

**SUNSHINE COAST DISTRICT  
LADIES BOWLING ASSOCIATION INC.**



**DISCIPLINARY BY- LAWS**

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## **DISCIPLINARY BY-LAWS**

These By-Laws are in accordance with the Constitution of the Sunshine Coast District Ladies Bowling Association Inc. (SCDLBA) and the Bowls Queensland Member Protection Policy.

### **1. ESTABLISHMENT OF DISCIPLINARY COMMITTEE**

- 1.1 The Management Committee may establish a Disciplinary Committee as required to deal with actions against Affiliated Clubs or members of District teams or which arises out of conduct which occurs at an event run by the SCDLBA.

### **2. COMPOSITION OF DISCIPLINARY COMMITTEE**

- 2.1 A Disciplinary Committee of up to a maximum of five (5) persons may be appointed by the Management Committee for the purpose of hearing disciplinary actions and other matters under this By-Law.  
The Management Committee shall also appoint a member of the Disciplinary Committee to act as Chair of the Committee.
- 2.2 No member of the Management Committee shall be appointed to the Disciplinary Committee.
- 2.3 A person that has been directly involved in, or affected by, the matter in dispute, or where a conflict of interest would otherwise arise, shall not be eligible to be a member of the Disciplinary Committee.

### **3. NOTICE OF ALLEGED BREACH**

- 3.1 Where the Management Committee is advised or considers that a Member has allegedly:
- (a) intentionally breached, failed, refused or neglected to comply with a provision of the Constitution, By-Laws or any resolution or determination of the Management Committee or any other duly authorised committee which is not of a trivial nature;
  - (b) breached any Code of Conduct;
  - (c) acted in a manner prejudicial to the objects and interests of the SCDLBA; brought the SCDLBA or the game of Bowls into disrepute.
- 3.2 The Management Committee shall determine to:-
- (a) dismiss the matter; or
  - (b) refer the matter to the Disciplinary Committee pursuant to clause 4

#### **Definition**

Disrepute means literally bad reputation. When the word disrepute is used in the sporting context, it is normally in relation to bringing the sport or members of the sport into disrepute. That is to say that it is to damage the reputation of the sport or members and office-bearers of the SCDLBA or the SCDLBA itself. To bring something into disrepute is to damage the reputation which is equivalent to reducing the standing.

- a. Lack or decline of good reputation; a state of being held in low esteem (ordinary definition); and
- b. To diminish public confidence in something or to cause the public to lose confidence in the integrity of something.

#### **4 DISCIPLINARY COMMITTEE PROCESSES**

- 4.1 The Management Committee may refer the matter to a Disciplinary Committee and nominate a Chair of the Disciplinary Committee in accordance with Rule 2 of this By-Law.
- 4.2 The Secretary of the SCDLBA shall, as soon as practicable following the appointment of a Disciplinary Committee, serve on the Member a notice in writing:
  - 4.2.1 setting out the specific details of the alleged breach by the Member ;
  - 4.2.2 setting out the facts and grounds on which the alleged breach is based;
  - 4.2.3 stating that the Member or representative may address the Disciplinary Committee at a hearing to be held not earlier than 7 days and not later than 28 days after service of the notice.
  - 4.2.4 stating the date, place and time of that hearing;
  - 4.2.5 informing the Member that she may do one or more of the following:
    - 4.2.5.(a) attend the hearing;
    - 4.2.5 (b) give the Disciplinary Committee, before the date of that hearing, a written statement regarding the alleged breach.
  - 4.2.6 informing the Member that if she does not attend the hearing and/or provide a written statement prior to the hearing, the hearing will proceed and the matter will be determined in her absence.
- 4.3 Despite Rule 4.2.6 of this By-Law, the hearing may be held at any other time that the Chairperson of the Disciplinary Committee and the Member agree.
- 4.4 At the aforementioned hearing the Disciplinary Committee shall: -
  - 4.4.1 give the Member every opportunity to be heard;
  - 4.4.2 give any witnesses the right to be heard, present evidence or submit a written statement;
  - 4.4.3 give due consideration to any written statement submitted by the Member; and
  - 4.4.4 by resolution determine whether the alleged breach occurred.
- 4.5 The Disciplinary Committee will make its decision immediately following the conclusion of the hearing if possible, but otherwise it shall inform the Member of its decision within seven (7) days of the hearing.
- 4.6 If the Disciplinary Committee considers that the alleged breach did not occur, the matter shall be dismissed.
- 4.7 If the Disciplinary Committee considers that the alleged breach occurred, it may impose anyone or more of the penalties set out in Rule 5 (Penalties) of this By-Law.
- 4.8 The Disciplinary Committee shall not be required to, but may, provide reasons for its decision.
- 4.9 Each party shall be responsible for their own costs associated with the Disciplinary Committee hearing. The Disciplinary Committee has no power to award costs to any party.

