



# *English Carpet Bowls Association*

## **Minutes of an Extra Ordinary Meeting held on Saturday 1<sup>st</sup> April 2006 at The Courtyard Hotel, Rotherham.**

Present: Chairman Mr. Tony Cuthbert, Vice Chairman Mr Jason Ellis,  
Secretary Mrs. Ann Hardy, Treasurer Mrs. Margaret Southgate.  
Representatives from: Cambridgeshire, Durham, Essex, Hertfordshire, Norfolk,  
Northumberland, North Tyneside, South Tyneside, Suffolk Sunderland.

### **Apologies for Absence**

Referee Mr. David Storey

### **Code of Conduct**

Following discussions at the January meeting the secretary was to draft a document which was distributed to all delegates and officers for counties to discuss.

The Chairman stated that this document was not intended to be used as a whip against any individuals. Its intention is to give an indication of actions that will not be tolerated and any penalty that may be imposed. The good name of the ECBA and Carpet Bowls as a whole must be protected, it is hoped that this document will help to accomplish that.

### **Amendments made:**

- Delete any reference to fines being imposed against an individual or county. Replace by a statement that cases requiring financial retribution would be referred for legal action.
- Include who would sit on the initial Disciplinary Panel and on the Appeal Panel. The Disciplinary Panel would consist of: the ECBA Vice-Chairperson, one other ECBA Officer (but not the Chairperson) plus a randomly selected delegate. The Appeal Panel would be the ECBA Chairperson, one other ECBA Officer (but not the Vice-Chairperson). Both panels would have a secretary to take notes. No two people from the same county to be on either panel.
- The number of days within which a complaint should reach the secretary to be 7 not 3.
- A timescale of 28 days for a progress report to be sent to the person making the complaint with updates every 14 days after that until the matter is resolved.
- Written warnings to be held on file for a maximum of 12 months after which all reference will be destroyed.
- Records of Suspensions to be destroyed as soon as they have expired. The minimum suspension will be 1 year (12 calendar months) from the date it is imposed not the date of the incident.
- Delete the secretary's phone number from the method of contact available to anyone wishing to make a complaint.
- The first paragraph under Disciplinary Panel to be amended as follows:  
Depending on the considered severity of the complaint the ECBA disciplinary panel may impose a written caution or as much as a 5 year ban or more against an individual that is proven to have been involved in an incident at an event that the ECBA organises or is organised by a third party on it's behalf. Should an individual in the twelve months immediately prior to the current incident had similar accusations proven against them, for any reason then the disciplinary panel may choose to use that information when setting the penalty relating to the latest complaint.

- The following paragraph to be included under Disciplinary Panel. The executive committee of any county from which the perpetrator(s) of an incident that is investigated by the ECBA disciplinary panel originates, will be informed in writing of the findings of any investigation following a complaint being made against that person(s), and may choose to impose it's own penalty, but cannot rescind an ECBA penalty.
- The Disciplinary Panel will consist of, the ECBA Vice-Chairperson, one other ECBA Officer (but not the ECBA Chairperson) and a randomly selected delegate.
- The Appeal Panel will consist of, the ECBA Chairperson, one other ECBA Officer (but not the Vice Chairperson) and a randomly selected delegate.
- No two people from the same County may sit on either panel. Both panels will have a secretary present to take notes.
- A written warning will be held on record for a period of twelve months, at the end of which it will be destroyed.
- Records of Suspensions to be destroyed as soon as they have expired.
- The order in which items appear should be revised to: Guidelines, Making a Complaint, Disciplinary Panel, Appeals Panel.

The secretary read through the document including amendments, at the end of which the meeting was asked to show acceptance of the document. With 9 votes in favour and the abstention of Hertfordshire the Code of Conduct was accepted and will be in place as soon as revised documents have been circulated to all members.

With all discussions complete the meeting was closed at 3:20pm.

# English Carpet Bowls Association

## Code of conduct

It is the policy of the Association that all Carpet Bowlers and spectators show respect and understanding for each other and conduct themselves in a way that reflects the principles of the Association.

All players and supporters of teams are expected to act in a manner which does not prejudice the good name the English Carpet Bowls Association or their county, and to conduct themselves in a manner that will not have any reproach on the English Carpet Bowls Association or the whole sport of Carpet Bowls.

### Guidelines

The ECBA will not tolerate or condone any of the following from players or spectators either during an event or whilst socialising.

DRUNKEN OR LOUISH BEHAVIOUR WHICH CAUSES ANNOYANCE TO OTHER PEOPLE (E.G CAUSING AN UNNECESSARY DISTURBANCE SUCH AS RUNNING AND SHOUTING THROUGH CONFINED AREAS SUCH AS CORRIDORS)

THE USE OF FOUL AND ABUSIVE LANGUAGE IN SUCH A MANNER AS TO CAUSE OFFENCE TO THE PERSON THAT IS BEING SPOKEN TO, OR PEOPLE IN THE VICINITY.

