



HONG KONG, CHINA TENPIN BOWLING CONGRESS LTD.

Room 2004, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, H.K.

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Member of International Bowling Federation

Member of the Sports Federation
& Olympic Committee of
Hong Kong, China

Referee Code of Conduct

- Chapter 1 General Principles
- Chapter 2 Qualifications, Level, and Registration
- Chapter 3 On Duty Standards During Tournaments
- Chapter 4 Discipline, Complaints and Conflicts of Interest
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- Chapter 6 Supplementary Professional Conduct



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Chapter 1: General Principles

1.1 Scope of Application

This Code of Conduct applies to all registered referees of Hong Kong, China Tenpin Bowling Congress (hereinafter referred to as “HKCTBC”). Upon registration, all referees are deemed to have read, understood, and agreed to abide by this Code of Conduct.

1.2 Core Values

Referees shall uphold the core values of fairness, integrity, professionalism and respect, and to safeguard the reputation and image of HKCTBC.

1.3 Basic Standards of Conduct

Referees shall abide with the following:

- (a) Fair Enforcement: Treat all participants, coaches and affiliated clubs equally, make decisions in accordance with the International Bowling Federation (IBF) Playing Rules and Regulations, understand the spirit and rationale behind the rules and the sporting spirit of the event, and tolerate no cheating or any form of improper conduct.
- (b) Impartiality and Integrity: Eliminate any form of transfer of benefits, corruption or match-manipulation. When exercising authority, avoid any actual or apparent conflicts of interest.
- (c) Professional Respect: Respect all athletes, coaches, fellow referees and staff of HKCTBC and bowling venues, interact courteously and cooperate fully with them.
- (d) Continuous Professional Development: Stay updated on the latest rule modifications, attend annual Referee Training Courses and/or seminars organized by HKCTBC.
- (e) Personal Responsibility: Be responsible for one’s own conduct both on and off the lanes and avoid any misbehaviour that may harm the reputation of oneself, the referee team and HKCTBC.



Chapter 2: Qualifications, Level, and Registration

2.1 Basic Eligibility

All referees must:

- (a) Be a valid current member of HKCTBC.
- (b) Be fluent in spoken English to facilitate communication and discussion of rules with overseas participants in international events.

2.2 Registration and Continuing Education

- (a) Referees of all levels must attend the annual Referee Training Course organized by HKCTBC (the course is primarily conducted in English) to receive the latest updates on rules and regulations. Registration can be renewed only after completing the Course every year.
- (b) Any referee who fails to attend the Referee Training Course for two consecutive years will not be eligible for registration renewal.

2.3 Referee Grading and Minimum Requirement of Duty Hours annually

Level	Promotion and Duty hours Requirement	Minimum Duty Hours Annually	Bowling Events
Trainee Referee	Complete 36 internship hours within one year after finishing the training course to be promoted to Elementary Level Referee.	36 hours (internship hours must be clearly recorded)	All local tournaments organized by HKCTBC
Elementary Level Referee	Maintain 46 hours annually. If 65 hours or more are achieved within one year, the referee will be automatically promoted to Intermediate Level Referee in the following year.	46 hours	All local tournaments organized by HKCTBC
Intermediate Level Referee	Maintain 65 hours or more annually.	65 hours	Local tournaments and international championships organized by HKCTBC including but not limited to the Hong Kong International Open, the U22 Storm Cup, ABF Official Championships and IBF Official Championships



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2.4 Demotion and Cancellation of Registration

- (a) Any referee who fails to complete the minimum duty hours required for their level within one year will be demoted by one level upon registration renewal for the following year.
- (b) Any referee who performs no duty hours at all within one year will have their referee registration cancelled and must besides retaking the Referee Training course, perform the internship duty hours within one year .

2.5 Registration Fees

- Trainee Referee: Free
- Elementary Level Referee: HK\$100 per year
- Intermediate Level Referee: HK\$200 per year

(Registration and renewal can be processed through the HKCTBC official website: www.hktbc.org.hk)



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Chapter 3: On Duty Standards During Tournaments

3.1 Attendance and Preparation

- (a) Punctuality: Referees must arrive at the bowling center at least 30 minutes before the competition begins and report to the Head Referee or HKCTBC staff.
- (b) Reliability and Credibility: Do not change assigned referee schedules without authorization. If you are unable to perform duty, HKCTBC staff the Head Referee must be notified immediately.