## **5. PENALTIES**

- 5.1 If the Disciplinary Committee considers that the alleged breach occurred, the Disciplinary Committee may impose any one or more of the following penalties: -
  - 5.1.1 **issue** a warning;
  - 5.1.2 direct the Member to make a verbal or written apology;
  - 5.1.3 where there has been damage to property, direct that the Member pay restitution to the relevant person or organization that controls or has possession of the damaged property,
  - 5.1.4 withdraw of any awards, placings, records or achievements bestowed upon the member in any tournaments, activities or events held or sanctioned by the SCDLBA that appertain to the breach;
  - 5.1.5 direct that any rights, privileges and benefits provided to the Member by the SCDLBA be suspended for a specified period and/or terminated;
  - 5.1.6 any other such penalty that the Disciplinary Committee considers appropriate.

## **6 . APPEALS**

- 6.1 There shall be a right of appeal of the decision of the Disciplinary Committee to an Appeals Tribunal.
- 6.2 The Management Committee shall appoint an Appeals Tribunal of three (3) persons to hear the appeal, all of whom shall have appropriate experience to deal with such matters.
- 6.3 An appellant must seek leave to appeal against the decision of the Disciplinary Committee by applying to the Management Committee with reasons for the appeal within fourteen (14) days of the decision of the Disciplinary Committee.
- 6.4 **An** application for leave to appeal shall be lodged with an appeal fee of \$100.00, which will be returned if the appeal is upheld.
- 6.5 The Management Committee shall make a decision on whether or not to grant leave to appeal at the next Management Committee Meeting after the application for leave is submitted.



**SUNSHINE COAST DISTRICT LADIES BOWLING ASSOCIATION INC**

**APPENDIX 1: CODE OF CONDUCT**

**CODE OF CONDUCT FOR MANAGEMENT COMMITTEE  
MATCH & SELECTION COMMITTEE MEMBERS  
AND BOWLS QUEENSLAND DELEGATE**

**GENERAL**

1. Be ethical, fair and honest in the discharge of your duties as an office – bearer.
2. Treat all persons with respect and courtesy and have proper regard for their rights
3. Operate within the rules of the spirit of the sport
4. Comply with all provisions of the SCDLBA Constitution and By-laws.
5. Be responsible and accountable for your conduct.

**CONFIDENTIALITY:**

Each Management, Match and Selection committee members, in their course of their term of office with the SCDLBA, may have access to confidential information relating to the District, Affiliated clubs and members and its use is subject to rigorous restrictions.

Confidential information may be used, when necessary, only for purposes associated with the management and functions of the SCDLBA. Discretion must always be a priority.

Confidential information may not be used for the benefit of any SCDLBA office – bearer or any other person

**SOCIAL MEDIA:**

1. Social media may be used to assist with interaction between Management Committee, Committee members and players.
2. The Management Committee and Committee members shall not use Social Media to make derogatory comments about the SCDLBA, any official, event, player or person.
3. The Management Committee and Committee members shall not post any remarks or material which could intimidate, threaten, harass or humiliate any player or person.

