport Organisation or entitled to participate in an Activity
- (b) Coaches appointed to train an athlete or team in an Activity
- (c) Administrators who have a role in the administration or operation of a Sport Organisation, including owners, directors, committee members or other persons
- (d) Officials of an Activity
- (e) Support personnel who are appointed in a professional or voluntary capacity by a Sport Organisation or any league, competition, series, club or team sanctioned by a Sport Organisation including sports science sport medicine personnel, team managers, agents, selectors and team staff members and
- (f) Parents/carers and spectators who are subject to registration conditions or venue conditions of entry that require compliance with these By-laws

1.1.12 “Relevant Organisation” means any of the following organisations:

- (a) A Sport Organisation
- (b) An Authorised Provider
- (c) A team, which means any collection or squad of athletes who compete and/or train in Bowls; and
- (d) Any other organisation that has agreed to be bound by these By-laws

1.1.13 “Relevant Person” refers to any of the following individuals:

- (a) An individual registered as a member of a Sport Organisation
- (b) A Participant
- (c) An employee employed by BSG, Sport SG, a Sport Organisation or an Authorised Provider
- (d) A contractor engaged directly or via an organisation to provide services for or on behalf BSG, a Sport Organisation or an Authorised Provider

- (e) A volunteer engaged by BSG, a Sport Organisation or an Authorised Provider in any capacity who is not otherwise an employee or contractor, including directors and office holders, officials, administrators and team and support personnel and
 - (f) any other individual who has agreed to be bound by these By-laws
- 1.1.14 “Sport SG” means Sport Singapore
- 1.1.15 “Sport Organisation” means BSG or each Member Organisation (MO) or an Affiliate
- 1.1.16 “WB” refers to World Bowls

2 WB Laws of the Sport of Lawn Bowls

- 2.1 Except where the contents of these By-laws conflict with the current WB Laws of the Sport of Bowls, the current WB Laws of the Sport of Lawn Bowls shall apply.

3 Responsibilities and Obligations of the Board

- 3.1 It shall be the responsibility of the Board
- 3.1.1 to determine the policies necessary for adoption by BSG in order for BSG to achieve the objects of BSG as set out in its Constitution including but not limited to policies on national competitions and the selection of the national team
- 3.1.2 to ensure that the Members of BSG observe these By-laws, the Constitution and the policies adopted by BSG for the effective operation of BSG and to ensure that Member organisations and or Affiliates conform to a standard of behaviour or code of conduct expected of everyone involved in Bowls

4 Standard of Behaviour or Code of Conduct

- 4.1 All Members, MO, Affiliates and their members shall:
- 4.1.1 Act and operate within the rules and spirit of Bowls

- 4.1.2 Be ethical, considerate, fair and honest in all dealings with other people and organisations
- 4.1.3 Act with honesty, integrity and objectivity and be accountable for their own behaviour and actions
- 4.1.4 Maintain appropriate, professional relationships with other Relevant Persons at all times
- 4.1.5 Accept and respect the authority of Officials and not use offensive language or behaviour, show unnecessary dissension, displeasure or disapproval towards an Official, whether on or off the field on play
- 4.1.6 Treat all Relevant Organisation representatives and other stakeholders with courtesy, respect, dignity and have proper regard for their rights and obligations
- 4.1.7 Act with care and diligence to safeguard the health and safety of themselves, Relevant Organisation representatives and ensure their decisions and actions contribute to a safe environment for the conduct of Activities.

5 Responsibilities and Obligations of Members, MO, Affiliates and their members

- 5.1 It shall be the responsibility of all Members, MOs, Affiliates and their members to:
 - 5.1.1 Observe and give effect to the policies promulgated and adopted by BSG
 - 5.1.2 Not engage in conduct that is referred to as Prohibited Conduct under these By-laws. Prohibited Conduct under these By-laws includes, without limitation, the following:
 - (a) Abuse, bullying, harassment, sexual misconduct, unlawful discrimination, victimisation or vilification;
 - (b) Child abuse, grooming, misconduct with a child, failure to comply with child safe practices or with relevant obligations under child protection legislation including obligations relating to reporting, recruitment/screening and working with children checks;
 - (c) Improper manipulation of the result or course of a Bowls Activity or betting on a Bowls Activity;
 - (d) Inappropriate disclosure of insider information;

