

## **Proposal 21-22 A:**

### **DCIBA Code of Conduct**

It is proposed that the four pages that follow this preamble will replace the current code of conduct which applies to players only, and if approved, will become operative from September 7th, ie the date of the forthcoming AGM.

In any event, the content of the proposal should at the very least represent current DCIBA guidance on this subject.

The need to put in place an all embracing code of conduct (ie not just for players, but for all DCIBA personnel, and those affiliated to the DCIBA by virtue of their club's affiliation to the DCIBA, has been brought into sharp focus by the requirements of our new insurers.

However, quite apart from compliance with insurance policy conditions, we believe there is a need to move to guidance for all.

We urge Clubs and their DCIBA Executive representatives to endorse this proposal which will be subject to a vote at the 7<sup>th</sup> September DCIBA AGM.

Proposer: David Butterworth (Treasurer DCIBA)

Seconder: George Taylor (Safeguarding Officer DCIBA)

12<sup>th</sup> August 2021



# *Devon County Indoor Bowls Association*

## **Devon County Indoor Bowls Association (DCIBA)** **Code of Conduct**

### **PURPOSE & APPLICABILITY**

1. This Code of Conduct covers the behaviour and conduct of all personnel to whom this Code of Conduct applies, before, during and after events, and at any other time, and covers any action liable to bring the game of bowls or the DCIBA into disrepute.
2. The Code of Conduct applies to the following: DCIBA Officers and Assistants, Competition Organisers and Assistants, Team Managers, Staff and Volunteers, Players, Club Members affiliated to the DCIBA by virtue of their Club being a DCIBA affiliated Club.
3. Any person in one of the above categories who officates or assists at any event, match or competition under the auspices of the DCIBA, plays in, or simply attends, is expected to comply with this Code of Conduct, and is deemed to accept it in every detail.

### **RESPONSIBILITIES**

4. It is the responsibility of all personnel to whom this Code of Conduct applies to read it fully and to be conversant with its content. Ignorance of the Code is no excuse.
5. It is the responsibility of Team Managers and Competition Organizers to draw attention to this policy to all event participants, volunteers and other relevant personnel.
6. Clubs affiliated to the DCIBA are expected to have their own codes of conduct in place, in the public domain, under periodic ongoing review, together with a policy governing the use of social media. Club members should periodically have their attention drawn to these policies.
7. The Code of Conduct requires that the aforementioned personnel do not take part in any irresponsible, abusive, inappropriate or illegal behaviour, including behaviour which is intimidatory or bullying (verbal, written, or physical).
8. The aforementioned personnel must not abuse alcohol or engage in the consumption of illegal or performance enhancing drugs or stimulants.

9. The aforementioned personnel must not use foul language, or publicly show disrespect of other players, officers or officials (including the officials, management, staff, volunteers and members of a host club, or of the DCIBA's playing opponents, or of any other Club or organization, or the public present at matches and events).
10. The aforementioned personnel will not engage in reckless behaviour of any kind, especially such as may have the potential to injure or harm other personnel.
11. Action may also be taken against players or officers (a) without good cause failing to appear and be ready to play or officiate at times pre-arranged by the Association or (b) to dress to an acceptable and approved standard.
12. Players shall not cheat in order to gain unfair advantage or in order to deliberately lose a game, or to use any form of gamesmanship in an attempt to gain an unfair advantage. Players will refrain from reckless behaviour on and off the green. A suitable warning must be given in a timely manner of the intention to fire.
13. Abuse of Social Media at any time by the aforementioned personnel (see Appendix-1 to this Code of Conduct) is also viewed very seriously by the DCIBA and the policy regarding this is equally applicable to Club members who are affiliated to the DCIBA by virtue of belonging to a Club which is itself affiliated to the DCIBA. GDPR also remains operative and must therefore be adhered to.

