

Chapter 1: CONSTITUTION

The geographical area of the Tenpin Bowling Association of South Africa (TBASA) shall include all Member associations and associated Members sponsoring or conducting tenpin bowling in South Africa.

1.1 Name and Office

1.1.1 This organisation shall be known as the Tenpin Bowling Association of South Africa, hereinafter referred to as TBASA.

1.1.2 Its main office shall be established in the city where the President resides unless otherwise decided by its Executive Council.

1.1.3 TBASA is a voluntary Association having a corporate identity separate from that of its members.

1.1.4 The provisions of this Constitution are founded upon and shall be implemented and administered in the recognition of human dignity, equality, and the advancement of human rights and freedoms, non-racialism, non-sexism and the right of freedom of association and the supremacy of the Constitution of the Republic of South Africa (1996), the rule of law and good corporate governess.

1.2 Jurisdiction

The geographical are of jurisdiction of TBASA shall be the Republic of South Africa together with such other areas outside as is included in the area of jurisdiction of its members.

1.3 Definitions

1.3.1 'BFA' means the Bowling Federation of Africa, the organization responsible for coordinating Tenpin Bowling in Africa.

1.3.2 'Constitution' shall mean this Constitution, its provisions, the Appendix hereto, Bye-Laws, and due decisions and /or orders arising there-from as well as policies, as amended from time to time. These policies to be listed and annexed to this constitution.



- 1.3.3 'Members' shall mean the Affiliated, Associate and Individual Members of TBASA, the individual members of such Affiliate Members, Honorary and Life Members unless otherwise stated. All members are to pay the annual fee prescribed by the TBASA Executive.
- 1.3.4 'Tournament' means competition, event, meeting, camp, clinic, tour or the like.
- 1.3.5 'Code of Conduct', means the Code of Conduct, as amended from time to time, as set out in Chapter 4 hereto.
- 1.3.6 'Disciplinary enquiry' shall mean a disciplinary enquiry, investigation, hearing or the like.
- 1.3.7 'Drug/s' shall mean any substance/s, method and/or provision regulated in accordance with the World Anti-Doping Agency (WADA) Doping Control Program.
- 1.3.8 'Executive' means the Executive Council of TBASA elected in terms of section 1.14
- 1.3.9 'IBF' means The International Bowling Federation, formerly known as Federation Internationale des Quilleurs (FIQ) and World Bowling, which was founded in Hamburg, Germany on 27 January 1952 with the purpose to foster worldwide interest in amateur Tenpin Bowling and Nine Pin Bowling

1.4 Affiliation and Membership

- 1.4.1 TBASA will be affiliated to:
- 1.4.1.1 IBF
- 1.4.1.2 BFA
- 1.4.1.3 The South Africa Sports Confederation and Olympic Committee (SASCOC).
- 1.4.1.4 The Commonwealth Tenpin Bowling Federation (CTBF)
- 1.4.1.5 Any other organization in sport which will benefit TBASA
- 1.4.1.5 TBASA is registered with the Government Department responsible for Sport and Recreation as a National Federation and the South African Revenue Services (SARS) as a Tax-Exempt organization and registered as a Non-Profit Company

1.5 Objectives

- 1.5.1 To be and to operate and function as the autonomous controlling and administrative body of the sport of Tenpin Bowling, within the area of its jurisdiction.
- 1.5.2 To encourage the development of tenpin bowling throughout the TBASA geographical area, in accordance with sound business and financial principles.
- 1.5.3 To be a member or affiliate of the IBF and/or any other national or international sports body as the Congress, upon recommendation of Executive Council, may decide.
- 1.5.4 To establish rules for the TBASA activities and make sure they are not contradictory to IBF and BFA constitutions and/or regulations and to encourage and promote the highest standard of sporting behavior in connection with the sport.
- 1.5.5 To maintain an efficient communication system within the TBASA organisation.
- 1.5.6 To support and encourage Affiliate and Associate Members in their efforts to develop and promote tenpin bowling within the respective regions.
- 1.5.7 To conduct South Africa tenpin bowling championships/tournaments for adults and youth.
- 1.5.8 To promote international competition in tenpin bowling within the TBASA geographical area, especially those events anticipating entries from different countries.
- 1.5.9 To establish prerequisite conditions for conducting championships and international tournaments in accordance with the rules established by the BFA and IBF Congresses.
- 1.5.10 To contribute to the development of tenpin bowling worldwide through the TBASA representatives of the IBF, BFA and CTBF Presidia.
- 1.5.11 To support the efforts of the IBF, BFA and CTBF Presidia. to get tenpin bowling accepted as a fully recognized athletic competition in the Olympic Games.
- 1.5.12 To maintain a financial and organizational structure, in compliance with the SASCOG governance charter.
- 1.5.13 To uphold and enforce any code of conduct pertaining to the sport approved by the IBF and /or any other code of conduct decided upon by TBASA.
- 1.5.14 To adopt the World Anti-Doping Code, as amended from time to time, and abide by relevant anti-doping legislation as promulgated in South Africa from time to time.
- 1.5.15 To implement principles of good governance and ensure conflicts of interest are declared and managed appropriately.

1.6 Powers of TBASA to carry out its Objectives

- 1.6.1 TBASA shall have all such powers and authorities as shall be necessary or desirable or conducive to achieving any and all of the objectives of TBASA. These powers shall be exercised by the Congress Meeting and/or Executive Council and/or by any duly constituted sub-committee in accordance with, and subject to the provisions of this Constitution.
- 1.6.2 To enter into contracts of any and all kinds necessary to carry out, give effect to or secure the objectives of TBASA.
- 1.6.3 To regulate relations between its members, and between its members and TBASA.
- 1.6.4 To invite the patronage of any person or persons as it may consider advisable.
- 1.6.5 To institute, conduct, defend, compound or abandon any legal proceedings by and against TBASA or its officers or otherwise concerning the affairs of TBASA, or the action of its Members, and also compound and allow time for payment or satisfaction of any debt due or any claims or demands made by or against TBASA.
- 1.6.6 To raise money whether by subscription or levy from its Members and/or from any or all players or any associations or organisations concerned with the playing of the sport or in any way or from any other source, and recover by legal process monies due by members or ex-members/players, associations or organisations.
- 1.6.7 To spend or otherwise apply monies to the advancement and/or development of TBASA or its members or individuals.
- 1.6.8 To contribute or subscribe to bodies with aims similar to the aims of TBASA and invest monies upon such security and in such manners as it may from time to time determine.
- 1.6.9 To make or pass rules, by-laws or regulations and to add to, repeal or alter such rules, by-laws or regulations with or without penalties for carrying out, administration and implementation of this Constitution and the attainment of the objects of TBASA.

- 1.6.10 To impose fines, to suspend for a period of time, to ban and/or implement any other disciplinary measures on its members or former members or on any player, administrator, technical official, coach, member of team management or club or association or organization connected or concerned with the sport arising out of or connected with any contravention or breach of the provisions of this Constitution or any rule, by-law or regulation passed by the Executive Council, including the World Anti-Doping Code, and recover by legal action or otherwise such fines or compulsory contributions or damages from its members, or former members. Without in any way limiting the generality of the above provisions, TBASA shall have the power to suspend or ban any player, member from participating in any tournament, championship or league.
- 1.6.11 To take such action as may be required or necessary to enforce fully and effectively all obligations of whatsoever nature and howsoever arising which may be owed to TBASA by its members former members or any other persons or body.

1.7 Official Language

- 1.7.1 The official language of TBASA shall be English. A Member shall have the right to bring an interpreter to meetings at its own cost.
- 1.7.2 Words in the singular shall include the plural, words in the plural shall include the singular; words of the masculine, feminine or neutral gender shall include any gender, except in the specification of a competition being for male or female competitors; and correction of any manifestly evident typographic errors shall be made

1.8 Membership

1.8.1 Affiliate Member

- 1.8.1.1 A bona fide body, on either a provincial, regional/district or club level (as demarcated by the SA Demarcation Board) or other basis shall be eligible for membership of, and affiliation to, TBASA, as an Affiliate Member.
- 1.8.1.2 All applications for Affiliate Membership of TBASA shall be made in writing to the Secretary General, and must be accompanied by the prescribed application fee (which shall be refunded if the application should not be approved), together with a copy of the constitution and rules of the applicant, and any other information that TBASA may require in support of the application

