



Nunthorpe Bowling Club

Disciplinary and Misconduct

Policy and Procedure

1. Purpose

Nunthorpe Bowling Club (the Club) is fully committed to maintaining high standards of conduct and behaviour. This document sets out how issues of misconduct and misbehaviour will be dealt with in a consistent and fair manner and should be read in conjunction with the Club Constitution and Rules and Regulations document. In all matters the aim of the Club shall be to:

- (a) Resolve complaints quickly and effectively
- (b) Keep matters low key and maintain privacy
- (c) Record all complaints, disciplinary hearings and outcomes

The Executive Committee shall have the power to transact all disciplinary matters of the Club

2. Examples of Misconduct

For the purposes of this document, the definition of misconduct shall apply to bowling, social activities and non-club bowling events and include, but is not restricted to:

- Failure to comply with the Club rules and regulations
- Improper behaviour towards other members and visiting parties
- Negligence
- Threatening or abusive behaviour
- Any action endangering another person's safety
- Harassment, victimisation or discrimination
- Theft
- Bringing the Club into disrepute
- Failure to comply with a reasonable instruction relating to bowling matters
- Participate in bowls under the influence of drugs or alcohol
- Use foul, abusive, threatening or discriminatory language or gestures
- Publicly criticise or engage in demeaning descriptions of others

3. Procedure following an allegation of misconduct

Any person wishing to make a complaint of misconduct by a member of the Club must do so in writing, or with a formal verbal complaint, to the Chairperson or any Committee member, within two weeks of the incident occurring, who will then arrange for the Club Secretary to

record the complaint details. The Chairperson or Committee member will undertake a preliminary investigation and report to the Executive Committee. If the Committee consider that a case cannot be made then no action will be taken, and the complainant will be advised accordingly of the reason for this decision. In the event the Committee decide that a case of misconduct exists, they will set up a Disciplinary Panel consisting of no less than three Committee members.

- If a case of misconduct exists the Disciplinary Panel will advise the accused member(s), within 21 days a complaint has been received and will be referred to the Club Disciplinary Panel for a Disciplinary Hearing. They will then investigate the complaint and gather evidence from any witnesses, both in support of the complaint and in support of the accused member/members.
- A date for a formal Disciplinary Hearing will then be agreed with the member(s) where they will be offered the opportunity to state their case before a final decision is taken. The accused member(s) may be represented by an advisor, friend or other representative and provide witnesses in their defence.
- If the complaint is upheld at the Disciplinary Hearing, then the decision and subsequent penalty will be final, except where the penalty is expulsion from the Club, in which case the member may appeal the decision at a special meeting of the full Executive Committee.
- If members of the Club Disciplinary Panel cannot agree, the verdict of the Panel will be that decided by the majority of its members.
- Suspension of a member(s) may be imposed on first notification of an offence and pending a Disciplinary Panel if it is considered necessary to protect a member of members of the Club or Club property.

4. Composition of the Club Disciplinary Panel

The Executive Committee of the Club shall delegate at least three members of the Committee to form the Disciplinary Panel, appoint one of these as Chair of the Panel and arrange for minutes of meetings to be taken. Each member of the Disciplinary Panel must declare any known conflict with the accused member(s). The names of the delegated members of the Disciplinary Panel shall be forwarded to the accused member(s) at least 14 days prior to the Disciplinary Hearing.

5. Report of the Club Disciplinary Panel

At the termination of the proceedings, the Chair of the Disciplinary Panel will write a short report confirming the outcome. The report will set out the misconduct alleged, a summary of the evidence received, the grounds for the finding that the allegation has been proved or not, and where relevant the penalty imposed, and the factors considered in deciding the penalty.

6. Penalties

6.1 Imposition of penalties

If an allegation of misconduct is proved against an accused member(s), penalties may be imposed by the Disciplinary Panel. The decision of the Disciplinary Panel shall normally be communicated to the accused member(s) immediately following the hearing. Where this is

not possible the decision will be communicated to the accused within 21 days after the hearing.

6.2 Matters to be considered

When determining penalties, the Club Disciplinary Panel will give consideration to the seriousness of the misconduct, the circumstances of the misconduct, and the general personal circumstances of the accused member(s).

6.3 Types of penalty

The penalties available for an accused member(s) found to have an allegation of misconduct proved against him/her are, but shall not be restricted to the following or combinations of the following:

- a) Caution
- b) Absolute discharge, which means that although the accused member(s) is/are technically found to have had proved against him/her the misconduct alleged, no blame should be attached to their actions.
- c) Conditional discharge, which means that no penalty is imposed, subject to the accused member(s) fulfilling certain stipulated conditions as imposed by the Disciplinary Panel, including future good behaviour over a specified period. If the conditions are not met a penalty may be imposed following a further hearing.
- d) Exclusion from certain activities of the Club, such as participating in competitive bowls and/or Club social events, for a defined period.
- e) Suspended from the Club for a defined period.
- f) Expelled from the Club for an indefinite period.

Regarding items c) to f) above, these penalties applied to a member(s) of the Club shall exclude that member from applying for a position on the Executive Committee for 12 months from the date of the offence. Should an existing member of the Executive Committee be subject to these penalties they must resign their position and shall not be able to re-apply for 12 months from the date of the offence.

In those cases where suspension or expulsion was imposed prior to the Disciplinary Panel hearing, that decision to suspend or expel shall expire at the final decision of the Disciplinary Panel and any decision of the Disciplinary Panel shall apply from thereon.

7. Escalation of Procedures

Disciplinary matters exceeding the scope of this Policy document shall be escalated to Bowls England for consideration in accordance with Regulation 9 of Bowls England Rules and Regulations.

Revision History

| Revision | Date | Notes |
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| V1-0 | Jul '24 | First issue for discussion |
| V1-1 | Nov '24 | Review and minor revisions for further discussion |
| V1-2 | May '25 | Final issue for implementation |