- (e) Use, possession or trafficking of illegal drugs; and
 - (f) Non-compliance with certain requirements relating to medications, injections and supplements.
- 5.1.3 Respect and protect confidential information obtained through Activities, whether regarding individuals or organisational information;
- 5.1.4 Not engage in behaviour that is:
- (a) drunk and disorderly;
 - (b) a public or domestic violence;
 - (c) continued or unreasonable disruption of Relevant Organisation representatives performing their duties; or
 - (d) unlawful or unsafe;
- 5.1.5 Not undertake any behaviour prohibited by a venue's ticketing or entry conditions, at, in or around that venue at which an Activity is taking place
- 5.1.6 Not behave in a manner that creates a public nuisance and/or disturbance within or around a venue at which an Activity is taking place;
- 5.1.7 Comply with all reasonable directions of, and accept all decisions of, Relevant Organisation representatives; and
- 5.1.8 Not be in the possession or under the influence of an illegal drug, at, in or around a venue at which an Activity is taking place.

6 Breach of By-laws

- 6.1 A Relevant Person commits a breach of these By-laws when they
- 6.1.1 Conduct themselves in any manner, or engage in any activity whether before, during or after an Activity that would impair public confidence in the safe and orderly conduct of the Activity;
 - 6.1.2 Engage in any Prohibited Conduct;
 - 6.1.3 Engage in any conduct or activity including, without limitation, making public comment (including on social media) which:
 - (a) brings a Relevant Organisation, a Relevant Person or Bowls into

disrepute; or
(b) is or could be harmful to the interests of a Relevant Organisation or Bowls;

- 6.1.4 Make improper use of information acquired by virtue of their position in a Relevant Organisation or in any team selected by a Relevant Organisation or their relationship with a Relevant Organisation to gain, directly or indirectly, an advantage for themselves or for any other person or to cause detriment to a Relevant Organisation.

7 Complaints

- 7.1 Any complaint relating to a breach of these By-Laws must be made in writing by completing the Complaint Form set out in Schedule 1 hereto and submitting it to the President of BSG at Bowlssg.Complaints@gmail.com as soon as reasonably possible following the Alleged Breach. If after preliminary Investigation the Board of BSG considers that a case of breach of these By-laws exists the Board will refer the complaint to BSG's Disciplinary Committee. If the Board considers that a case cannot be made, no further action will be taken and the complainant shall be advised accordingly of the reason for this decision.

- .1 In the event of an incident considered necessary for disciplinary action, the accused involved shall be advised in writing with 21 days of the complaint being received that the complaint will be referred to the Disciplinary Committee for a Disciplinary Hearing;
- .2 In the event of a Disciplinary Hearing taking place the date shall, if possible, be agreed with the accused. BSG shall provide three dates of availability which shall be within 42 days of the date of notification to the accused of the complaint or as soon as practical thereafter and in any event the Disciplinary Hearing must be held within 90 days of the date of notification of the complaint to the accused notwithstanding failure to agree such date. In the event of failure to agree on such date the decision of BSG as to the date of the Disciplinary Hearing shall be final

7.2 Composition of the Disciplinary Committee

- .1 BSG will appoint or delegate THREE persons, none of whom shall have any previous involvement or material knowledge of the complaint as the Disciplinary Committee and delegate power to hold a disciplinary hearing. The members of such Disciplinary Committee need not necessarily be members of the Board of BSG but the Chair of the Disciplinary Committee shall be a member of the Board of BSG. Each member of the Disciplinary Committee must declare any known conflict with the accused or any

representative of the accused.

- .2 The names of the appointed/delegated members of the Disciplinary Committee shall be forwarded to the accused at least 14 days prior to the hearing. The accused may object to a maximum of two of the appointed delegated members of that Committee. Once the new committee has been appointed/delegated, no further objections may be made.

7.3 Written witness statements in advance of the hearing

The Chair of the Disciplinary Committee or nominee on behalf of that Committee shall call for written witness statements in support of the complaint and in support of the accused, to be received no later than 28 days prior to the date of the hearing. When all the statements from the parties have been received, copies will be immediately forwarded to the opposing parties, as appropriate. The accused shall be required to indicate in writing, no later than 21 days prior to the date of the hearing, those witnesses he/she requires to attend the hearing to give oral evidence and those witnesses he/she is agreeable to the Disciplinary Committee accepting the written evidence of. Should the accused indicate that a witness or witnesses is/are not required to give oral evidence or should no reply be received within the time limit, the Chair of the Disciplinary Committee shall have discretion to call a witness or witnesses to give oral evidence.

