

Royal County of Berkshire Bowling Association

ROLE PROFILE

DISCIPLINARY OFFICER



The Disciplinary Officer's role is to be the lead representative on disciplinary matters for a County Association, providing procedural guidance to Affiliated Clubs and, when necessary, intervening in issues related to Bowls England's Regulation 9 process for misconduct complaints. This person plays a crucial role in preserving the integrity, fairness, and respect within the sport within The Organisation. The post shall be appointed by the Management Committee and shall report to the Management Committee.

Who will I work with?	• Other members of the Management and Executive Committee of The Organisation • All Club Secretaries • All appointed Officers. • Officers and Officials of Bowls England.
What will I do?	• Provide a written report to the Management Meetings • Advising Affiliated Clubs on Regulation 9, answering queries, and providing procedural guidance. • Intervening when Clubs do not follow Regulation 9. • Reviewing decisions made at Club level, complaints at County level and appeals to the County. • Play an active part in the County Disciplinary Officer network sharing experiences and best practice. • Providing feedback and supporting the ongoing improvements of Regulation 9. • Attending Bowls England education sessions in relation to our disciplinary work. • Reporting an overview of activity to Bowls England to help us create a national picture. • Maintaining confidential records. • In the first instance all Complaints will be handled by the Chairperson and if necessary the Chairperson will pass on to you and have no further part.
What do I need to do this role?	• A strong understanding of Bowls England's regulation 9, and disciplinary processes. • Excellent communication and interpersonal skills, with the ability to handle sensitive situations tactfully. • Proven ability to make impartial and fair decisions. • Strong organisational skills, with attention to detail and the ability to manage multiple cases. • Commitment to maintaining confidentiality and handling sensitive information appropriately. • Knowledge of mediation techniques and experience in resolving disputes.

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	• Impartial, open-minded and objective, with a strong commitment to fairness and justice. • Resilient and confident, able to handle challenging situations with calm and authority. • Ethical and trustworthy, upholding the highest standards of professionalism and integrity. • Balanced and measured, capable of analysing information and acting objectively
What are the benefits and how will you support me?	• Satisfaction of making a vital difference to The Organisation and the players within it • Being part of a team • Learning new skills and using your ability to carry out administrative and management tasks.