



## **DISCIPLINARY WORKING PARTY - TERMS OF REFERENCE**

The Bowls England Disciplinary Working Party's mission is to conduct a thorough review of the disciplinary procedures. Following the conclusion of the Working Party a full report, complete with recommendations, will be presented to the Board of Bowls England.

### **Scope of Work**

- To review the future of Bowls England disciplinary procedures
- To review Regulation 9, 9A and 9B to ensure they are fit for purpose
- To review the relationship with our Articles of Association and our other documents
- To review the implementation of the regulations and discuss whether there is a need for centralised resource templates and sharing of best practice
- To present a report to the Board of Bowls England on the current positioning of Disciplinary procedures, and the potential developments taking into account:
  - The need for an effective and efficient process
  - The capabilities and time constraints of both staff and volunteers at all levels of the organisation
  - The need for a user-friendly and simple process
  - The integrity of the process and any compromise that might arise from Bowls England involvement at early stages

### **Accountability**

The Bowls England Disciplinary Working Party shall be accountable to the Board of Bowls England.

### **Membership and Proceedings**

The Bowls England Disciplinary Working Party will consist of the Director of Coaching, the Director of Development and four appointed members, following an open application process. County involvement would be desirable. Membership is on a voluntary basis, with reimbursement for pre-approved expenses. Membership does not constitute employment by Bowls England and all matters must be treated strictly confidentially. At the current time, all meetings will be conducted virtually.

### **Timescales**

Meetings shall be held once a month and a timetable of Meetings shall be prepared in advance. Members of The Bowls England Disciplinary Working Party are expected to attend/participate in all meetings. Findings of The Bowls England Disciplinary Working Party will be presented to members at the Bowls England AGM, with a draft report submitted to the Board by the start of November.