- 1.8.1.3 Such applications shall be considered at a Congress Meeting of TBASA and may be accepted only if passed by a two-thirds majority of those present and eligible to vote. Provisional Membership (with full rights) can be granted by the Executive of TBASA and ratified at the next Congress of TBASA.
- 1.8.1.4 The prescribed application fee for intended Affiliated Members shall be determined by the Executive Council of TBASA, and advised bi-annually at its Congress.
- 1.8.1.5 Each Affiliate Member shall acknowledge in its Constitution and Rules, that TBASA is the only recognized body in the Republic of South Africa that governs the sport of tenpin bowling, and that it is bound by the provisions of the Constitution of TBASA.
- 1.8.1.6 Affiliated Members have to have the same objectives as TBASA otherwise they must be Associate Members.
- 1.8.1.7 No Affiliate Member or individual member of an Affiliate Member may sit on any Committee, Executive or Council, or act as an official at or take part in any competition, whilst under sentence of disqualification or suspension for any offence committed by him/her.
- 1.8.1.8 All Affiliate Members are directed to align their financial periods the same as that of TBASA, financial year ending the 31st December of each year.
- 1.8.1.9 Affiliated Members must forward their Annual Report to the Secretary General not later than the 31st of May of each year and the Financial Statements, duly audited, to TBASA by not later than 28th March of each year. TBASA may call on any Affiliated Member to forward such documents, books and statements as may be deemed necessary and expedient, at any time. Failure to comply with such demands shall render the offender liable to such penalty as TBASA Executive may determine. Any grants awarded to the Affiliate Member must be returned to the grantee on the dissolution of that Affiliate Member. In the event of such dissolution, any assets in hand shall be distributed in such manner, as TBASA shall determine.
- 1.8.1.10 TBASA Executive shall have the power to suspend and/or expel an Affiliate Member for violation of this Constitution and/or Bye-Laws and/or Rules. The respective Member is allowed to appeal this decision as set out in this Constitution to the relevant Sports Council. During the period of suspension and/or expulsion from Membership, the Affiliated Member, and its individual members, will not be able to participate in any of the activities of TBASA and its Members unless it is a specific condition of the suspension that bowlers may participate in tournaments.
- 1.8.1.11 Affiliate members shall have and adopt the same objectives as TBASA, otherwise they shall register as Associate Members.

1.8.1.12 All such Organizations will adopt the Code of Conduct of TBASA through their individual membership.

1.8.1.13 TBASA Executive has the right to place an Affiliate Member under administration, if they in contravention of this constitution. TBASA Executive may suspend an Affiliate Member and/or its Executive with immediate effect, pending an investigation.

1.8.2 Associate Members

1.8.2.1 All Associate Members must register with the Affiliate Member in whose area of jurisdiction they are situated. In the case where the Associate member is a National Federation without a regional structure, they shall be allowed to affiliate to TBASA directly

1.8.2.2 Applications for Associate Membership of TBASA shall be made in writing to the Secretary General of TBASA, together with a copy of the constitution, code of ethics, and rules of the applicant, and any other information that may pertain or that TBASA may require in support of the application. Admission as an Associate Member may be approved by TBASA in a Congress Meeting

1.8.2.3 TBASA, in a Congress Meeting, may admit clubs with tenpin bowling interests, as Associate Members, provided that these approved clubs are affiliating to the relevant regional/provincial/local tenpin bowling association.

1.8.2.4 Each Associate Member shall be entitled to two representative who may attend Congress Meetings of TBASA. These representatives may enter into discussion on matters relevant to the affairs of their Association/Club, but shall have no vote at such meetings.

1.8.2.5 Each Associate Member shall acknowledge in its constitution and rules, that TBASA is the only recognized body in South Africa which governs the sport of tenpin bowling, and that it is bound by the provisions of the Constitution of TBASA.

1.8.2.6 The Constitution and rules of an Associate Member must not be in conflict with those of TBASA. In the event of such conflict arising, the Associate Member agrees that the provision of the TBASA Constitution shall super-cede that of the Associate Member.

1.8.2.7 The Associate Members must abide by the disciplinary rules as set out by TBASA, whilst participating in TBASA events.

1.8.2.8 In the interest of the sport, TBASA will recognize specialized organisations from within their members, correctly structured, and having common acceptable objectives to TBASA, such as a Coaches Association, Officials Association, Players' Association, etc as Associated members.

1.8.3 Individual Members

1.8.3.1 All individual members of Affiliate and Associate Members shall automatically become Members of TBASA on registering with a club or Provincial/Regional Association.

1.8.3.2 No individual member is permitted to take part in any TBASA tournament or event without first becoming an Affiliate/Associate member. Any individual member attempting to participate in any competition falling under the jurisdiction of either TBASA or its Members shall become registered with an Affiliate and/or Associate Member. No exceptions to this will be permitted.

1.8.3.3 Each individual member acknowledges that TBASA is the only recognized body in South Africa which governs the sport of tenpin bowling and that he is bound by the provisions of the Constitution of TBASA.

1.8.3.4 The individual member will be bound by the TBASA Code of Conduct

1.8.3.5 Only individual members registered with an Affiliate and Associate Member will be allowed to compete or officiate in competitions recognized by TBASA or its Affiliate Members

1.8.3.6 If an individual member transfers from one club to another club in a different Affiliate, the transfer is only completed once the transferring Associate Member approves and the transferring Affiliate Member approves the transfer, and TBASA is informed accordingly. This transfer must happen by **1 April** of each year.

1.8.3.7 No transfer is necessary if an individual member has not been registered with an Affiliate/Associate member for a period of one year.

1.8.4 Life Members

1.8.4.1 TBASA, in a Congress Meeting, passed by a two-thirds majority of those present and eligible to vote, may elect Life Members who shall have been duly nominated by Affiliate or Associate Members.

1.8.4.2 Life Members may attend Congress Meetings of TBASA and enter into discussions, but shall have no vote at such meetings.

1.8.4.3 Life Members are not subject to any fees.

1.9 Fees

1.9.1 TBASA's financial year shall extend from 1 January to 31 December.

1.9.2 The annual fees payable by all Members shall be determined by TBASA Executive prior to the commencement of the forthcoming season.

1.9.3 Annual Subscription for Affiliate and Associate members:

1.9.3.1 The annual subscription due by all Members shall be payable not later than 28th of February in each year.

1.9.3.2 Affiliate membership shall include all regional member associations within the TBASA geographical area.

1.9.3.3 Associate membership shall include all clubs within the regional associations as established by TBASA. Associate membership shall also include all specialised associations as acknowledged by SASCOC (e.g., SAMSA, Transplant Games Association, etc.)

1.9.3.4 Should any Member be more than two months in arrears with its annual subscription (the defaulting Member), its delegate or delegates shall not have the right to attend any meeting of TBASA and all rights and privileges arising from its Membership of TBASA shall be suspended until all arrears due to TBASA shall have been paid.

1.9.3.5 The defaulting Member shall, notwithstanding a foregoing suspension of rights and privileges, continue to remain liable to TBASA for the fulfillment of all its obligations and pay penalties as determined by the TBASA Congress.

1.9.3.6 Notwithstanding anything herein before contained, a Member which fails to pay its annual subscription by 28 February following the season for which the subscription was due, shall, ipso facto, be removed from Membership and may only be re-admitted if the Member makes an application to TBASA for reinstatement, which shall not be considered until the applicant shall have made payment of all arrear and current amounts owed by it to TBASA.

- 1.9.3.7 Any Member who may want to withdraw its affiliation from TBASA shall give written notice thereof to the Secretary General advising from which date the withdrawal will become effective. The membership ends immediately, but no refunds of fees will be made.
- 1.9.3.8 The TBASA Executive shall have the power to suspend and/or expel a Member for violation of this Constitution and/or Byelaws and/or Rules. The respective Member is allowed to appeal this decision as set out in this Constitution.
- 1.9.3.9 During the period of suspension and/or expulsion from Membership, the Member, and its individual members, will not be able to participate in any of the activities of TBASA or its members.
- 1.9.3.10 Investment accounts may be opened in the name of TBASA, with the permission of the Executive Council.
- 1.9.3.11 TBASA may acquire assets at the discretion of the Executive Council.
- 1.9.3.12 The annual affiliation fees may be utilized for the day to day running of TBASA and for the paying of such fees as is required for TBASA to be/become members of other Associations, such as SASCOC, IBF, BFA, CTBF etc.

1.10 Rights of the Members

- 1.10.1 To take part in TBASA meetings in accordance with the stipulations, propose motions and make election proposals.
- 1.10.2 Each Affiliated Member has one vote at the TBASA Congress. Associate and Individual members may speak but not vote at a TBASA Congress.
- 1.10.3 To take part in all TBASA activities with equal rights.
- 1.10.4 To appeal to the TBASA Executive Council in cases of disputes between Members.
- 1.10.5 To receive current information about important proceedings within TBASA.
- 1.10.6 To participate in competitions and training opportunities for athletes, coaches, technical officials and administrators.

1.11 Obligations of the Members

- 1.11.1 To adhere to the TBASA Statutes, the decisions taken by the TBASA Executive Council and any rules and regulations resulting there from.

