



WLB Disciplinary Policy and Procedure.

(Reviewed 10/11/2025)

Policy Statement.

This policy and procedure aims to ensure that the approach to formal disciplinary procedures is consistent across Welsh Lawn Bowls. This policy is intended to ensure fairness, consistency, and respect for all members, including players, coaches, and officials. It provides a structured process for addressing misconduct while upholding natural justice and respecting individual rights.

Principles of the Policy.

Welsh Lawn Bowls will:

- Deal with minor misconduct or performance issues.
- Act without Bias and be impartial in their disciplinary issues.
- Be consistent with treatment and for all persons whilst considering their individual circumstances.
- Apply disciplinary sanctions which are reasonable in relation to the seriousness of the allegation.
- Apply this policy to all members of Welsh Lawn Bowls.
- Deal with disciplinary issues promptly using diplomacy and maintain appropriate confidentiality at all times.

Examples of Misconduct.

Matters amounting to Misconduct (not an exhaustive list)

- Failure to follow code of conduct.
- Failure to follow a reasonable request on international events.
- Failure to report potential conflict of interest.
- Minor health and safety breaches., that could injury or hurt anyone associated with Welsh Lawn Bowls.
- Behavior that offends or bring bowlers discomfort or offends.
- Disruptive behavior.



Matters amounting to Gross Misconduct. (not an exhaustive list)

- Theft of property.
- Refusal to comply with anti-doping regulations
- Deception or fraud deliberate falsification of Welsh Lawn Bowls Documents.
- Bribery or corruption.
- Abuse or failure to comply with gifts and hospitality policy.
- Serious bullying or harassment including physical violence &/or threatening behavior.
- Discrimination on the grounds of the Equality Act 2010.
- Serious negligence which causes or might cause unacceptable loss, damage or injury.
- Sexual misconduct that brings discomfort to others.
- Being under the influence of alcohol or illegal drugs whilst representing Welsh Lawn Bowls.
- Disclosure of confidentiality documents associated with Welsh Lawn Bowls.
- Criminal and or conduct outside of Welsh Lawn Bowls that is relevant to the game of bowls, and which might bring the game into disrepute.
- Breach of trust which adversely affects the relationship between bowler and Welsh Lawn Bowls..

Procedure:-

The disciplinary procedure shall follow five main steps:-

1. Raising a complaint
2. Conducting an investigation
3. Holding a disciplinary hearing
4. Reaching a decision and applying sanctions.
5. The right of appeal.

These steps are described further in detail below:-

Step 1: Raising a complaint

Any member, association of The WLB or persons involved in it's activities can report a complaint in writing to The Hon. Secretary.

The WLB has a Complaints procedure (see WLB website for complaints procedure) in which the complaint will be logged (whilst kept confidential) by the Hon. Secretary who shall arrange for an investigation sub-committee to investigate the complaint within three days of receipt.

For allegations of criminal conduct, the process should be immediately paused, and the matter referred to the police.



Step 2: Conducting an investigation

- The investigation sub-committee shall consist of three persons from the Executive Committee, who shall elect one of themselves to act as Chairperson. The sub-committee members should have not be related to the complainant or the person(s) they are complaining about (referred to hereafter as “the accused”) or have any connection to the alleged complaint.
- The investigation sub-committee shall examine the complaint information, and may if necessary, ask for further witness statements or speak in persons related to the complaint. The committee should reach a fair and balanced view of the allegations within ten days of the complaint being received
- The purpose of the investigation is not specifically to establish innocence or guilt (although this may become apparent during the investigation) but to come to a decision on whether the complaint warrants referral to the disciplinary sub-committee.
- The Investigation sub-committee may reach one of the following decisions:-
 - To reject the complaint as it is trifling in nature, or has insufficient grounds or evidence to warrant further investigation, or because during the investigation process it became apparent that the allegations in the complaint were false. If this is the case the Chairperson will write to the Hon. Secretary detailing the decision with reasons to substantiate it, and the Secretary shall then write to the complainant within fourteen days of the complaint being raised informing them of the decision and supplying supporting reasons.
 - To rule that the complaint has sufficient grounds and evidence to warrant further investigation by the Disciplinary sub-committee. If this is the case, the chairperson shall issue a report to the Secretary who shall forward this to the chair of the disciplinary sub-committee and request that they investigate the complaint. At the same time, the Hon. Secretary shall write to the accused, informing them of the investigation sub-committee decision, supplying them with all relevant information concerning the allegations against them, supplying them with a copy of this procedure & asking them to give a written reply within ten days.
- On receipt of the notification from the Secretary, the accused has the following options:-



