

1. Introduction

- 1.1. The Balderstone Sports Institute (BSI) is a multi-disciplinary sports academy.
- 1.2. We embody a **Commitment to Excellence**, with an attitude of **Continual Growth**, in an environment of **Positive Energy** supported within the **BSI Family**.
- 1.3. Until recently, golf has been our principal sport and many of our policies were created for golf, they are however transferable to the BSI Study Centre and to other sport codes. There are certain policies that are only applicable to golf and are reflected only as such.
- 1.4. The BSI Student Code of Conduct, General Rules, Discipline Policy and Student Manual provide guidelines for the behaviour that we expect of our students and how we manage behaviour that is outside these boundaries.
- 1.5. BSI management reserves the right to make alterations, changes or additions to the above, at its sole discretion.

2. Student Code of Conduct

- 2.1. I will honour our values of: Commitment, Excellence, Continual Growth, Positive Energy and Family.
- 2.2. I will always endeavour to be a worthy ambassador and role model for BSI, my sport, my family, my club, my province and my country.
- 2.3. I will always show respect towards my fellow students, my coaches, and all BSI staff.
- 2.4. I will always give my best no matter the circumstance, and exhibit a no-quit attitude towards my academic and sport performance and improvement programme.
- 2.5. I will exhibit a growth mindset.
- 2.6. I will always work hard and maintain a positive attitude on my journey to success.
- 2.7. I will meet both defeat and victory with dignity and pride, for I know that I have given my best. I will treat both as learning experiences.
- 2.8. I will always strive to be the best that I can be.
- 2.9. I will set my goals and standards high and continually strive to exceed them.
- 2.10. I will always show appreciation and gratitude for the talents, opportunities and support entrusted to me.
- 2.11. Through my actions I will be an inspiration to others.
- 2.12. I will always compete with honesty and integrity, and always act in accordance with the spirit of my sport.
- 2.13. I will lead a healthy lifestyle, aiming to achieve and maintain the optimum physical condition for an elite student-athlete.
- 2.14. I accept ultimate responsibility for my academic and sport performance, rate of improvement and overall success.
- 2.15. I am responsible for my whole person development which includes all aspects of my programme (academic, sport and personal development).

3. General Rules

- 3.1. In order to achieve maximum development, students are expected to attend and participate in a full schedule at the academy. The times and dates of the BSI schedule will be posted on the

- notice board at the BSI office and on WhatsApp and Facebook groups.
- 3.2. Good manners, respect, discipline, and sportsmanship should be characteristics of all BSI students. Excessive and offensive profanity or language will not be tolerated.
 - 3.3. BSI students must maintain the facilities utilised by BSI including, but not exclusively, the class/lecture rooms, sporting facilities, practice facilities and clubhouse areas in a neat and tidy state always.
 - 3.4. Any student causing damage to the grounds and property of BSI, or any facilities that we make use of, will be appropriately disciplined and will be liable for the repair of such damage.
 - 3.5. BSI students must always act in an accountable and responsible manner, including on social networking sites such as Facebook, Twitter, Instagram and any other social media platforms.
 - 3.6. BSI students must always act in a manner that promotes the culture of improvement for all students at BSI.
 - 3.7. BSI students must always wear suitable sport attire during practice and play, as laid out in the BSI Student Handbook. Students incorrectly dressed will not be able to participate in academy activities until they are correctly clothed.
 - 3.8. Smoking will not be permitted at any time during the academy schedule (excluding on-course play for golfers) and/or around the clubhouses of Royal Johannesburg and Kensington Golf Club or Huddle Park Golf and Recreation at any time whatsoever. Smoking during BSI Golf tournament play must be done while maintaining a reasonable distance away from the clubhouse, so as not to cause reputational damage to the image of BSI. Students who choose to smoke on-course (e.g. during tournaments) must dispose of their cigarettes in waste bins provided or in personal containers. Failure to do so will be considered failure to adhere to course etiquette.
 - 3.9. Alcohol will not be permitted at any time during the schedule, or whilst representing BSI, including after tournaments, competitions and matches. Students are prohibited from consuming alcohol at Royal Johannesburg and Kensington Golf Club or Huddle Park Golf and Recreation at any time whatsoever.
 - 3.10. The use of illegal drugs (World Anti-Doping Agency, the South African Institute for Drug Free Sport and South African legislation) is strictly forbidden at any time during a student's participation in BSI programmes (see www.drugfreesport.org.za/prohibited-list).
 - 3.11. Notwithstanding the legalisation of marijuana in South Africa, it remains a prohibited substance with WADA and SAIDS and as such remains banned at BSI.
 - 3.12. Behaviour that has a negative effect on either the atmosphere of the academy or on another student will not be tolerated.
 - 3.13. Gambling is strictly prohibited at BSI.
 - 3.14. Students, who are representing BSI at external tournaments, competitions, matches, events, functions, or work placements, are required to behave in a manner that reflects our values and mirrors their expected behaviour within the academy.