7.4 Assistance to the Disciplinary Committee

The Chair of the Disciplinary Committee may appoint a person to act as Clerk to the Disciplinary Committee, who may be legally qualified, to give assistance to the Disciplinary Committee as it thinks fit. The Chair will also arrange for minutes of the proceedings to be taken. The Chair will either present the complaint against the accused himself/herself, or appoint a representative to do so, who may be legally qualified (in either case, in these By-laws, "the Case Presenter").

7.5 Representation

The accused shall be present at the disciplinary hearing and may be represented by an advisor, friend or other representative, who may be legally qualified. If the accused is so represented, should it become necessary to ensure good order at the hearing, the Chair of the Disciplinary Committee may stipulate that the accused may speak only when called upon to give evidence by his or her representative.

7.6 Order of Proceedings

Subject to the provisions of these By-laws, the order of proceedings shall be at the discretion of the Disciplinary Committee. Members of the Disciplinary

Committee may ask questions of any witness. The Disciplinary Committee may ask for additional enquiries to be undertaken, and may call for additional witnesses to attend.

7.7 Joint Hearings

If two or more accused persons are involved in related misconducts, the Disciplinary Committee may, at its discretion, deal with their case together. However, the wishes of the accused persons concerned must be taken into account.

7.8 Standard and Burden of Proof

The burden of proof shall be with the Disciplinary Committee and the Disciplinary Committee will only find against the accused if, on the evidence before it, it is satisfied that on the balance of probabilities that an allegation of misconduct has been proved

7.9 Evidence

The Disciplinary Committee will rely solely on the evidence presented at the hearing.

7.10. Relevance

The Disciplinary Committee may refuse to admit evidence that is, in its opinion, irrelevant to the issues raised.

7.11 Opening and closing addresses

The Case Presenter shall be entitled to address the Disciplinary Committee before calling witnesses, and at the conclusion of the evidence called on behalf of the accused. The accused or his/her representative may address the Disciplinary Committee before calling witnesses and after the Case Presenter's final address.

7.12 Witnesses in support of allegation

The complaint against the accused will be put first. The Case Presenter will ask questions of each witness giving evidence in support of the complaint. These must not be leading questions. The witness may be cross-examined by the accused or his/ her representative. Witnesses may be re-examined by the Case Presenter, but concerning only those matters raised in cross-examination, for the purpose of clarification.

7.13 Submission that there is no case to answer

At the conclusion of the evidence in support of the complaint against the accused, the accused or his/her representative may submit that no case has been made. The Case Presenter has the right to reply. If the Disciplinary Committee finds that, on the evidence, there is no case to answer it may dismiss the complaint.

7.14 Witnesses against the allegation

If the case proceeds, the accused may then give evidence. At the conclusion of the accused's evidence, the Case Presenter may cross-examine. The accused may give evidence in reply to clarify matters raised in cross examination. The accused or his/her representative may then call further witnesses, who may be similarly cross-examined and re-examined.

7.15 Recall of witnesses

A witness may be recalled to give further evidence only with the leave of the Disciplinary Committee.

7.16 Time Limits

The Disciplinary Committee may impose time limits on oral addresses and submissions.

7.17 Adjournment

The Disciplinary Committee shall have the power to adjourn a hearing to another date, as it thinks fit.

7.18 Chair of the Disciplinary Committee's right to stop the proceedings

The Chair of the Disciplinary Committee has the power to suspend the activity of the Disciplinary Committee at any time, and to stop the proceedings against the accused if he/she believes it to be appropriate to do so.

7.19 Absence

Notwithstanding the provisions of Article 7.5 of these By-laws the Disciplinary Committee may reach a decision and impose a penalty, if the accused is/are absent from the Disciplinary Hearing, provided that the accused has been given notice of the Disciplinary Hearing in accordance with Article 7.1.1 of these By-laws.

7.20 Majority Verdict

If members of the Disciplinary Committee cannot agree, the verdict of the Disciplinary Committee will be that decided by the majority of its members.