- 1.11.2 To formulate their own statutes in such a way that they are not in contradiction with the TBASA Statutes and to adopt a regulation which subjects each of their individual members to the jurisdiction of TBASA.
- 1.11.3 To adhere to recognized sport principles and good sportsmanship at club, provincial/regional, national and international events.
- 1.11.4 To submit immediately the fees, which have been stipulated by TBASA in order to be eligible to vote at the TBASA Congress or participate in tournaments conducted by TBASA or its Members.
- 1.11.5 To supply immediately such information as may be required by the TBASA.
- 1.11.6 To adhere to the principles of good governance, particularly those set out in the SASCOG good governance charter.
- 1.11.7 To refer any disputes to the TBASA Executive Council before taking any legal action against any individual member and/or organisation.

1.12 Organisational Structure

The decision-making structures of TBASA are:

- a) The TBASA Ordinary Congress
- b) The TBASA Extraordinary Congress
- c) The TBASA Executive Council

- 1.12.1 In urgent matters, on which a decision cannot wait until the next Congress, the TBASA Executive Council may circulate the motion to the member associations and ask for an e-mail ballot.
- 1.12.2 The quorum for an e-mail ballot shall be the same as for a Congress. If any member fails to vote within the prescribed time limit, they shall be deemed as abstaining.
- 1.12.3 Unless otherwise specified when a motion is presented, simple majority shall determine the decision. An abstention does not count as a vote delivered.
- 1.12.4 Soonest possible after the deadline has passed, the Secretary General shall advise all members of the outcome of the ballot. The result of e-mail ballots shall be binding to all Members.

1.13 Congress

1.13.1 Legislative Authority:

1.13.1.1 The Congress shall be composed of delegates from each of the TBASA Affiliate Members and Associate members and comprise the legislative and policy making body of TBASA.

1.13.1.2 Its decisions shall be binding on all Members and can be altered only by the Congress.

1.13.1.3 The authority of the Congress (and thus that of TBASA) does not extend to the internal affairs of any Affiliate and/or Associate Member.

1.13.2 Member representation, Voting Rights, Delegates:

1.13.2.1 An Affiliate Member may be represented at a TBASA Congress by a maximum two delegate, only one of whom shall have voting rights.

1.13.2.2 The voting delegate shall retain the voting status until the next Congress, or until a successor is duly appointed by the respective Member.

1.13.2.3 Associate members may be represented at a TBASA Congress by a maximum of one delegate and may speak but not vote.

1.13.2.4 The names of the delegates must be submitted in writing, stating the name of the Member they represent and signed by an authorized officer of the Member.

1.13.2.5 A voting Member, who cannot be represented at the Congress, may give its proxy to another voting Member. Each Member shall be eligible to vote only one proxy, in addition to its own vote. In all cases, the written proxy authority must be submitted to the TBASA Secretary General, in the presence of the Congress for validation, before the proxy can be exercised. Such proxy must be submitted in writing stating the name of the voting Member to whom the vote is to be transferred and signed by an authorized officer of the Member.

1.13.2.6 Members must be current in their TBASA fees to be eligible for speak or vote.

1.13.2.7 A quorum shall be at least one third of Members eligible to vote, including proxy votes.

1.13.2.8 Voting at each Congress shall be on the basis of one open vote per Affiliate Member unless the delegates by simple majority vote request a secret ballot. Where a tie exists, the motion shall be rejected. If, however, a tie exists in the case of elections, the Chair shall call for a second vote and if a tie still exists the Congress shall decide the procedure.

1.13.2.9 A simple majority (50% + 1) shall determine decisions of the Congress except that a two-third (2/3) majority of the votes delivered shall be required for adoption of:

1.13.2.10 Debate and voting of proposals not received in due time.

1.13.2.11 Amendments to the Statutes.

1.13.2.12 An abstention does not count as a vote delivered.

1.13.2.13 Guests may participate in the proceedings only at the invitation of the President or upon the majority approval by the Congress.

1.13.3 Meetings

1.13.3.1 The TBASA Ordinary Congress shall be held every two years, at such time and place as shall be decided by the Executive Council and shall be chaired by the President or a suitable representative from the Executive Council.

1.13.3.2 The invitation to the Congress shall be sent to the mailing address of each Member at least three months prior to the date of the meeting.

1.13.3.3 Proposals from the Members to be debated and voted upon at the Congress shall be received by the President at least two months prior to the date of the meeting.

1.11.3.4 The agenda and proposals from the Members shall be sent to the Members at least three clear weeks prior to the date of the meeting

1.11.3.5 The agenda for the Ordinary Congress shall include the following:

1.13.3.6.1 Opening of Congress

1.13.3.6.2 Roll call, validation of proxies and determination of voting rights

1.13.3.6.3 Appointment of Chair and Secretary of the Congress

1.13.3.6.4 Adoption of minutes of the previous Congress and dealing with matters arising there from

1.13.3.6.5 President's report covering the foregoing two financial years

1.13.3.6.6 Financial report covering the foregoing two financial years

1.13.3.6.7 Auditors' report covering the foregoing two financial years

1.13.3.6.8 Dealing with matters arising from the presented reports

- 1.13.3.6.9 Legislative session
- 1.13.3.6.10 Elections (where applicable)
 - 1.13.3.6.10.1 President
 - 1.13.3.6.10.2 Appointment of auditors for the following two financial years on the recommendation of the Executive Council.
 - 1.13.3.6.10.3 Establishment of fees and budget
 - 1.13.3.6.10.4 Plans and dates of coming TBASA Championships and meetings
 - 1.13.3.6.10.5 New Business (proposals).
 - 1.13.3.6.10.6 Closing the meeting
- 1.13.4 Only proposals submitted in due time shall be considered unless the Congress decides by a two-third (2/3) majority that others warrant consideration for emergency reasons. At an Extraordinary Congress, however, only matters set out on the agenda shall be considered and voted upon.
- 1.13.5 Summary minutes of each TBASA Congress shall be prepared by the Secretary General for review and signed approval for distribution by the President within one month after which they are to be distributed to the Members.
- 1.13.6 All amendments adopted and new rules shall become effective as of 1 January of the next business year unless otherwise specified at the time of adoption.
 - 1.13.6.1 An Extraordinary Congress shall be convened when called for by:
 - 1.13.6.1.1 The Ordinary Congress
 - 1.13.6.1.2 The President
 - 1.13.6.1.3 The Executive Council
 - 1.13.6.2 The TBASA Extraordinary Congress shall be held at such time and place as shall be decided by the Executive Council and shall be chaired by the President or in his/her absence a suitable member of the Executive Council.
 - 1.13.6.3 The invitation to the Extraordinary Congress shall be sent to the registered email address of the Executive Council at least 6 weeks prior to the date of the meeting.
 - 1.13.6.4 Only specific proposals from the party in 1.13.6.1 above issued at least three clear weeks (21 calendar days) prior to the date of the meeting together with the notice of the Extraordinary Congress may be debated and voted upon at the Extraordinary Congress.

1.13.6.5 Where elections are to be held at the Extraordinary Congress, the provisions for nominations in 1.15.1.2 shall apply.

1.13.6.6 The quorum for both Ordinary and Extraordinary Congress shall be 50% + 1 of the Executive Council.

1.14 TBASA Executive Council

1.14.1 The Executive Council shall consist of persons as follows:

1.14.1.1 The TBASA President (elected by ballot at an AGM)

1.14.1.2 President of each Provincial/Regional Association (elected by ballot at Provincial/Regional AGM)

1.14.1.3 The Secretary General of TBASA (Appointed)

1.14.1.4 The TBASA Treasurer (Appointed)

1.14.2 The Executive Council will be the Monitoring and Policy making body of TBASA.

1.14.3 The Executive Council will meet at least once per year and twice in the year that there is no Congress. An email ballot also may be taken at the discretion of the President.

1.14.4 Guests may participate in the meeting only at the invitation by the TBASA President and upon majority approval by the Executive Council.

1.14.5 Decisions of the Executive Council shall be by consensus. Should a consensus not be possible, decisions shall be made by simple majority. If a tie exists the motion shall be rejected.

1.14.6 A quorum consists of 50% + 1 members of the Executive Council provided that the President is present.

1.14.7 Members of the Executive Council shall not in any official capacity nor personally in any way become financially involved in a company producing or selling bowling equipment

1.14.8 Meetings shall generally be in person provided that the President may allow Executive Council members who are not able to attend in person to participate via electronic means.

1.14.9 The President shall chair all meetings of the Executive Council and in his/her absence, the Vice-President shall chair the meeting. Should the Vice-President not be present, the Executive Council shall elect one of its members to chair the meeting. The President can in his/her capacity, also elect a member of the Executive Council to chair the meeting.