4. BSI Golf Rules

- 4.1. BSI students should arrive on time for all scheduled academic sessions, training sessions, tournaments, competitions and matches. Traffic delays are not regarded as a valid excuse.
- 4.2. BSI Golf tournaments: It is the student's responsibility to obtain his/her starting time for tournaments. BSI time sheets are to be used (Royal Johannesburg and Kensington timesheets are not to be used for tournaments).
- 4.3. During BSI Golf tournament play, students will follow the rules and regulations as laid out in the BSI Tournament Policy, including the compulsory wearing of BSI branded shirts. Cheating during tournament play will result in immediate suspension and possible expulsion from BSI.

5. BSI Football Players' Code of Conduct:

- a) On and off the field, I will:
- Stick to the rules and celebrate in the spirit of the game.
 - Always show respect to everyone involved in the game.
 - Never engage in public criticism of the match officials and abide by their final decisions.
 - Never verbally abuse a match official, player or spectator based their appearance, race, religion, gender, or sexuality, or in any other way.
 - Misconduct in this regard could lead to dismissal from the field, suspension, and possible legal action.
 - Be aware of the potential impact of bad language on others, keeping spectators and members of the public - children included - in mind.
 - Never engage in abusive language, bullying or intimidating behavior
 - Never physically assault a match official, player, or spectator.
 - Misconduct in this regard could lead to dismissal from the field, suspension, and possible legal action.
 - Unsporting behavior during football matches will not be tolerated and players may face sanctions implemented by BSI coaching staff above and beyond any sanctions administered by match officials.
- b) It is my responsibility to ensure that I am aware of all the details of training and matches (meeting times, kit requirements, venue, bus lists, bus shuttle times etc.)
- a. If I am need further clarification, I will ensure that I contact the coach responsible to confirm the details. This correspondence is to fall within the official program operating hours. Any messages sent outside of these hours will not be tolerated and/or accepted as an attempt to seek clarification. Respect that your coaches have responsibilities outside of the football academy.
- c) I understand that if I do not follow the Code, I may:
- Be asked to apologise (verbally and/or in writing) to whomever I have offended or abused.
 - Be cautioned, sin-binned or sent off by the match officials depending on the nature of the offence.
 - Be subject to action being taken as per the BSI Student Discipline
 - Be disciplined by the academy, including being substituted, dropped, given a formal warning or suspended from training or matches depending on the nature of the offence.
 - Be asked to leave the academy.

6. BSI Dress Code and Appearance (Study Centre)

a) BSI Study Centre:

- BSI sportswear uniform
- Or BSI branded golf shirt

b) BSI Golf Training:

- BSI sportswear uniform or BSI Golf attire (all practice sessions and training)

- BSI Golf attire for all on-course sessions (practice, match play and medal tournaments)
- Gym: BSI sportswear uniform and training shoes

c) BSI Football:

- BSI sportswear uniform.
- Suitable footwear
 - Boots are to be in working order and structurally intact.
- Required safety gear. (Shin pads are non-negotiable at training and matches)
- Black or White Socks (Black M/W/F) (White T/T)

Applicable to all study centre students:

All body piercings and jewellery are to be removed.

All earrings are to be removed.

These rules apply equally to male and female students.

All removed jewellery is the sole responsibility of the student. BSI will not act as the custodian of these items nor be held responsible for any loss or theft.

7. BSI Golf College Dress Code

BSI students must wear suitable traditional golfing attire at all times during practice and play. Students incorrectly dressed will not be able to participate in BSI activities until they are correctly attired.

a) On-course and practice grounds (e.g. golf courses, ranges and putting greens etc.)

Correct golf attire

- BSI branded shirt during BSI Golf tournaments.
 - Students failing to wear the correct BSI branded clothing for tournament play will be disqualified for the tournament at hand and be ineligible for Order of Merit points.
- Collared shirts
- Trousers (correctly fitted)
- Tailored shorts
- Golf shoes
- Sleeveless or long-sleeved top
- Waterproof suit

Incorrect golf attire (not exhaustive)

- Jeans
- Beach/board shorts
- Gym wear
- Slops (flip flops)
- Clothing with excessive pictures, writing or pockets, sport shirts with excessive branding or logos, football/rugby shirts (or any other clothing which BSI management deem to be inappropriate).