**ANY BREACH OF THIS CODE OF CONDUCT MAY RESULT IN  
REMOVAL FROM OFFICE**

.....  
Members Signature

.....  
Witness signature

.....  
Members Full Name  
(please print)

.....  
Witness' Full Name  
(please print)

.....  
Date

.....  
Date



SUNSHINE COAST DISTRICT LADIES BOWLING ASSOCIATION INC.

## **APPENDIX 2: CODE OF CONDUCT**

### **CODE OF CONDUCT FOR DISTRICT REPRESENTATIVE PLAYERS AND TEAM OFFICIALS**

***Please Note:*** *Players and Officials are required to make themselves aware of the Code of Conduct set out hereunder. As a Player or Official you are expected to commit to this by signing the Declaration on this Document.*

#### **GENERAL BEHAVIOUR WITH REGARD TO:**

- Venue:** No alcohol to be consumed on or during a day's play.  
Social drinks after play is permissible.
- Accommodation:** Rooms to be kept neat and tidy *at all times*. House rules to be obeyed at all times. Any damage occurred to property will be the responsibility of the person involved  
Team members to be in their accommodation by 10:30 pm and noise level to be kept to minimum.  
No team member to leave their accommodation after 10:30 pm without the consent of her delegated officials/manager.  
At no time will any unauthorized person visit or occupy any team accommodation.
- Social:** No alcohol to be consumed after 10:30 pm.  
Drunkenness and/or disorderly conduct will not be tolerated. Athletes who break these provisions will face disciplinary action and will be sent home at their own expense.  
Responsible use of all Social Media will be expected at all times
- Dress:** At all times obey Bowls Queensland and SCDLBA dress code.
- General:** Be punctual by attending meetings or team assemblage at designated times.  
Derogatory or non-supportive comments about other team/side members will not be tolerated.

The appointed Manager is responsible for players during a Competition and will oversee and actively promote the implementation of the above initiatives.

#### **SENIOR PLAYERS' OBLIGATIONS**

As a member of the Team/Side, the Player must:-

- a. Observe and comply with all reasonable directions of the Team Manager.
- b. Act in a proper manner so as not to bring the Player, the SCDLBA, BQ or the Team/Side into disrepute.
- c. Stay in the accommodation selected by the SCDLBA for such period as required in order to fulfill the Player's obligations to the SCDLBA.

**JUNIOR PLAYERS OBLIGATIONS**

**1. PLAYERS:**

- a. Always play by the rules
- b. Never argue with an official. If you have a disagreement, let your skip, coach or manager approach the official after the game or the controlling body
- c. Work equally hard for yourself and/or your team. Your performance will benefit and so will your teams.
- d. Treat all participants as you would like them to treat you
- e. Respect the rights, dignity and worth of all players regardless of their gender, ability, cultural background or religion.

**2. PARENTS/GUARDIANS:**

- a. Remember that your child takes part in the sport for their own enjoyment and not yours.
- b. Focus on your child's efforts and performance rather than winning or losing
- c. Respect official's decisions and teach your child to do likewise
- d. Remember that the role of coaches, markers, umpires and other officials is voluntary and without them your child could not participate

**3. TERMINATION OF AGREEMENT MAY OCCUR. IF THE PLAYER -**

- a. Fails to conduct herself in a proper manner, or acts so as to bring the Player, the SCDLBA, or the Team/Side into disrepute.
- b. Conducts herself in a manner which is offensive to other members of the team/side or, in the opinion of the SCDLBA, acts in a manner inappropriate for a representative of the District
- c. Breaches this Code of Conduct/Players Obligations

**DECLARATION BY SELECTED REPRESENTATIVE DISTRICT PLAYER/ OFFICIAL**

**I AGREE TO COMMIT TO AND ABIDE BY THIS CODE OF CONDUCT.**

-----  
Players/Parent/Guardian Signature

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Witness Signature

\_\_\_\_\_  
Full name of player/parent/guardian  
(Please Print)

\_\_\_\_\_  
Full name of witness  
(Please print)

Date:\_\_\_\_\_

Date:\_\_\_\_\_



**APPENDIX 3:**



**DISTRICT NOTIFICATION OF SUSPENSION OR EXPULSION**

*Before advising a member that they have been suspended or expelled please ensure that you have followed the disciplinary section of your District Constitution and By-laws*

Please ✓ the appropriate box for action:

Suspension   
Expulsion

District \_\_\_\_\_

The following information is required to be completed in regard to the member who is being suspended or /expelled.