- 1.14.10 Except where otherwise stated and subject to the provisions of this Constitution, the Executive Council shall be vested generally with all such powers and authorities as are necessary to promote and attain the objects of TBASA and, without in any way limiting its generality, Executive Council shall have all such powers and authorities as are necessary to carry out the duties and functions referred to in 1.14.17.
- 1.14.12 The Executive Council shall control all expenditure of the funds of TBASA and shall not incur any liability nor enter into any commitment which cannot be discharged out of the funds of the TBASA.
- 1.14.13 No electronic funds transfer, cheque or promissory note drawn on behalf of TBASA shall be valid unless signed by any 2 (two) of the President, the Vice-President, the Treasurer who has been authorised by Executive Council to have signing powers.
- 1.14.14 The Executive Council shall be entitled to make any and all by-laws or regulations necessary to promote the aims and objects of TBASA which shall be binding upon members. These regulations shall be considered for ratification at the next Congress.
- 1.14.15 The Executive Council may delegate the exercise of any of its powers and functions to one of its Members or to a sub-committee of TBASA.
- 1.14.16 In addition, the Executive Council shall:
- 1.14.16.1 undertake and perform all such duties and functions as shall be decided by the Congress;
- 1.14.16.2 consider and, if thought fit, approve the separate constitutions, by-laws, rules and regulations of each Member, and any amendments or alterations thereto;
- 1.14.16.3 generally undertake and perform all such duties and obligations as are reasonably required to achieve the objects of TBASA, and to implement the policies to be followed by TBASA;
- 1.14.16.4 formulate recommendations and resolutions for the consideration of the Congress and to prepare the agenda for Congress meetings;
- 1.14.16.5 subject to the provisions of the Constitution, make, amend, vary, repeal and enforce rules, by-laws and regulations;
- 1.14.16.6 conduct disciplinary proceedings in respect of any infringement of this Constitution or the by-laws, rules or regulations, or any agreement between any player and TBASA or the rules of the game and to impose punishments whether by way of fines, or suspension or banning from playing in any championships, tournament being conducted under the auspices of TBASA or the activities of TBASA or by way of withdrawing monies for which any person would otherwise be eligible. For the purposes of this Constitution,

championships organised and/or run by Members of TBASA shall be deemed to be under the auspices of TBASA;

- 1.14.16.7 impose and collect fines, levies, subscriptions, dues and imposts;
- 1.14.16.8 arrange, control, regulate and promote tournaments, championships and any other forms of competition;
- 1.14.16.9 decide upon and resolve any dispute between any of the Affiliate Members, and/or Associate Members, and/or clubs, and/or persons who are members of such clubs or refer such matters to the appeal board;
- 1.14.16.10 subject to 1.8.1.1 above, determine the area/s or jurisdiction of Members and vary or alter such areas from time to time when necessary;
- 1.14.16.11 co-opt any person to the Executive Council as may be required to achieve the objects of TBASA or fulfil any purpose incidental thereto;
- 1.14.16.12 form sub-committees, consisting of one or more persons, for any purpose incidental to the objects and powers of TBASA and, subject to the Constitution, by-laws, rules and regulations, delegate such of its powers to such sub-committees as may be required;
- 1.14.16.13 appoint special advisers and consultants, for any purposes, and terminate such appointment/s;
- 1.14.16.14 accept or reject any application for membership subject to ratification by the Congress;
- 1.14.16.15 open accounts with any recognised commercial banking or financial institution or and invest any funds of TBASA and pay any such funds to any person (natural, corporate or otherwise) who has a valid claim for payment against TBASA;
- 1.14.16.16 appoint signatories to TBASA bank accounts;
- 1.14.16.17 decide upon the criteria for the award of TBASA Colours and appoint National Selectors to recommend players to whom TBASA or Protea Colours may be awarded;
- 1.14.16.18 ensure that full and proper books of accounts are kept in accordance with sound accounting principles;
- 1.14.16.19 that the said books of account and all records of TBASA's finances and assets are duly audited each year as soon as is practicable after the financial year end of TBASA and that annual financial statements are prepared;
- 1.14.16.20 deal with any question or issue arising out of or relating to or incidental to alleged discrimination on any grounds as referred to in clause 1.5.2;

- 1.14.16.21 address any question or issue or matter concerning or incidental to development including budgeting for and expenditure on development;
- 1.14.16.22 decide any question, issue or matter relating to emblems, Colours, or anthems for TBASA;
- 1.14.16.23 make recommendations on any question or issue relating to the affiliation to or disaffiliation from any macro, national, continental or international body;
- 1.14.16.24 decide any question or issue relating to the use of venues and/or other facilities incidental thereto and/or the standard thereof in line with the specifications determined by the IBF;
- 1.14.17 The Executive Council's jurisdiction shall not be limited to dealing with such matters as are referred to it but shall include the power and capacity to be pro-active and initiate such enquiries and/or take such steps as the Executive Council seems fit.
- 1.14.18 It is recognised that it is required that all Members themselves to negotiate and achieve coordinating provincial bodies corresponding to the provincial boundaries defined in the Constitution of the Republic of South Africa as amended. Notwithstanding this, the Executive Council shall have the right and power to be pro-active and to take such steps as it may to facilitate such coordination as may seem fit to ensure that any difficulties or problems in the way of coordination in any province shall be overcome.
- 1.14.19 Any member of the Executive Council who, without having first obtained leave of absence from the Executive Council, shall otherwise than in circumstances beyond his/her control, not attend 3 (three) consecutive meetings of the Executive Council, of which meetings due notice has been given, shall be deemed to have resigned from the Executive Council.
- 1.14.20 all members of the Executive Council shall be entitled to be refunded any actual and reasonable expenses incurred by the member in fulfilling any duties or functions as shall be approved by the Executive Council.
- 1.14.21 The office of an Executive Council member shall be vacated if he/she:
- 1.14.21.1 is disqualified from acting as a director in terms of the Companies or Non-Profit Organisation Acts;
- 1.14.21.2 becomes of unsound mind;
- 1.14.21.3 is sequestered;
- 1.14.21.4 proposes a compromise with his/her creditors generally;
- 1.14.21.5 resigns his/her office by notice in writing to TBASA;

1.14.21.6 is, where there are five or more members of the Executive Council, dismissed by a notice signed by all of his/her co-Executive Council members provided that such the Executive Council member has been informed of this intention, the reasons therefor and invited to attend the meeting where this will be discussed and given with the opportunity to present his/her case and provided that the absence of such an Executive Council member shall not prevent the dismissal taking effect;

1.14.21.7 dies;

1.14.22 Should the President resign or be removed from office; the Vice-President shall become acting President until either an Elective or Special Congress can be convened for the purpose of holding an election.

1.14.23 Should any other member/s of the Executive Council resign; the Executive Council shall have the discretion to co-opt a member/s until such time as the Elective or Special Congress can be convened for the purpose of holding an election.

1.14.24 Sub-committees shall be formed to take care of the following disciplines:

1.14.24.1 Youth Bowling

1.14.24.2 Senior/Masters Bowling

1.14.24.3 Scratch/Gold Bowling

1.14.24.4 Development and Transformation

1.14.24.5 Financial Management

1.14.25 The sub-committees shall meet at least once every three months

1.14.26 The sub-committee shall be formulated by one person from each province/region, with the president of any one Affiliate Member being the chairperson of the sub-committee.

1.15 Officers

1.15.1 Elections

1.15.1.1 For the purpose of continuity, only members of the Executive Council shall be eligible for nomination as President.

1.15.1.2 The election of President shall be conducted by the Ordinary Congress in open voting. However, if there is more than one nomination for the President a secret ballot shall be called for. In this case each affiliated member may nominate one person in the ballot.

1.15.1.3 All members of the Executive Council shall hold office until the Executive Council is dissolved at the Congress.

1.15.2 Nominations

1.15.2.1 All incumbent officers who intend to run for re-election shall so advise the Secretary General of his/her interest at least two months before an elective Congress.

1.15.2.2 All other nominations shall be submitted to the President at least two months before an elective Congress.

1.15.2.3 All incumbent and other nominations shall be reported to the members at least one month prior to the Congress.

1.15.2.4 If sufficient nominations are received pursuant to the above process, no additional nominations from the floor will be accepted at the Congress.

1.15.2.5 If insufficient nominations are received pursuant to the above process, then nominations from the floor will be accepted.

1.15.2.6 All candidates (with the exception of the President) must be members of and authorised by their respective Affiliate Members to be eligible for election.

1.15.3 Term of Office

1.15.3.1 The President shall be elected for their term of office at the Congress every fourth year.

1.15.3.2 Secretary General and/or Treasurer, shall be appointed by the President and confirmed by the Executive for a term of four years following the confirmation.

1.15.4 Duties of Officers

1.15.4.1 The President shall be the chief executive officer. The President shall preside at all meetings of the TBASA Congress, unless he/she appoints a Chair of the Day to preside for any part of such meetings.