- Not to reply to the Secretary's notification, in which case the disciplinary sub-committee will consider the allegations as being accepted and agree appropriate sanctions.
- Reply to the Secretary, admitting guilt for the allegations in which case the disciplinary sub-committee shall agree appropriate sanctions.
- Reply to the Secretary, admitting guilt but requesting that a hearing be held so that they can give further evidence in which case the disciplinary sub-committee will consider the request and make a ruling on whether to agree to a hearing or agree appropriate sanctions.
- Reply to the Secretary partly admitting guilt and/or contesting the allegations and supplying their account of the events in which case the disciplinary sub-committee shall arrange for a hearing to be held.
- Reply to the Secretary denying the allegations giving their account of the events in which case the disciplinary sub-committee shall arrange for a hearing to be held.

Step 3: Holding a disciplinary hearing

- The members of the Disciplinary sub-committee shall be selected from the WLB Executive committee and shall not have been involved in the investigation process or be related to the complainant or accused or have any prior involvement in the complaint. The sub-committee shall elect a Chairperson.
- The Disciplinary committee shall meet, consider all information and agree all persons it may wish to write to, speak to or invite to a hearing.
- The Disciplinary committee may decide to suspend the accused / organisation from the WLB for the duration of the disciplinary procedure (for Gross misconduct allegations this is mandatory). If the accused are WLB Officers & Executive committee members they shall be suspended from duty whilst the disciplinary committee investigates the complaint.
- The Disciplinary committee shall inform the Secretary of the date, time and venue of the hearing which the Secretary shall inform the accused of. The date of the hearing must be within twenty days of the sub-committee's formation, and the Secretary must give at least seven days' notice of the date to the accused. The accused must reply confirming their attendance, or if they cannot attend, they can supply further written evidence (providing it is received by the Hon. Secretary at least 48 hours prior to the date of the hearing).
- If the accused does not reply, the hearing will proceed without them being present.



- At the hearing the accused may bring one person as a witness or advisor, or legal representative.
- The Disciplinary sub-committee may call any persons they consider of relevance to the complaint to give evidence at the hearing, including the original complainant.
- All persons invited to the hearing will be interviewed individually (except the accused and their witness / advisor).
- After hearing all evidence and reading all submissions, the sub-committee will retire to deliberate and reach a decision.

Step 4: Reaching a decision and applying sanctions

- Following deliberation, the Disciplinary sub-committee will come to one of the following decisions within seven days of the hearing:-
 - Complaint is dismissed as either false or unproven.
 - Complaint is partly proven as not all the allegations were substantiated. The sub-committee will declare if the breach amounts to misconduct or gross misconduct.
 - Complaint is upheld as all allegations were proven. The sub-committee will declare if the breach amounts to misconduct or gross misconduct.
- If the complaint is partly proven or upheld, the sub-committee will agree one or more of the following sanctions;

For Misconduct offences: -

- Verbal warning
- Written warning
- Suspension from all WLB activities and competitions for a period ranging from 3 months (first offence) to 24 months (second offence within 3 year period).
- Exclusion from holding any official capacity within WLB for a minimum of 12 months up to 3 years.

For Gross Misconduct offences: -

- Immediate ban from WLB activities and competitions (including all events governed by the WLB) ranging from 6 months to 5 years. This will be communicated to all member nations of British Bowls.



- Permanent ban from WLB activities and competitions (including all events governed by the WLB). This will be communicated to all member nations of British Bowls.

The Chairperson of the Disciplinary sub-committee shall submit a report to the Hon. Secretary within 5 days of the sub-committee's decision, and the Secretary will notify both the complainant and accused of the decision with a summary of the reasons which led them to reach the decision within a further seven days.

Step 5: Implementing an appeal process

If the accused wishes to raise an appeal, they should follow the WLB Appeals Procedure (See WLB Website for WLB Appeals Procedure).

This policy and procedure shall be reviewed by the WLB Executive Committee every three years or before if necessary. Next Scheduled Review:- November 2028.