

**DISCIPLINARY POLICY AND PROCEDURES
FOR THE SOUTHWEST DIVISION OF BOWLS USA**

Purpose

These policies and procedures are to ensure and maintain orderly and fair administration and conduct for all Southwest Division of Bowls USA (“SWD”) activities. It is paramount to the future success and welfare of bowls that members of the SWD act in appropriate and sportsmanlike behavior by and between members both on and off the greens.

1. Disciplinary Committee

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

1.2 Membership on the DC shall be voluntary.

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

1.4 The scope of the SWD DC’s authority shall include:

1.4.1 Misconduct at any SWD function or sponsored activity/tournament. ~~including but not limited to: Southwest Open, Playdowns, and the National Championship tournament, and the US Open tournament.~~

1.4.2 Misconduct on the part of any Board member, Delegate, Committee member or other SWD representative engaged in Division activities.

1.4.3 Misconduct at the National Championships and the US Open is not under the SWD authority – open for discussion

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

2. Misconduct Defined

2.1 Misconduct includes:

2.1.1 Unsportsmanlike behavior;

2.1.2 Behavior in violation of the spirit of the game of bowls; and/or

2.1.3 Improper or socially unacceptable behavior.

2.2 Improper and/or unsportsmanlike behavior 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 SWD or not;
- 2.2.3 Actions which brought, or could bring, the SWD into disrepute;
- 2.2.4 Behavior in violation of the person's responsibilities in their position as a SWD representative;
- 2.2.5 Misconduct in a SWD 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 originally scheduled event.
- 2.2.10 Best efforts: a player must use their best efforts to complete a game and must not default unless they are reasonably unable to continue.
- 2.2.11 Physical abuse: players must not physically abuse another person, the playing surface or surrounds, fixtures or equipment; and/or
- 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 seven (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. The email address for the DC will be displayed on the SWD website, and shall be monitored by the committee Chair.

3.2 Investigation/Evaluation:

3.2.1 Within seven (7) days of receiving a claim, the DC will first strive to resolve the matter amicably without further action by the DC. Communication may be in person, by phone, by email or by teleconference, etc. as appropriate

3.2.2 If the claim is not resolved as in 3.2.1 above, the DC 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.) This investigation will be held in-camera.

3.2.3 The Accused shall have seven (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 three (3) days from receiving the request. The hearing will convene within fourteen (14) days.

3.2.3.3 The DC 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 DC, the Accuser, the Accused, and witnesses present (if at all possible). The hearing will be in-camera.

3.3.2 The hearing date, time, and location will be chosen by the DC. Teleconferencing is an option.

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 three (3) days following the hearing.

3.4 Report of findings to the SWD board:

3.4.1 The report shall state either that:

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

3.4.1.2 the allegation(s) is/are substantiated and the DC 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 SWD-sponsored events (for a set time)

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

3.5 Final action:

3.5.1 The DC will notify the SWD Board of its decision. The SWD Board will review and approve or reject. If the SWD Board rejects, the DC can request reconsideration and a meeting will be held within seven (7) days.

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