1.15.4.2 The President, if deemed necessary, appoint a Secretary General subject to the approval of the Executive.

1.15.4.3 The President shall appoint any committees deemed necessary. Such appointments shall be subject to approval of the Executive

- 1.15.4.4 The President shall, if deemed necessary, appoint any other assistants required.
- 1.15.4.5 The President shall also normally represent TBASA in all legal matters, but should the president be unable to do so, the Executive Council may appointment such person to represent TBASA.
- 1.15.4.6 The President shall be responsible for liaising with the media as well as with international bodies to which TBASA is affiliated,
- 1.15.4.7 The Secretary General shall be the chief administrative officer who handles the membership, correspondence, and disciplinary procedures and other administrative tasks in co-operation with the President.
- 1.15.4.8 The President and one Member of the Executive (at the discretion of the President), shall represent the interests of the TBASA at IBF Presidium meetings in accordance with the IBF Statutes.
- 1.15.4.9 The President, or a person delegated by the President from the Executive Council shall represent the interests of TBASA at SASCOC meetings.

1.16 Financial Year

- 1.16.1 The Financial year shall begin on 1 January and end on 31 December.
- 1.16.2 Auditors: The Ordinary Congress shall elect one auditor and one substitute for the period up to and including the next Ordinary Congress. In their report they must clearly state the financial situation of TBASA which shall cover the foregoing four business years.

1.17 Anti-Doping Rules

- 1.17.1 When TBASA decides there will be doping control at its championships, all provisions of the IBF Doping Control Manual will apply.

1.18 Limitation of Liability

- 1.18.1 The liability of any Member, of any category, is limited exclusively to the sum of any fees then due and payable by such Member to TBASA, by way of subscription or otherwise.

1.18.2 The Life Members, President, the Vice-President, all members of the Executive Council, all officials, servants, agents and persons (natural, corporate or otherwise) acting on behalf of TBASA, in terms of this Constitution and under delegated powers from Members in Congress or from the Executive Council, shall be and are hereby indemnified and held harmless against any claim or demand by any third party as a result of any act or omission in the performance of their duties for and on behalf of TBASA, from whatever cause arising, provided such person/s acted in good faith and not negligently.

1.19 Amendments

1.19.1 These Statutes may be altered at any TBASA Congress as follows:

1.19.1.1 Upon written proposals of amendments.

1.19.1.2 Upon written proposals of amendments submitted to the President once notice of the Congress where it is to be considered have been given

1.19.1.3 Notice of such proposals is distributed to all member associations at least three clear weeks prior to the Congress.

1.19.1.4 The proposal is adopted by two-third (2/3) majority vote at the Congress.

1.19.1.5 When a written notice of a proposal is not given, it may be considered provided the Congress agrees by a two-third (2/3) majority vote to do so. As with other proposals a two-third (2/3) majority vote shall be required for adoption.

1.19.1.6 No amendment shall be adopted or policy established which would be in conflict with the Statutes of IBF, BFA and SASCOC.

1.20 Dispute Resolution

1.20.1 Any dispute arising out of or in connection with the enforceability of this constitution, or the application and interpretation of the provisions hereof, shall be referred to the appeal board for resolution.

1.20.2 Any dispute between any Members, members and TBASA, or TBASA itself, may be referred to the following for resolution:

1.20.2.1 a member of the Executive Council and the Executive Council or

- 1.20.2.2 the Executive Council and a Member or
- 1.20.2.3 Members shall be referred to the appeal board for resolution through mediation or expedited arbitration.
- 1.20.3 Any dispute between players, officials or any other party and a Member shall be dealt with in terms of the dispute resolution process outlined in the Member's constitution.
- 1.20.4 Should there be no resolution the matter in relation to a dispute in 1.20.3, the matter shall be referred to TBASA for resolution by the appeal board through mediation or expedited arbitration.
- 1.20.5 Any dispute between TBASA and another national federation shall be referred to SASCOC for resolution through mediation or expedited arbitration.
- 1.20.6 Any dispute between TBASA and SASCOC shall be referred to the Arbitration Foundation of Southern Africa or another agreed independent mechanism for resolution through mediation or expedited arbitration in terms of the rules and procedures for the Resolutions of Disputes in Sport, prevailing at the time such dispute is so referred.
- 1.20.7 In the event of arbitration as outlined above, the resolution shall be final and binding on the parties to the dispute.
- 1.20.8 The Executive Council shall appoint the members of the appeal board and delegate such powers to the appeal board to include, but not be limited by the following to:
- 1.20.8.1 Assist TBASA with legal advice.
- 1.20.8.2 Set up and continuously update a disciplinary code for both players and management, adopted by Council.
- 1.20.8.3 Chair disciplinary hearings and appeals when requested, and adjudicate, mediate and arbitrate upon legal and disciplinary matters as well as disputes in terms of the Rules and Procedures for the Resolution of Disputes in Sport, prevailing at the time such dispute is referred.
- 1.20.8.4 The Appeal Board shall comprise three members of whom at least one must have legal experience.
- 1.20.8.5 Every member of the Appeal Board shall have 1 (one) vote each at their meetings and hearings.

1.21 Dissolution

1.21.1 TBASA shall not be dissolved except at an Extraordinary Congress meeting of TBASA specially convened for this purpose and by a resolution carried by a majority of four-fifths of the votes recorded in respect of the same.

1.21.2 In the event of such dissolution, any assets in hand safer payment of all monies owing to any third parties shall be transferred free of compensation to any other association/s or Organisation/s having objectives similar to TBASA. except for any Lotto Funding still unspent, this shall be returned to Lotto Board.

1.22 Document Control

1.22.1 This Chapter was adopted by the Congress in **EDENVALE, GAUTENG**, South Africa, [on date] **12TH DECEMBER 2022**

1.22.2 This Chapter was amended by the Congress by e-mail ballot, South Africa on [date] **12TH DECEMBER 2022**

1.22.3 This Chapter was amended by Congress.

SIGNED BY THE PRESIDENT ON **12TH DECEMBER 2022** [date]

SIGNED:



PRESIDENT

CHAPTER 2: REGULATIONS

2.1 Fees

2.1.1 Membership fees for Associations affiliated to TBASA

2.1.1.1 The annual membership fee for Associations and clubs are decided at the AGM.

2.1.1.2 The club membership fees are included in the invoice sent out by TBASA to its Affiliated members.

2.1.1.3 The fees have to be paid to TBASA in total latest 28th February.

2.1.1.4 If the membership fees have not been paid by 28th February, the Secretary General of TBASA will inform the Associations concerned that if the fees are not received by 31st March they will be suspended and that they can be re-instated as a member after having paid the fees plus a 20% fine.

2.1.1.5 new members do not have to pay fees in the year they are admitted.

2.1.2 Tournament approval fees

2.1.2.1 The fee for TBASA approval of a national tournament is decided at the AGM.

2.1.2.2 Invoices will be sent at regular intervals by the TBASA Secretary General to the Associations.

2.1.2.3 Once a tournament has been approved there will be no refund in case the tournament is cancelled.

2.1.2.4 Approved tournaments are those that are captured on the annual TBASA tournament calendar.

2.1.3 Application fee for Championships

2.1.3.1 For filing an application to host a TBASA championship the potential host has to pay an application fee to TBASA of R1000 to be used to offset the costs for TBASA officials.

2.1.3.2 The costs for two TBASA officials to perform the pre-competition verification/certification visit will be paid by the host Association.

2.1.3.3 The costs for the TBASA Championship Director and the TBASA Technical Delegate during the championships will be paid by the host Association.

2.1.3.4 If the host withdraws from organising the championship less than 6 months prior to the start the fee will be forfeited.

2.1.4 Entry fees for Championships

2.1.4.1 The TBASA Championship Director shall agree with the organising Association on the entry fee to be paid by each member of the delegation from each Association participating in a championship.

2.1.4.2 The agreed upon fee shall include R50 per member of the delegation, which amount shall be forwarded by the organising Association to TBASA.

2.1.4.3 The organising Association has the right to ask for a separate fee for the extra persons (supporters and guests) to an amount agreed with the TBASA Championship Director.

2.1.4.4 If an Association withdraws its team completely from a championship after the entry deadline a cancellation fee of R1500 must be paid to TBASA and the entry fee is forfeited.

2.1.4.5 TBASA shall collect all entry fees.

2.1.5 Fee for Coaching and Technical clinics

2.1.5.1 Travel expenses as well as hotel accommodation for the instructor(s) have to be paid by the host Association.

2.1.5.2 For a 3-day clinic the host Association has to pay a fee of R3000 per instructor.

2.1.5.3 For a 4-day clinic the host Association has to pay a fee of R4000 per instructor.

2.1.5.4 The host Association also has to pay an administrative fee of R500 to the TBASA.

2.1.5.5 If a clinic would be organised by an organisation outside of TBASA, the administrative fee to be paid to TBASA would be R750.

2.2 Expenses

2.2.1 For members of the TBASA Executive and other persons travelling to carry out their duties on behalf of TBASA. TBASA will meet their expenses for travel, accommodation, as well as other justified costs up to a reasonable amount.