8. Student Discipline Policy

The Student Discipline Policy is set in place to ensure that all students at BSI can learn and train in an environment conducive to elite performance. Some rules and regulations are for the benefit of the

academy environment as a whole, while others are in place to encourage a health conscious and disciplined lifestyle for each individual. The focus of the policy is preventative and corrective in nature; however, the environment and atmosphere of the academy for all its students will be the primary focus. A firm view will be taken when a student's conduct is contrary to the culture and values of BSI.

We understand that there are varying degrees of wrongdoing that may require different disciplinary interventions. Whilst it is preferable that students self-correct their own behaviour, there may be instances where BSI involvement may be necessary.

8.1. Misbehaviour

These are behavioural infringements that are contrary to our culture, values and the orderly functioning of the academy, but do not fall under the need for formal disciplinary procedures. This list is indicative and should not be regarded as exhaustive and additional items may be added.

- Breach of the Student Code of Conduct;
- Repeat late attendance (start of the day and during the course of the schedule);
- Disruptive behaviour or negative influence (e.g. classroom, training or competition);
- Disrespectful behaviour towards staff or fellow student(s);
- Excessive use of offensive language or profanity;
- Non-attendance of any activity within the schedule without prior notice to BSI.

8.2. Misconduct

The following behaviour will be regarded as misconduct and will not be tolerated at BSI. This list should not be regarded as exhaustive and additional items may be added.

- Breach of the Student Code of Conduct;
- Continual late attendance;
- Disruptive behaviour or negative influence;
- Gambling;
- Disrespectful behaviour towards staff, fellow students or members of the public;
- Any form of dishonest behaviour;
- Excessive use of offensive language or profanity;
- Unruly behaviour during tournament play (including breach of etiquette);
- Smoking during BSI schedule as stipulated under General Rules;
- Consuming or being under the influence of alcohol during the BSI timetable or additional times whilst representing BSI;
- Non-attendance of any activity within the schedule without prior notice to BSI.

8.3. Serious Misconduct

The following items are regarded as serious misconduct and can lead to expulsion from BSI. This list should not be regarded as an exhaustive list and additional items may be added.

- Use or possession, or being under the influence of alcohol, illegal drugs or banned substances (as described in 3 above);
- Cheating (academic or sport);
- Violent conduct;
- Threatening behaviour or intimidation;
- Insubordination;

- Sexual harassment;
- Theft;
- Vandalism/damage to property or facilities used by BSI;
- Victimisation or bullying;
- Slander or defamation of character (including publication on social networks such as Facebook, Twitter, Instagram, WhatsApp and any other social media platforms);
- Bringing the academy name or brand into disrepute.

8.4. Disciplinary Procedure

The following disciplinary sanctions are available to BSI:

8.4.1. Physical Exercise

The sanction of physical exercise may be applied in cases of minor transgressions such as late attendance.

8.4.2. Detention

- Detention should focus on reflection of the unacceptable behaviour and the session should be academically productive. The time can be used to study, to complete tasks and assignments. These activities will be self-directed, and no tutor support will be provided.
- Students who are disruptive in these sessions will be required to re-sit the detention session the next week.
- Repeated “misbehaviour” infringements will necessitate a disciplinary escalation to misconduct/gross misconduct and the appropriate sanctions at these levels.

4.4.3 Verbal Warning

Verbal warnings will be applied in the case of misconduct or when minor transgressions are repeated.

4.4.4 Written Warning

A written warning will be applied in situations where minor transgressions are still repeated following a verbal warning. The student will be given the opportunity to state his/her account of events. Based on this version and other available information, BSI can issue a warning. A copy of the warning will be given to the student, another copy will be sent to the parent/guardian and the original copy will be placed on the student’s file. This warning will be effective for six (6) months, unless otherwise stated.

4.4.5 Final Written Warning

A final written warning will be applied in cases of serious misconduct or after a written warning has already been issued for transgressions of the same nature. The same procedure will be followed as in the case of the written warning. A final written warning will also be effective for six (6) months, unless otherwise stated.

4.4.6 Expulsion

Expulsion may be applied in cases where the behaviour of the student cannot be corrected or if an offense is extremely serious.

4.4.7 Other Sanctions

BSI reserves the right to use other sanctions at their disposal to facilitate the corrective policy, including but not exclusively, community work, manual work on the sports facilities and academy, suspension from tournaments, competitions, matches or from other academy activities.

4.5 Disciplinary Hearings

- In cases of serious misconduct, a disciplinary hearing will be scheduled to deal with the matter;
- The student will be given the opportunity to state his/her case;
- The student may call witnesses to substantiate his/her case;
- Legal representation will not be allowed in a disciplinary hearing;
- A senior BSI staff member will chair the hearing and decide on the outcome of the hearing and any sanctions applicable.