UNDER NO CIRCUMSTANCES WILL ANY FORM OF THREATS OR DEROGATORY REMARKS DIRECTED AT INDIVIDUALS, PLAYERS, OR SPECTATORS BE ACCEPTED.

CAUSING DAMAGE TO OTHER PEOPLES PROPERTY (WILLFUL OR ACCIDENTAL)  
THE THEFT OF OTHER PEOPLES PROPERTY.  
CAUSING AN AFFRAY

This is not an exhaustive list but it does give an outline of actions that may result in a complaint being made against an individual or group of people that are attending a venue which is being used to hold an ECBA event.

### Making a Complaint

All members have the right to complain (in writing) via the ECBA secretary.

Complaints should be sent to the current ECBA secretary Mrs Ann Hardy, 55 Longstraw Close, Stanway, Colchester, CO3 0YZ, or via e-mail to: [ecba-secretary@supanet.com](mailto:ecba-secretary@supanet.com).

Anyone or a County Association may make a complaint; the ECBA will keep you informed at all stages.

This procedure applies to all members and supporters of the English Carpet Bowls Association. Your complaint should include your name, telephone number and address and the nature of the complaint.

The incident you are complaining about needs to reach the **ECBA secretary** within seven days of the incident taking place using either of the methods mentioned above.

All complaints will be acknowledged within seven days of receipt.

The secretary will ensure that your complaint is investigated and that you receive a response within twenty eight days of the progress of the complaint, then every fourteen days until the Disciplinary panel has reached a conclusion.

Any person/team that has had a complaint made against them, will be contacted by the ECBA secretary as soon as practicably possible to make them aware of the nature of the complaint and to make a copy of the complaint available to them.

### **Disciplinary Panel**

All complaints will be fully investigated; this could mean that individuals may be asked to make statements which will aid the disciplinary panel to make a decision about a complaint and the severity of any penalty it should impose.

Depending on the considered severity of the complaint the ECBA disciplinary panel may impose a written caution or as much as a 5 year ban or more against an individual that is proven to have been involved in an incident at an event that the ECBA organises or is organised by a third party on it's behalf. Should an individual in the twelve months immediately prior to the current incident had similar accusations proven against them for any reason, then the disciplinary panel may choose to use that information when setting the penalty relating to the latest complaint.

Cases of criminal damage or violent conduct may be referred to the police, if financial recompense is required legal action could be taken against the guilty party.

The executive committee of any county from which the perpetrator(s) of an incident that is investigated by the ECBA disciplinary panel originates, will be informed in writing of the findings of any investigation following a complaint being made against that person(s), and may choose to impose it's own penalty, but cannot rescind an ECBA penalty.

Anyone not satisfied with the disciplinary panels decision will have 15 days to make an appeal.

### **Appeals Panel**

An individual has the right to an appeal either in person or via their county secretary. All appeals must be made in writing and to be received by the ECBA secretary within 15 days after receiving a disciplinary penalty; if no appeal is received the penalty will take effect.

An individual or team that has made an appeal against an imposed penalty will not be allowed to play in an ECBA event until the appeal is settled.

### **IMPORTANT NOTICE**

For any reports received after an event has finished, which may have serious consequences, (provided the complaint is made within the required timescale), the disciplinary panel will have the power and the authority to fully investigate and take the necessary action as appropriate. No one should be able to escape disciplinary actions just because a complaint was not made immediately.

The Executive Committee of the ECBA fully intends to protect its members, players, and the good name of the ECBA and the whole sport of Carpet Bowls, and will seek to impose penalties against those who wilfully break the expected code of conduct.

The Executive Committee of the ECBA shall accept no responsibilities for any misinterpretation of this code of conduct, if you are uncertain about any issues printed here then it is in your own interest to seek clarification first.

### **NOTES:**

1. The Disciplinary Panel will consist of the ECBA Vice Chairperson, another ECBA officer but not the Chairperson and a randomly selected delegate from a member county.
2. The Appeal Panel will consist of the ECBA Chairperson, another ECBA officer but not the Vice Chairperson and a randomly selected delegate from a member county.
3. No two people from the same County may sit on either panel. Both panels will have a secretary present to take notes.
4. A written warning will be held on record for a period of twelve months, at the end of which it will be destroyed.
5. Records of Suspensions to be destroyed as soon as they have expired. The minimum suspension will be 1 year (12 calendar months) from the date it is imposed not the date of the incident.