2.3 Awards

2.3.1 The TBASA Executive is authorised to present the following awards:

a) Life Membership Award, which can be awarded to persons who have served for more than seven years on the TBASA Executive or as otherwise decided upon by the TBASA Executive

2.4 Disciplinary Actions

2.4.1 Purpose and scope

2.4.1.1 The purpose of this regulation is to specify the rights of the TBASA Executive to impose disciplinary actions.

2.4.1.2 This sub-chapter describes the disciplinary actions that may be taken by the TBASA Executive.

2.4.1.3 The word person in this sub-chapter is meant one (National Association, sub-organisation of a National Association, athlete, coach, or official) that is recognized as a member of TBASA and subject to the rights and duties of the TBASA Constitution.

2.4.2 Disciplinary Authorities

2.4.2.1 The TBASA Executive may appoint a subcommittee to deal with disciplinary actions against a national Association, sub-organisation of a national Association, athlete, coach, official, spectator or guest.

2.4.2.2 Where an allegation is made at a competition; the alleged breach may be dealt with by the disciplinary committee established for the purpose at the competition.

2.4.2.3 The TBASA Executive may deal with disciplinary actions against an individual member only if it is an offence related to a TBASA championship, a TBASA approved international tournament, the World Anti-Doping Code or the TBASA Code of Conduct. In such a case the offence shall first be reported for action to the Regional/Provincial Association to which the individual member belongs.

2.4.2.4 The TBASA Executive may deal with disciplinary actions against an individual member if a case of an appeal against a decision made by a Regional/Provincial Association, and the constitution of the Association allows an appeal to the TBASA Executive.

2.4.2.5 All other cases shall be dealt with in accordance with the constitution of the Regional/Provincial Associations to which the individual member belongs.

2.4.2.6 Disciplinary actions against a sub-organisation of a Regional/Provincial Association shall be dealt with in accordance with the constitution of the said Association to which the sub-organisation belongs.

2.4.2.7 A member of the disciplinary authority must not take part in the investigation or trial of a case of which:

2.4.2.7.1 He/she or his/her organisation is a part due to a conflict of interest, or

2.4.2.7.2 the result may have an influence on his/her organisation, or

2.4.2.7.3 he/she has previously dealt with in any other disciplinary authority, or

2.4.2.7.4 he/she in any other way can be challenged

2.4.3 Offences

2.4.3.1 A disciplinary action can be initiated against a person who has allegedly:

2.4.3.1.1 neglected to pay a prescribed fee within the stipulated time, or submit requested reports or information.

2.4.3.1.2 accepted to participate in a competition or exhibition but without valid reason has refused to fulfil the agreement or without valid reason has failed to appear.

2.4.3.1.3 officially announced that in a competition or exhibition certain athlete(s) should participate but has failed to appear, despite the fact that it was known at the time for the announcement that no agreement of participation existed, or that the athlete(s) could not participate.

2.4.3.1.4 participated in competition or exhibition, or has practiced sports activities during the time he/she was suspended.

2.4.3.1.5 allowed a suspended person to participate in competition or exhibition or to practice sports activities despite the fact that it was known that the person was suspended.

2.4.3.1.6 during or in connection with competition or exhibition demonstrated, behaved insulting or in other ways improperly against a participant, official or audience, or has neglected directions or instructions given by officials.

2.4.3.1.7 in connection with sports activities caused damage, or violence against any person, or threats against persons.

2.4.3.1.8 by untruth or in other ways misled, or tried to mislead, official, other individual or organization in their sports activities.

- 2.4.3.1.9 contrary to one's knowledge or without plausible reason reported another person for an offence, which would result in a disciplinary action in accordance with these regulations.
- 2.4.3.1.10 in connection with sports activities provided himself or another person with undue advantages.
- 2.4.3.1.11 behaved in a way that the image of the sport has been damaged, or obviously could have been damaged.
- 2.4.3.1.12 violated the playing rules of IBF, TBASA, the national Association, or other tournament organizer.
- 2.4.3.1.13 violated the established doping control rules.
- 2.4.3.1.14 in any other way neglected to follow the obligations of the Constitution, rules and regulations, code of conduct which govern the sport of bowling.

2.4.4 Disciplinary Actions

- 2.4.4.1 The disciplinary actions of offences according to these regulations are reprimand, fines, restriction, suspension or banning from participation in some or all activities organized by TBASA.
- 2.4.4.2 If the offence will be regarded as insignificant considering the circumstances, then only a reprimand may be imposed.
- 2.4.4.3 If the offence will be regarded as gross, then suspension shall be imposed of minimum one and a maximum of five years, or a life ban from participation in competitions or holding office or appointment in TBASA or its Affiliate Members or clubs.
- 2.4.4.4 Disciplinary actions related to doping control violations will be dealt with in accordance with special doping control regulations.
- 2.4.4.5 **Reprimand**, which is the lightest disciplinary action that can be imposed on a person, involves a written call of attention of the offence that has been committed and a demand of the offender in the future to obey to the actual statutes, rules and regulations.
- 2.4.4.6 **Fines** involve that the offender is demanded to pay a certain amount of money to TBASA. The amount to be paid shall be used to cover the costs incurred for investigation of the case and for the further development of the sport within TBASA. The imposed fine shall be paid within four weeks after the decision has been announced. This action can be suspended for a period not exceeding two years.

2.4.4.7 **Restriction of rights** involves that a Regional/Provincial Association or its individual members may not, during a limited period of time, participate in certain TBASA activities. This action can be suspended for a period not exceeding four years.

2.4.4.8 **Suspension** involves that a Regional/Provincial Association or its individual members may not participate in competition, exhibition and/or other activities related to the sport. A suspended Regional/Provincial Association does not have the right to vote at the TBASA Congress. This action can be suspended for a period not exceeding five years.

2.4.4.9 **Suspension** has to be time limited and can be up to a maximum five years.

2.4.4.10 A suspension announcement must specify the first and last date of the suspension period of time. The start of the period shall be within one week of the date of the decision. However, if the offender has been provisionally suspended during the investigation period of time, then the start of the suspension shall be counted from that date of provisional suspension.

2.4.5 Reporting of offences

2.4.5.1 A matter of disciplinary action for an alleged offence against these regulations may be dealt with only if the relevant subcommittee has received a written report via the TBASA Executive.

2.4.5.2 The report shall be signed by the informer. It shall include the name of the offender, clear information about the offence together with the immediate circumstances and the evidences.

2.4.5.3 If the report is incomplete, then the subcommittee may ask the informer to make the report complete within a specified time.

2.4.5.4 If the report has been received by an unauthorized instance, but within the specified time frame, then it must be considered as being received within the correct time, even if the correct authority did not receive it until after the specified time limit.

2.4.6 Prescription period

2.4.6.1 A disciplinary action for an alleged offence can be imposed on someone, only if the offence has been reported for disciplinary action latest within two months from the time when the offence was committed.

2.4.6.2 A disciplinary action must not be imposed when two years have passed since the day of the offence.

2.4.7 Investigation

- 2.4.7.1 The subcommittee must give the reported person an opportunity to express his/her views on the report. The parties shall be provided with all documents and other quoted material belonging to the case.
- 2.4.7.2 Legal representation, who in such a case must provide evidence of appointment, may represent a party, at his/her own cost.
- 2.4.7.3 The disciplinary authority may take the initiative by itself to start a complete investigation.
- 2.4.7.4 The disciplinary authority may decide on an oral presentation of evidence. The parties concerned shall be called to such an investigation.
- 2.4.7.5 Oral investigation shall be held on request of a party. However, if it is obvious that such a process does not benefit the investigation, then the subcommittee may deny the request.
- 2.4.7.6 Each party is responsible for covering its own expenses for dealing with the case. It is the responsibility of the subcommittee to cover expenses that are related to substantiation of evidence or other investigation initiated by the subcommittee.
- 2.4.7.7 All dealings related to a case must be documented in minutes.
- 2.4.7.8 A disciplinary action must be promptly dealt with and the decision announced as soon as practicable following the principle of audi alteram partem.

2.4.8 Suspension during investigation

- 2.4.8.1 If it is an obvious fact that the reported allegation will lead to suspension, then the subcommittee, without hearing the offender, may decide that he/she until further notice and until the case has been finally decided upon may not participate in competition or exhibition or any relevant activity under TBASA authority.
- 2.4.8.2 The alleged offender must be informed immediately or as soon as practicable of a decision about suspension pending the investigation.
- 2.4.8.3 If the final decision will be a longer suspension, then the time of suspension during investigation shall be included in the total time of suspension.

2.4.9 Deliberation

2.4.9.1 Decision about disciplinary action may not concern any other offence than that explicitly reported. Furthermore, a decision may not be based on a statement or proof of which the offender has not been given the opportunity to comment on.

2.4.9.2 The decision will be based on a balance of probabilities.

2.4.9.3 In doubtful cases the offender shall be given the benefit of the doubt.

2.4.9.4 The decision about disciplinary action shall be taken by majority vote. If a tie exists, then the opinion that means a verdict of not guilty or the least severe disciplinary action, shall apply.