BQ Number \_\_\_\_\_ Club \_\_\_\_\_

Surname \_\_\_\_\_

Christian Names \_\_\_\_\_

Address \_\_\_\_\_

Period of suspension/expulsion:

From \_\_\_\_\_ to \_\_\_\_\_

Signed on behalf of the District \_\_\_\_\_

Position in District \_\_\_\_\_

Date \_\_\_\_\_

**This form is to be completed immediately following suspension/expulsion and Forwarded to –  
Bowls Queensland, PO Box 476, Alderley, QLD 4051**

**APPENDIX 4: NOTICE OF COMPLAINT**

I/We, .....(insert name), of ..... (insert Club)

state that I am the Complainant and this is a Notice of Complaint.

My/Our contact details are: (insert telephone contacts, address, and email if applicable).

.....  
.....  
.....

(You have a duty to inform the relevant Club, District or the CEO in the event that your contact details change)

**COMPLAINANT DECLARATION (READ CAREFULLY BEFORE SIGNING)**

I understand my identity will be treated with confidentiality unless disclosure is necessary for effective Complaint resolution or it is required by law.

I believe that any attempt to resolve this Complaint between the respective parties on an informal basis would be impossible, unreasonable or inappropriate.

To my reasonable knowledge, this complaint is true and is not made with vexatious or malicious intention.

I understand that if it is found that this complaint is made with vexatious or malicious intention it could result in liability for discipline according to the same procedure in this Policy.

**FULL NAMES OF PARTIES INVOLVED IN COMPLAINT**

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.....  
.....

**CLUB AND DISTRICT OF WHICH EACH PARTY IS A MEMBER**

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(Please attach additional sheets if you require more space)

**Detailed account of the circumstances which gave rise to the Complaint, including where, when, why and how the Complaint occurred**

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**Further information which could assist the Club in resolving the Complaint, such as the length of Membership, positions held and people who could help in the resolution of the Complaint e.g, Witnesses**

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.....

(Please attach additional sheets if you require more space)

As the Complainant, I understand the effect of this Notice of Complaint and thereby undertake to send this to my Club as noted above.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 5: NOTICE OF APPEAL**

As a party to the Decision of.....dated .....and reported to all parties, I, .....am exercising my right of appeal.

To..... (Insert relevant District or CEO as appropriate) and all parties to the Complaint (list all parties and contact details to Complaint as noted in decision)

.....  
.....

I hereby appeal against the Decision of.....dated.....

**APPELLANT DECLARATION (READ CARE FULLY BEFORE SIGNING)**

To my reasonable knowledge, this complaint is true and is not made with vexatious or malicious intention.

I understand that if it is found that this complaint is made with vexatious or malicious intention it could result in liability for discipline according to the same procedure in this Policy.

I understand appeals from a Club Decision will go to District level, appeals from District level will go to the CEO, and appeals from there will go only to the BQ Arbitration Committee.

**DETAILS OF DECISION**

The details of the Decision appealed against are-

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.....  
.....  
.....

Reasons for Decision

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.....  
.....

(Please attach additional sheets if you require more space)

**REASONS WHY APPEAL SHOULD BE GRANTED**

Explanation as to why the Appeal is warranted

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(Please attach additional sheets if you require more space)

As the Appellant, I undertake to deliver this Notice of Appeal within 21 days of receiving the Decision to the *(District or CEO)* and on all parties to the Complaint as listed above.

**Signed:**.....

**Date:**.....