7.21 Report of the Disciplinary Committee

At the termination of the proceedings, the Chair of the Disciplinary Committee will write a short report confirming the outcome. In the event of a finding that the allegation has been proved, the report will set out the misconduct alleged, a brief summary of the evidence received, the grounds for the finding that the allegation has been proved, the penalty imposed, and the factors taken into account in deciding the penalty. A copy of the report will be sent to the accused. The decision of the Disciplinary Committee will be final and there will be no right of appeal. Where the misconduct concerns the anti-doping policy, a copy will also be sent to Sports SG.

8 Penalties

8.1. Imposition of penalties

If an allegation of a breach of these By-laws is proved against an accused, penalties may be imposed on the accused by the Disciplinary Committee. The decision of the Disciplinary Committee shall normally be communicated to the accused immediately after the hearing and followed up in writing to the accused. Where in exceptional circumstances this is not possible the decision will be communicated no later than 21 days after the hearing. Examples of the penalties available are set out at Article 8.3 of these By-Laws.

8.2. Matters to be considered

When determining penalties, the Disciplinary Committee will give consideration to the seriousness of the breach, the circumstances of the breach, and the general personal circumstances of the accused. Due regard should also be paid to the seriousness with which Sports SG regards proven deliberate cheating and the misuse of drugs.

8.3. Types of Penalty

The penalties available for an accused found to have an allegation of a breach of these By-laws proved against him/her are, but shall not be restricted to:

- .1 Caution

- .2 Absolute discharge, which means that although the accused is technically found to have had proved against him/ her the breach alleged, no blame should be attached to his/her action/actions.
- .3 Conditional discharge, which means that no penalty is imposed, subject to the accused fulfilling certain stipulated conditions as imposed by the Disciplinary Committee, including future good behaviour, over a specified period of time. If the conditions are not met, a penalty may be imposed following a further hearing, which shall concern itself only with whether the conditions have been broken. Such further hearing shall take place in accordance with Article 7.1.1 of these By-Laws and the procedure in Articles 7.2 to 7.21 shall apply with such amendments as BSG shall deem are required for the purpose.
- .4 Required to pay a reasonable sum by way of compensation and restitution for an identified and quantified loss.
- .5 Excluded from participating in competitive bowls, for a defined period of time.
- .6 Excluded from participating in competitive bowls for an indefinite period of time.
- .7 Required to pay any costs in relation to the investigation and proceedings.

With regard to .4 and .7 above, until such time as the monies is paid the accused shall forfeit all rights and entitlements and recognition under these By-Laws.

An accused found to have committed a breach of these By-Laws prove may be cautioned as referred to in .1 above which means that no penalty is imposed but, if the accused is found to have had proved against him or her an allegation of a breach of these By-Laws, on a subsequent occasion, within a period of 3 years, the caution may be referred to and taken into account.

9 Matters Not Provided For

- 9.1 In all matters not provided for in these By-laws or doubts on the proper interpretation of the Articles of these By-laws, the decision of the Board shall be final unless it is reversed at a general meeting of Members

SCHEDULE 1

Complaint Form

Internal Use Only	
Name of person receiving Complaint	Date Complaint Form Received: / /
How was the Complaint received	
Complainant to Complete	
Name of Complainant <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Complainant's contact details	Phone: Email:
Complainant's role/position within the Sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Board/Committee Member <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> SupportPersonnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Other (Please Specify)
Name of person complained about (Respondent) <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Respondent's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Board/Committee member <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> SupportPersonnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Other (Please Specify)
Date/s of alleged breach/es by Respondent	
Location/s of alleged breach/es by Respondent	
Description of alleged breach by Respondent Please provide as much information as possible, including details of who is involved, describe what happened and when, and how you found out about the breach - attach further pages if necessary	

Complaint form (contd)

Witnesses (if any)	<p>Did anyone else witness this alleged breach by the Respondent?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p>If 'Yes', please list the witnesses and their contact details (if known):</p> <p>1. Name: Phone: Email:</p>
	<p>2. Name: Phone: Email:</p>
	<p>3. Name: Phone: Email:</p>
Level of the Sport at which alleged breach occurred	<p><input type="checkbox"/> National level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the National level; or</p> <p><input type="checkbox"/> Affiliate level - where it relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Affiliate level (Club level).</p>
Sections allegedly breached	
Signed by Complainant	<p>Signature:</p> <p>Date:</p>