



## **Disciplinary Committee - Terms of Reference**

### **Committee Objective:**

To assist the Bowls Victoria Staff in relation to the planning, preparation, conduct and review of all matters in relation to disciplinary hearings conducted by Bowls Victoria.

### **Membership of the Disciplinary Committee:**

- The Bowls Victoria Disciplinary Committee shall consist of no more than 6 members.
- The Chair of the Committee will be appointed by the Bowls Victoria Board.
- Members should have sufficient knowledge, training and/or expertise in the development and administration of disciplinary policies and procedures.

### **Operating Principles:**

- The Disciplinary Committee meets on an ad-hoc basis at Bowls Victoria to coincide with Bowls Victoria hearings.
- The Disciplinary Committee will operate in conjunction with the Bowls Victoria Constitution and the Bowls Victoria Disciplinary Guidelines.
- Disciplinary Committee Hearings are scheduled as required and shall involve the Chair and a maximum of two extra Committee Members.
- Committee Hearings and subsequent findings must be reported in detail to the Bowls Victoria Staff within 48 hours following the hearing concerned.
- Changes in personnel, roles or responsibilities of the Disciplinary Committee shall be determined by the Board.
- The Disciplinary Committee Operates and represents Bowls Victoria across 12 months of the year.
- To ensure that the Committee has the best interests of all bowlers in mind when making decisions or recommendations, the committee should not be influenced or biased by personal involvement and must declare any conflict of interest.
- The Disciplinary Committee must honour the confidentiality of any decision making, and not post any confidential information relating to the Disciplinary Committee on social media (in conjunction with Bowls Victoria's Social Media Policy).

### **Responsibilities of the Disciplinary Committee:**

- Convene and conduct hearings against individuals who have allegedly failed to comply with the Laws of the Sport of Bowls, Conditions of Play, the Victorian Government's Code of Behaviour and other relevant policies and documents, or who through some other actions have brought the game into disrepute.
- To administer appropriate penalties to players found guilty of such offences in relation to Bowls Victoria's Disciplinary Guidelines.
- To ensure that principles of natural justice are adhered to in the Disciplinary Policies and Procedures of Bowls Victoria.
- Provide feedback to staff on appropriately documented procedures for the conduct of hearings in relation to allegations of misconduct by Bowls Victoria Members (Clubs) and Affiliated Members and any subsequent penalties and appeals.
- Provide feedback to ensure that all forms, policies, and procedures in relation to Disciplinary Committee operations are up to date so that all Bowls Victoria members are across the Disciplinary process.
- Ensure that any matters that may lead to the convening of a disciplinary hearing are made known to Bowls Victoria Staff immediately.

### **Next Review Date:**

April 2021