## **OPERATION & GOVERNANCE**

14. An Emergency Committee (with powers to co-opt members as appropriate) will be selected on a case by case basis and will be empowered to fully investigate all alleged breaches of the Code of Conduct and to decide on appropriate action.
15. Allegations of breaches of the Code of Conduct are to be made in writing (email acceptable) to the DCIBA County Secretary within 7 days of an alleged incident and shall include full information, time and date and also witness contact details. The complainant must be prepared to appear before the Emergency Committee.
16. The DCIBA County Secretary will advise the person who is the subject of the complaint and invite his or her comments in writing.
17. Where the Emergency Committee decides there is a case to be answered, the person complained against must be advised of the nature of the complaint, and of the right to attend the hearing of the Emergency Committee, and the right to be accompanied, and further, to be represented.
18. Where the complaint is upheld, the Emergency Committee is authorised to apply such penalty it considers appropriate.
19. The decision of the Emergency Committee will be confirmed in writing (email acceptable) by the DCIBA Honorary County Secretary to the person who is the subject of the complaint.
20. The person who is the subject of an upheld complaint may appeal the decision of the Emergency Committee by giving notice in writing to the Honorary County Secretary within 14 days of the decision having been made.

21. Appeals will be considered by a select Executive Committee and the person who is the subject of the upheld complaint will again have the option to be present and will have further options to be accompanied, and represented.
22. Nothing in this Code of Conduct affects an individual's right of appeal to the EIBA (English Indoor Bowling Association).
23. Club Members affiliated to the DCIBA (by virtue of their Clubs being so affiliated) are expected to abide by this code of conduct. However, discipline and complaints handling will be for the Clubs themselves to administer according to their own codes of conduct, and the DCIBA will not normally be involved, except in cases where the DCIBA or its personnel are directly severely affected by the behaviour of the affiliated Club member(s) involved.
24. This Policy will be reviewed annually.

## **Appendix 1**

### **Social Media**

#### **Introduction**

1. This policy applies to all DCIBA Officers, Players, Competition Organizers, Team Managers, and volunteers.
2. The policy sets out the standards expected to be applied to use of social media by the personnel identified above, and by any person affiliated to the DCIBA by virtue of being a member of a Club itself affiliated to the DCIBA.
3. This policy applies to all types of social media, current and future.
4. Any online activity that brings the DCIBA or any of its members into disrepute, or a breach of confidentiality will be treated as an infringement of this policy. This includes any statement or comment that could be seen to negatively affect the reputation or good name of the DCIBA, or any of its personnel.

#### **Responsibilities**

5. It is the responsibility of all personnel to whom this policy applies to be familiar with and fully understand this policy.
6. It is the responsibility of Team Managers and Competition Organizers to draw attention to this policy to all event participants, volunteers and other relevant personnel.
7. Clubs affiliated to the DCIBA are expected to have their own codes of conduct in place, in the public domain, under periodic ongoing review, together with a policy governing the use of social media. Club members should periodically have their attention drawn to these policies.

## **Types of Social Media Abuse**

8. In all use of social media in respect of all DCIBA matters and personnel, care must be taken by all to avoid on-line behaviour which gives rise to postings which are inaccurate, libelous, defamatory, or obscene, or which may be seen to be harrassing, threatening, discriminatory and /or illegal.
9. This is further extended to inappropriate social media behaviour directed at any associations and clubs (or their individual personnel and members) with which the DCIBA deal (whether or not affiliated to the DCIBA ), and to organiizations and staff which have bowling, commercial or other partnership relationships with the DCIBA.
10. Any posting of images must take into account copyright situations and any necessary permissions or absence thereof. Privacy of individuals' data must also be respected, and GDPR adhered to.
11. Cyber bullying, stalking and trolling are prohibited. Civil and criminal prosecutions are not uncommon in respect of instances where social media has been used in an inappropriate manner.
12. Negative comments or complaints made by others on social media about the DCIBA or any personnel affiliated to or working with or for the organization should not be replied to or responded to or endorsed. Anyone who has concerns about such negative comments should contact the DCIBA County Secretary immediately and await a response from that source.

## **Complaints Procedures**

These are set out in the main body of the Code of Conduct.