

DISCIPLINARY POLICY AND PROCEDURES
FOR THE SOUTHWEST WOMEN'S DIVISION OF BOWLS USA

Revised 08/18/18

Purpose

These policies and procedures are to ensure and maintain orderly and fair administration and conduct for all Southwest Women's Division (SWWD) activities.

1. Disciplinary Committee

1.1 This will be a standing committee that consists of three SWWD members. The SWWD board will select the chair. The SWWD board, in conjunction with the chair, will select the other two members. The SWWD President shall not be an ex officio member of the Disciplinary Committee (hereinafter "DC").

1.2 Membership on the Committee shall be voluntary.

1.3 This committee shall be tasked with adjudicating allegations of misconduct by SWWD members.

1.4 The scope of the SWWD DC's authority shall include:

1.4.1 Misconduct at any SWWD function or sponsored activity/tournament, including but not limited to: Ladies' Day, Division Open tournaments, Play-downs, the National Championship tournament, and the US Open tournament.

1.4.2 Misconduct on the part of any officer, chairperson, committee member or other SWWD representative engaged in Division activities.

1.5 If any member of the Committee is the subject of the investigation, that person shall recuse herself and the remaining committee members shall select a replacement.

2. Misconduct Defined

2.1 Misconduct is defined as a violation of the Code of Ethics and Conduct of the SWWD and includes:

2.1.1 Unsportsmanlike behavior

2.1.2 Behavior in violation of the spirit of the game of bowls

2.1.3 Improper or socially unacceptable behavior

2.2 Misconduct shall include, but is not limited to:

2.2.1 Use of profane, indecent, or improper language that causes offense to others

2.2.2 Offensive or insulting behavior towards anyone involved in an event, whether a member of the SWWD or not.

2.2.3 Actions which brought, or could bring, the SWWD into disrepute

2.2.4 Behavior in violation of the person's responsibilities in their position as an SWWD representative.

2.2.5 Misconduct in an SWWD elected/appointed position.

2.2.6 Deliberately losing or attempting to lose a game.

2.2.7 Withdrawal after the draw has been made: players may only withdraw from an event by providing event officials with evidence of a bona fide injury, illness, bereavement or other exceptional circumstance.

2.2.8 Early departure from an event: a player must not make travel or other arrangements which would preclude the player from participation in all scheduled matches, nor should the player fail to complete all scheduled matches.

2.2.9 Playing after withdrawal: a player must not compete in another event scheduled during the same time frame, after declaring themselves unfit/unavailable to compete in the current event.

2.2.10 Best efforts: a player must use his/her best efforts to complete a game and must not default unless he/she is reasonably unable to continue.

2.2.11 Physical abuse: players must not physically abuse another person, the playing surface or surrounds, fixtures or equipment.

2.2.12 Aiding or instigating any of the behavior described above.

3. Disciplinary Procedure

3.1 Allegation:

3.1.1 An allegation of misconduct shall be made in writing (valid email is acceptable) to the DC as soon as possible after the occurrence, but must be within 7 days of the event. A permanent file will be opened and all materials pertaining to the matter shall be maintained, in confidence, by the DC.

3.2 Investigation/Evaluation:

3.2.1 Within 7 days of receiving a claim, the Committee will first strive to amicably resolve the matter without further action by the Committee.

3.2.2 If the claim is not resolved as in 3.2.1 above, the Committee shall:

3.2.2.1 Provide the Accuser with a copy of the Disciplinary Policy and Procedures, discuss the allegations, and advise them of their responsibility in pursuing the claim, including attendance at a hearing that may be requested by the Accused.

3.2.2.2 Inform the Accused of the allegation(s), including the nature and source, and provide them with a copy of the Disciplinary Policy and Procedures and their right to a hearing.

3.2.2.3 Investigate the allegation as thoroughly as possible through group discussion. (This may include phone, email, or personal interviews with the parties involved and with witnesses, as well as review of any reports generated.)

3.2.3 The Accused shall have 7 days from the date of notification to respond in writing and/or request a hearing.

3.2.3.1 Any written response shall be directed to the DC at the address provided in the first notice of the allegations.

3.2.3.2 If a hearing is requested, the date will be set, and notice of the date will be provided to all parties involved within 3 days from receiving the request. At minimum, the hearing will convene within 14 days of the request for the hearing.

3.2.3.3 The Committee may adjust the time schedule to accommodate unforeseen circumstances.

3.3 The Hearing:

3.3.1 The hearing will be closed door, with only the Committee, the Accuser, the Accused, and witnesses present (if at all possible).

3.3.2 The hearing will be held at a location chosen by the DC. Teleconferencing is an option, but the time must be set by the Committee.

3.3.3 The hearing will include the right of the Accused to present witnesses and/or documentary evidence.

3.3.4 The DC will make a final decision and write a report of findings within 3 days following the hearing.

3.4 Report of findings to the SWWD board:

3.4.1 The report shall state either that:

3.4.1.1 the allegation(s) does not justify any further action, or

3.4.1.2 the allegation(s) is substantiated and the Committee has decided on one of the following courses of action:

3.4.1.2.1 Warning

3.4.1.2.2 Probation (for a set time)

3.4.1.2.3 Removal from elected/appointed office

3.4.1.2.4 Temporary suspension from SWWD-sponsored events (for a set time)

3.4.1.2.5 Termination of membership and participation in SWWD functions, events, tournaments, and any or all other SWWD sponsored activities (for a set time).

3.5 Final action:

3.5.1 The DC will notify the board of its decision. The Board will review and approve or reject. If the board rejects, the DC can request reconsideration and a meeting will be held within 3 days.

3.5.2 The board will then notify the accused of the ruling. If the reprimand involves probation, suspension or termination, the Tournament Committee will be advised.