2.4.10 Announcement of decision

2.4.10.1 The announcement of a decision shall be made immediately and latest within one week to the persons concerned.

2.4.10.2 The announcement of a decision must be in the written form, irrespective of it being a verdict of not guilty or guilty. The announcement shall include the names of the persons participating in the decision.

2.4.10.3 If the verdict is guilty, then the announcement shall include information about the kind of offence, the regulation applied, and the disciplinary action.

2.4.10.4 If the disciplinary action consists of fines, then the announcement shall specify to which organisation the fines shall be paid.

2.4.10.5 The announcement shall also include a statement about to which higher authority an appeal of the decision may be submitted, as well as the last day when an appeal must be received, and also what the party has to observe in other respects. In case the decision cannot be appealed, this must be clearly stated in the announcement.

2.4.10.6 The subcommittee must keep a register of all disciplinary actions that have been decided upon. Also, eventual amendments or remission must be registered.

2.4.10.7 The decision about disciplinary action shall be in effect even if it has been appealed to a higher authority. However, the higher authority may decide that the original decision shall not be in effect pending the final dealing of the appeal. Such a decision may not be appealed.

2.4.11 First appeal

2.4.11.1 Unless otherwise specified, the reporting as well as the sentenced party may appeal to a higher discipline authority appointed by TBASA on payment of an appeal fee of R1000.00 paid into TBASA Bank Account.

2.4.11.2 The relevant authority must receive such an appeal no later than 21 days after the announcement of the original decision setting out the basis for the appeal clearly viz. whether the appeal is against the finding, the process or both.

2.4.11.3 If the appealing party can provide proof that the stipulated time frame could not be maintained, then the appeal shall be dealt with despite the fact that it was not received until after the specified date.

2.4.11.4 An appealed decision may not be changed unless the opposing party has been given the opportunity to comment on the appeal. However, if a major procedural error has been made when the case was dealt with by the subcommittee, then the higher discipline authority may set aside the original decision without hearing the opposing party.

2.4.11.5 In principle the same procedure and announcement of decision apply to the dealing with an appeal as with a original hearing.

2.4.11.6 Any person, other than the reporting party, or the sentenced party, offering comment or discussion on the results of the disciplinary decision, may be subjecting him/herself to disciplinary procedures.

2.4.11.7 If the appeal is successful, the appeal fee will be reimbursed.

2.4.12 Further appeals

2.4.12.1 After a decision on an appeal has been announced, a further appeal may be granted on payment of a further appeal fee of R1500.00 (not refundable) if:

2.4.12.1.1 Circumstances or evidence, not previously presented, can be referred to and its presentation likely should have led to a lesser degree of disciplinary action or a not guilty verdict.

2.4.12.1.2 A major procedural error has been made in dealing with the appeal.

2.4.12.1.3 The decision has been made on juridical principles, which obviously are in conflict with the established constitution.

2.4.12.2 A request of further appeal, which may be made by the person on which a disciplinary action has been imposed, shall be submitted in writing to the TBASA Executive not less than 21 days after the announcement of the decision on the appeal.

2.4.12.3 Such final appeal shall be heard by the appeal board.

2.4.13 The TBASA member Associations are recommended to include in their constitution a suitable clause, which governs the handling of disciplinary actions including the procedure of appeals against a decision.

2.5 Amendments

This Chapter was amended by the Congress on **12th DECEMBER 2022**

Chapter 3: Rules of order at TBASA Congresses

3.1 Order of Business

- 3.1.1 The agenda for the meeting shall be prepared in accordance with the TBASA Statutes by the President and Secretary General. It shall be presented to the Congress in writing.
- 3.1.2 Additions to the agenda may be proposed to by the members before it has been formally adopted by the Congress. The Congress shall approve such additions.

3.2 Minutes

- 3.2.1 The minutes of the previous Congress shall be presented for confirmation by the Congress. The discussion on these minutes shall be limited to questions related to the interpretation of decisions recorded in the minutes.

3.3 Chairman of the Congress

- 3.3.1 The chairman has the right to propose the closing of a debate and also to propose special time limits for speeches of the delegates.

3.4 Matters of procedure

- 3.4.1 All matters of procedure not prescribed by these rules shall be decided by the Chairman of the Congress.

3.5 Privilege of Voice, Proposals and Vote

- 3.5.1 The President, Vice President and TBASA Executive members are entitled voice and proposal privileges at the Congress.
- 3.5.2 The auditors have the right to participate in the Congress and are entitled voice and proposal privileges even if they are not a delegate of any Member.
- 3.5.3 Each Affiliated Member shall be entitled to representation and privileges in the Congress as follows:
 - 3.5.3.1 One delegate with voice and vote.
 - 3.5.3.2 other delegates as specified in the Statutes with voice only.

3.6 Motions and Amendments

- 3.6.1 The first proposition of any particular subject shall be known as the Original Motion and all succeeding propositions on that subject shall be called amendments.

3.6.2 Every motion or amendment must be moved and seconded by members actually present at the Congress before they can be discussed and, wherever possible, should be set forth in writing.

3.7 Substantive Motions

3.7.1 If an amendment were carried, it displaces the Original Motion and itself becomes the Substantive Motion, whereupon any further amendment relating to any portion of the Substantive Motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion, which has previously been rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main question and, if carried, shall then become a resolution of the meeting.

3.8 Order of Debate

3.8.1 Permission to speak is requested by addressing the Chairman. Proposals to be discussed at the Congress shall have been submitted to the Secretary General and Members in due time according to the Statutes.

3.8.2 Other proposals may be debated and voted upon only if they are presented to the Congress in written form and only if the Congress decides by the majority required by the Statutes that such a proposal warrants consideration.

3.8.3 Any reservation against a decision by the Congress shall be reported at the meeting and shall be handed over in written form to the President as soon as possible for inclusion in the minutes.

3.9 Withdrawals or Additions

3.9.1 No motion or amendment, which has been accepted by the Chairman, shall be withdrawn without the unanimous consent of the Congress. Neither shall any addendum or rider be added to a motion, which has once been accepted by the Chairman without such full consent. Should any member dissent, the addendum must be proposed and seconded, and treated as an ordinary amendment.

3.10 Closing Debate

3.10.1 The motions for the previous question, next business, or the closure, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of the closing being carried the mover of the Original Motion shall have the right to reply before the question is put.

3.11 Right of Reply

3.11.1 The mover of the Original Motion shall, if no amendment were moved, have the right of reply at the close of the debate upon such motion. When an amendment is moved, he shall be entitled to speak thereon and at the close of the debate on such amendment shall reply to the discussion, but shall introduce no new matter. The question shall then be put to the vote immediately and under no circumstances shall any further discussion be allowed once the question has been put for the chairman. The mover of an amendment shall not be entitled to reply.

3.12 Adjournment

3.12.1 Any member who has not already spoken during the debate may move the adjournment of the question under discussion, or of the meeting, but must confine his remarks to that question, and must not discuss any other matter. The mover of the motion upon which adjournment has been moved shall be allowed the right to reply on the question of the adjournment, but such reply shall not prejudice his right of reply on his own motion. In the event of such motion being lost it shall not be moved again.

3.13 Voting and Decisions

3.13.1 Quorum and voting rights shall be as specified in the Statutes.

3.13.2 A simple majority shall determine decisions at the Congress except that a two-third (2/3) majority shall be required when specified by the Statutes.

3.13.3 At a secret election ballot no voting paper is allowed to have more names than the number of persons to be elected.

3.13.4 The Congress shall elect two persons responsible for the counting of votes at a secret ballot.

Note: Simple majority is either absolute or relative. For a decision in fact matters absolute majority is required i.e., more than half of the delivered number of votes. (Abstentions do not count as votes delivered)

3.13.5 If, at an election, there are more candidates than shall be elected, the decision shall be made by relative majority i.e., the persons who were given the highest number of votes are elected irrespective of the relationship to the total number of delivered votes.

3.14 Chairman's Ruling

3.14.1 If the Chairman rises to call a member to order, or for any other purpose connected with the proceedings, the member speaking thereon shall resume his seat and no other member shall rise until the Chairman resumes the chair.

3.14.2 The ruling of the Chairman on any question under the Rules of Order, or on points of order or explanation, shall be final unless challenged by not less than four members, and unless two thirds of the members present vote the contrary.

3.15 Interruption

3.15.1 If any member interrupts another while addressing the Congress, or uses abusive or profane language, or causes disturbance at the Congress and refuses to obey the Chairman when called to order, he shall be named by the Chairman. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the Congress has been given.

