



# Civil Service Bowling Association Northern Ireland

## CIVIL SERVICE BOWLING ASSOCIATION N.I.

### DISCIPLINARY PROCEDURES

#### **1.0 DISCIPLINARY COMMITTEE**

- 1.1 The General Purposes Committee shall, at its first meeting after the Annual General Meeting, appoint a Disciplinary Committee comprising a Chairman and Four other Members.
- 1.2 The quorum at meetings of the Disciplinary Committee shall be three. If the appointed Chairman is not present, the members shall elect one of their number to act as Chairman. All members present shall have one vote, save that the Chairman shall have both a deliberative and a casting vote.
- 1.3 To ensure that there is a quorum, additional members can be co-opted
- 1.4 No member of the Disciplinary Committee with prior personal knowledge of any of the details of the alleged offence shall attend any Committee Meeting at which the allegation is considered (other than for the purpose of giving evidence). The Honorary Secretary will attend for the purpose of keeping a record of the proceedings provided he/she is not also a witness.

#### **2.0 OFFENCE**

- 2.1 It shall be an offence for any Officer or member, at any time during an event arranged by the Association, to conduct himself in a manner which does, or may reasonably be considered likely to, bring the Civil Service Bowling Association Northern Ireland, the Officer or Member or the game of Bowls into disrepute.
- 2.2 The Civil Service Bowling Association Northern Ireland encourages Officials and Players to co-operate with the media in the promotion of the game. However, in any article, interview or other communication with the print or electronic media, Officers, and Members of the Association shall refrain from commenting critically on matters of Association Policy which are the responsibility of the General Purposes Committee or its sub committees.
- 2.3 Notice of the alleged offence shall be given to the Honorary Secretary within seven days of the date of the alleged offence. The Honorary Secretary shall arrange for the allegation to be heard by the Disciplinary Committee as soon as possible, but in any event within three weeks of its receipt.
- 2.4 The Honorary Secretary shall request the Officer or Member to attend the hearing and shall give him at least seven days notice of its date, time and place and details of the alleged offence. The period of seven days may be abridged by agreement between the Officer or Member and the Honorary Secretary.
- 2.5 Evidence about the alleged offence shall be given orally, the Officer or Member being entitled to be represented, to call and cross examine witnesses and to give evidence himself. If the Officer or Member intends to be represented, the Honorary Secretary shall be advised of the identity of his representative not less than two days before the hearing. The Civil Service Bowling Association Northern Ireland shall also be entitled to be represented and the Officer or Member shall be advised of the identity of the representative not less than two days before the hearing.
- 2.6 If the Officer or Member is found guilty of an offence (or offences), the Disciplinary Committee may



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- 2.7 either take no action or impose any one or more of the following penalties:
- (i) **Suspension as it thinks fit from membership of the General Purposes Committee of the Civil Service Bowling Association Northern Ireland;**
  - (ii) **Suspension as it thinks fit from participating in such event or such number of events arranged under the auspices of the Civil Service Bowling Association Northern Ireland;**
  - (iii) **Suspension as it thinks fit from membership of the Civil Service Bowling Association Northern Ireland;**
  - (iv) **A suspended sentence ;**
  - (v) **Issue a written reprimand;**
  - (vi) **Issue a written warning as to future conduct**
- 2.7 The Honorary Secretary shall give the Officer or Member notice of the decision of the Disciplinary Committee as soon as possible, but in any event within seven days of the hearing.

## 3.0 APPEALS

- 3.1 The Officer or Member may appeal to the General Purposes Committee against the whole or any part of the decision of the Disciplinary Committee by giving notice of appeal to the Honorary Secretary within seven days of receiving notice of the decisions.
- 3.2 The appeal shall be by way of a re-hearing, the procedure being as for the original hearing.
- 3.3 On receipt by the Honorary Secretary of notice of appeal, any penalty imposed by the Disciplinary Committee shall be suspended pending hearing of the appeal.
- 3.4 No member of the General Purposes Committee of the Civil Service Bowling Association Northern Ireland who has attended the hearing by the Disciplinary Committee or who has prior personal knowledge of any details of the alleged offence, shall attend the appeal hearing (other than for the purpose of giving evidence or, in the case of the Honorary Secretary, keeping a record of proceedings).
- 3.5 The General Purposes Committee may confirm, vary or reverse the decision of the Disciplinary Committee.
- 3.6 The decision of the Disciplinary Committee (or, in the event of an appeal, the General Purposes Committee) shall be final and binding
- 3.7 Any time limit laid down by these Regulations may for good and sufficient reason be extended by the Disciplinary Committee or the General Purposes Committee.



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## 4.0 INTERPRETATION

### 4.1 *For the purposes of these Regulations:*

*'Association' means the Civil Service Bowling Association Northern Ireland*

*'Honorary Secretary' means the Honorary Secretary of the Civil Service Bowling Association*

*Northern Ireland.*

*'Event' means any game (or series of games) or other event e.g. A.G.M. or Annual Dinner organised by the Association or involving Officers or Members representing the Association.*

*'Notice' means written notice given to the addressee either personally or by special delivery post to his/her last known address.*

*'Officer' means any member of the official party participating (as a player or otherwise) in any match.*

*'Player' means any member of the official party participating (as a player or otherwise) in any match.*