



HONG KONG, CHINA TENPIN BOWLING CONGRESS LTD.

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Member of International Bowling Federation

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

HKCTBC Policy and Guidelines Code of Conduct for Coaches/ Instructors/ Officials and Prevention of Sexual Harassment and Child Abuse

Coaches serve a number of important roles such as teacher, role model, mentor, guardian and trainer. Good coaches provide athletes with skill improvement, knowledge of oiling on lanes change, positive experiences in sports participation and help nurture sportsmanship. Instructors are important in teaching the basic of the sport and to guide the bowlers in their basic technical game which might lead to body contact. Hong Kong Tenpin Bowling Congress (HKCTBC) follows Policy and Guidelines on Prevention of Sexual Harassment (Appendix I) issued by Sports Federation and Olympic Committee of Hong Kong, China (SF&OC). (Source: <https://www.hkolympic.org/wp-content/uploads/2020/08/SFOC-Policy-and-Guidelines-on-Prevention-of-Sexual-Harassment-Eng-2021.pdf>)

HKCTBC has zero tolerance to sexual harassment and follows SF&OC's mechanism for handling sexual harassment complaints. All HKCTBC Instructors/Coaches must obtain from the Police Department a Sexual Conviction Record Check annually. In order to ensure the quality, ethic and credibility of coaches and instructors, HKCTBC has formulated a Code of Conduct for them to follow:

1. Obtain from HKCTBC and become familiar with SF&OC's policy on sexual harassment. Be aware and conscious of engaging in potential sexual-harassment behaviors or incidents. Avoid unnecessary body contact with your athletes that might be interpreted as harassment. Ask athletes beforehand for permission if body contact is required for coaching.
2. Avoid any form of harassment towards your athletes. This includes harassment on sex, race and disability. Examine your behaviors, gestures, and comments. Ask yourself, 'Could I unknowingly be encouraging sexual interplay by the way I interact or communicate?'
3. If you know someone who is being harassed, give him or her your support and take immediate action to stop it. Encourage victim/s to report to HKCTBC.
4. Always be alert on any incident of child abuse. If you see this happening immediately stop it and as soon as possible report to HKCTBC for them to handle.
5. Treat each athlete as an individual and help him/her to reach full potential. Let athletes know the benefit of sport and encourage them to participate in sport throughout their lives.
6. Provide a safe environment. Check that equipment and facilities are safe.
7. Promote fair play and show respect for other teams. Accept both the guidelines and the spirit of the rules that define and govern his/her sport.
8. Keep up with the latest coaching techniques and seek continual improvement.
9. Ensure training and competitions are suitable for the age and fitness level of the athletes.
10. Do not over-train athletes. Maintain athletes' interest and promote their enthusiasm towards the sport. Ensure athletes possess the right attitude and dedication in their training and competition.
11. Always lead by example and must not use foul language and/or severe scolding.
12. Ensure that your athletes do not use foul language as well on or off the lanes.
13. All coaches and instructors involved in the Youth Development programme are not allowed to conduct private coaching on any of the bowlers in the programme (YD & CP), those who are coaching school teams should declare the conflict of interest.



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14. Any breach of this Code of Conduct shall result in one or more of the following penalties:

- Verbal warning
- Written warning
- Termination of current duties
- Suspension of coach/instructor status (for a specified number of months or years)
- Permanent banning from being a HKCTBC coach/instructor in future



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Hong Kong China Tenpin Bowling Congress Flowchart on Handling Sexual Harassment Complaints