3.15.2 No member shall leave the Congress before its conclusion without the permission by the Chairman.

3.16 Amendments

This Chapter was accepted by the Congress in **EDENVALE, GAUTENG** (place)
on **12TH DECEMBER 2022** (date)

TBASA CODES OF CONDUCT

Chapter 4: Disciplinary Action and Procedures/Code of Conduct

- 4.1 The Executive Council has the power to take disciplinary action against persons or Associations under its authority as set out in clause 1.6.19 of the Constitution.
- 4.1.1 This Code has been adopted to help ensure that the sport is governed ethically and in accordance with the highest standards of honesty and integrity.
- 4.1.2 This Code shall apply to each individual serving as a member of a committee, commission, taskforce or working party of the TBASA or any Member, and each person appointed to represent TBASA on a committee, commission, taskforce or working party of another body as well as:
 - 4.1.2.1 Individuals and entities bidding to host, or hosting, national competitions;
 - 4.1.2.2 Individuals who are engaged by or acting on behalf of TBASA including employees;
 - 4.1.2.3 Individuals and entities who are participating in tenpin, ninepin and Para bowling in national competitions, including but not limited to players, coaches, team management, medical support, technical officials, event organisers.
 - 4.1.2.4 Such other persons who agree in writing to be bound by this Code of Conduct or who are bound to this Code of Conduct by virtue of Constitution.
- 4.1.3 Any TBASA member who fails to comply with the Code of Conduct may be sanctioned in accordance with the disciplinary procedures.
- 4.1.4 TBASA members remain bound in full by this Code until the date that they cease to be involved in TBASA in any capacity. After that date, they will still be bound by this Code and subject to the jurisdiction of the TBASA under this Code in respect of the confidentiality obligations.
- 4.1.5 This Code applies to TBASA members and their conduct notwithstanding local criminal laws or other applicable laws or regulations, including national employment laws. Where an employee breaches this Code, TBASA may pursue its remedies against them under employment law and/or under this Code.
- 4.1.6 All TBASA members are responsible for acquainting themselves with this Code and shall be deemed to know its provisions by virtue of being bound. Any knowing, intentional, reckless or negligent failure to comply with these requirements shall amount to a breach of this Code.

4.1.6.1 All TBASA members agree to submit to the exclusive jurisdiction of the disciplinary processes to hear and determine charges brought in line with this Code and not to bring any proceedings in any court or other forum that is inconsistent with the agreement to submit to the jurisdiction of the competition disciplinary committee or the subcommittee.

4.1.7 Any TBASA member who is in any doubt at any time as to their responsibilities under this Code should contact the President for guidance.

4.2 Grounds for disciplinary action are the following Code of Conduct:

4.2.1 All individuals and entities outlined in 4.1.2.3 must:

4.2.1.1 Act in accordance with the highest standards of honesty and integrity in all of their activities;

4.2.1.2 Respect human rights including:

4.2.1.2.1 Human dignity;

4.2.1.2.2 Not discriminating against or denigrating anyone on grounds of race, colour, sex, gender, sexual orientation, gender identity, language, religion, political or other opinion, national or social origin, disability.

4.2.1.2.3 Not committing any form of harassment or abuse of any person, whether physical, professional, sexual, psychological, emotional or otherwise;

4.2.1.3 Abide by national legislation;

4.2.1.4 Comply with IBF and TBASA rules and regulations;

4.2.1.5 Not discriminate against any person for any reason;

4.2.1.6 Make decisions based solely on their independent and objective judgement, in good faith, of what is in the best interests of TBASA and its members and the sport as a whole;

4.2.1.7 Not allow themselves to be influenced by and they must not seek to advance any conflicting interests;

4.2.1.8 Declare without delay and as soon as they become aware of any actual, apparent or potential conflict of interest between the interests of TBASA and personal interests or of their relatives, friends or acquaintances, including but not limited to:

- 4.2.1.8.1 personal involvement with sponsors, suppliers, contractors, venue operators, broadcasters or customers of TBASA, including ownership of a material interest in such an entity, acting in any capacity for such an entity, or accepting benefits (e.g., payments, commissions, services or loans) from such an entity;
- 4.2.1.8.2 similar personal involvement of the member or their parent, spouse, siblings or children with any person or company or other undertaking that promotes, brokers, arranges or conducts any form of betting activity in relation to TBASA;
- 4.2.1.8.3 ownership of property whose value may be affected by TBASA action;
- 4.2.1.8.4 commercial interests that may have an effect on, or be affected by, TBASA action;
- 4.2.1.8.5 involvement in an Affiliate Member, IBF or BFA which may affect their ability to represent the best interests of TBASA at all times;
- 4.2.1.9 Not directly or indirectly solicit, accept or offer any form of undue remuneration or commission, nor any concealed benefit or service of any nature;
- 4.2.1.10 Not misuse their position (including any information provided to them in their capacity as a member) in any way, particularly for private aims or objectives;
- 4.2.1.11 Use the resources of TBASA only for lawful purposes authorised by the President or Secretary General;
- 4.2.1.12 Claim reimbursement only for pre-approved expenses incurred in the line of duty;
- 4.2.1.13 Refrain at all times (i.e., whether acting in a personal capacity, in their TBASA capacity, or in any other capacity) from any fraudulent or corrupt act, or that brings or risks bringing TBASA or the sport into disrepute;
- 4.2.1.14 Not offer or accept (directly or indirectly) any bribe, payment, commission, gift, donation, kick-back, facilitation payment, or other inducement or incentive (whether monetary or otherwise) in order to influence decision-making in relation to any activity involving TBASA;
- 4.2.1.15 Maintain confidentiality unless required by law or the information is in the public domain or where the President or Secretary General approves such disclosure in writing;
- 4.2.1.16 Not influence the course or result of a match or event or part thereof to obtain advantage for themselves or others, or do anything else that might undermine confidence in the integrity of a competition;
- 4.2.1.17 Respect the integrity of the bid process, avoid any risk of conflict of interest and be neutral in respect of bids for hosting rights, commercial rights and/or other rights to events;

- 4.2.1.18 Respect the election and appointment process for any elected or appointed position, avoid any real or perceived conflict of interest, neither accept nor offer gifts (including hospitality) nor solicit directly or indirectly any form of advantage;
- 4.2.1.19 Report to the President or Vice-President and Secretary General any allegation of a breach of the Code as well as cooperate fully with any ensuing investigation and hearing and not frustrate an investigation or hearing in any way;
- 4.2.1.20 Not agree or attempt to act which, if completed, would amount to a breach of this Code;
- 4.2.1.21 Not knowingly and/or intentionally support in any way an attempt or an actual breach of this Code;
- 4.2.1.22 Act in line with the duty of care and promote good governance at all times.
- 4.3 Breaches to be dealt with by the competition disciplinary process:
 - 4.3.1 Non-compliance by any person or body or official of any article of the TBASA's Constitution.
 - 4.3.2 Non-compliance of the rules of play in existence at the time of play.
 - 4.3.3 The use of any substance or method prohibited by WADA as described in 1.5.15 of the Constitution or as required by the IBF. with the sole aim of attaining an artificial increase in performance including but not limited to:
 - 4.3.3.1 The use of any substance alien to the body or of physiological substances taken in abnormal quantities
 - 4.3.3.2 Using prohibited methods
 - 4.3.3.3 Any use of alcohol, cannabis or similar substance or derivative
 - 4.3.3.4 Refusal to submit to in and out of competition testing for any of the above substances as detailed.
 - 4.3.4 Abuse of officials by competitors and/or their family members and/or their circle of friends.
 - 4.3.5 Intimidation either on or off the lanes.
 - 4.3.6 Verbal, emotional or physical abuse during competition.
 - 4.3.7 Acts (including looks or gestures) which would reasonably be considered by the general public to be offensive and/or inappropriate during competition.

- 4.3.8 Contravention of the safeguarding policy or any other policy of TBASA during competition.
- 4.3.9 Teams of Regions or Clubs that do not fulfil their obligations regarding official matches.
- 4.4 Breaches to be dealt with by the subcommittee (refer 2.4):
 - 4.4.1 Non-compliance by any person or body or official of any article of the TBASA's Constitution.
 - 4.4.2 In the judgement of the Executive Council any practice, action or neglect that may harm the tenpin bowling, or any aims or activity of TBASA.
 - 4.4.3 Any act deemed by the Executive Council to be prejudicial to the interests of TBASA which may include but shall not be limited to allegations of:
 - 4.4.3.1 Verbal, emotional or physical abuse
 - 4.4.3.2 The distribution and/or publication via e-mail, cell phone, text message, internet website and/or social media comments which may be deemed abusive and/or slanderous and/or demeaning and/or inappropriate
 - 4.4.3.3 Acts (including looks or gestures) which would reasonably be considered by the general public to be offensive and/or inappropriate
 - 4.4.3.4 Contravention of the safeguarding policy or any other policy of TBASA
 - 4.4.3.5 Breach of the Code set out in 4.2.

4.5 Procedure

- 4.5.1 The procedures followed in relation to the code of conduct will be as set out in 2.4.