3.2 Dress Code While on Duty

- (a) Top: Polo shirt, sweatshirt; or a full set of Tracksuit. The referee jacket given out by HKCTBC must be worn while on duty. Any loss or damage should be reported to HKCTBC staff promptly.
- (b) Bottom: Long pants.
- (c) Footwear: Proper shoes (e.g. sports shoes, leather or rubber shoes). Flip-flops / sandals / slippers are strictly not allowed.
- (d) Neatness: Attire must remain neat, appropriate and clean.
- (e) Prohibited Attire: Denim Jeans, Shorts, short skirts (both male or female), and flip-flops / sandals /slippers

3.3 Enforcement and Communication

- (a) Technical Proficiency: Be thoroughly familiar with the competition rules and regulations and the operational procedures of the event.
- (b) Fairness Enforcement: Execute duties with fairness, honesty and impartiality, assisting all parties in upholding the spirit of sportsmanship.
- (c) Adherence to Official Rules: Enforce rules in accordance with the IBF Rules and Regulations. In case of doubt, communicate with the Head Referee to reach a reasonable decision and ensure the smooth running of the tournament.
- (d) Maintain consistency and professionalism in all decisions and actions.



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Chapter 4: Discipline, Complaints and Conflicts of Interest

4.1 Breach of the Code of Conduct – Sanctions

Any breach of this Code of Conduct shall result in one or more of the following sanctions:

- Verbal warning
- Written warning
- Termination of current duties
- Suspension of referee status (for a specified number of months or years)
- Cancellation of registration and permanent banning from being a HKCTBC referee in future

4.2 Handling of Complaints During a Competition

- (a) The Head Referee is responsible for supervising all referees during a competition to ensure compliance with this Code of Conduct.
- (b) If a player or spectator lodges a complaint regarding a referee's performance, the complaint must be submitted in writing to the Head Referee within 24 hours.
- (c) Upon receiving a complaint, the Head Referee shall immediately notify the referee concerned, examine their defense, and take action in accordance with this Code of Conduct if necessary.
- (d) The Head Referee shall record any alleged misconduct, a description of the incident, observations, and the action taken (e.g., reprimand or replacement of the referee) in detail in the competition report, together with recommendations, and submit it to the HKCTBC Executive Committee.

4.3 Complaint Procedures

- (a) Any complaint relating to a competition must be submitted in writing to HKCTBC within 24 hours after the competition has finished.
- (b) The complaint letter must include the complaint and including the full name, address, contact information and signature; otherwise, it will not be entertained.
- (c) The Head Referee will conduct a preliminary review of the complaint. If it is believed that a breach of this Code of Conduct may have occurred, the case will be referred to the Executive Committee for deliberation.
- (d) If there is no direct evidence and the complaint is based on hearsay, the Executive Committee may downgrade the complaint to a minor matter or dismiss it.



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4.4 Conflicts of Interest

- (a) Avoid Conflicts of Interest: When appointed to be on duty in an event, if a referee has any relationship with a participating team, athlete or coach that could affect impartiality (e.g., relatives, private coaching affiliation with a bowler, business partnership, or close personal friendship), the referee must immediately declare it in writing to HKCTBC.
- (b) Referees shall not use their position to seek improper advantage for themselves.
- (c) Accepting any money, gifts, commissions or other benefits (other than normal hospitality gesture) from competitors or their associates is strictly prohibited, as it may compromise impartial enforcement of rules.



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Chapter 5: Assignment Mechanism for Events

5.1 Application and Selection

For World Championships, Asian Championships, Hong Kong International Open, local individual open tournaments, Local youth tournaments, Festival of Sport, Inter-school competitions, other local events or charity events, referees must first register with HKCTBC. After registration, the referees will be selected based on the below selection criteria.

5.2 Selection Criteria

- (a) Consistent participation: Priority is given to those who have consistently performed in our events over the past years.
- (b) Work performance: Based on feedback from the Tournament Committee and fellow referees.
- (c) Event duration and physical condition: For longer events, HKCTBC will make appropriate arrangements based on factors such as manpower deployment and the physical condition of referees.



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Chapter 6: Supplementary Professional Conduct

6.1 Prevention of Harassment and Discrimination

Referees shall not discriminate against sexual harassment, bullying or child abuse. race, gender, age, religion, sexual inclination, disability or any other reason. They shall create a safe and respectful environment for all participants.

6.2 Use of Social Media

Referees must use social media responsibly. Posting defamatory comments, offensive or obscene content or disclosing confidential information of HKCTBC. making disparaging remarks online about HKCTBC, events, athletes or other referees is strictly prohibited.

6.3 Gambling

Referees are strictly forbidden to participate in any form of bowling-related gambling or to use inside information for personal gain.

6.4 Drinking Alcohol and Smoking

Referees are strictly forbidden to smoke, drink alcohol or under the influence of alcohol while on duty.

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