

WESH BOWLS UMPIRES ASSOCIATION

OFFICERS & COMMITTEE MEMBERS

CODE OF CONDUCT

FRONT COVER

The Welsh Bowls Umpires Association (WBUA) recognises the contribution made by voluntary Officers and Committee Members to the Association. The purpose of this Code is to maintain high standards of conduct, assist Officers, Committee Members in their voluntary roles and to protect the best interests of WBUA. Conduct within the WBUA is driven by our core values:

Selflessness, Honesty, Integrity, Propriety, Lawfulness, Stewardship, Objectivity in decision making. Equality & Respect. Openness & Transparency, Accountability, Leadership.

This Code of Conduct applies to all Officers and Committee Members of the WBUA and is part of WBUA overall set of codes as follows:

Officers and Committee Members should hold their positions primarily for their knowledge, skill set and experience and their ability to actively contribute to the running of WBUA.

As an Officer/Committee Member I will:

Promote and embed our values, aims and policies.

Act only in the interests of WBUA and not on behalf of any other interested group.

Help establish and maintain robust and comprehensive governance processes and regulations that are regularly reviewed (including a comprehensive list of Officer/Committee Member delegated authorities)

Actively contribute to the effective work of Committees by:

- Through preparation and reading all papers which have been circulated prior to the meetings.
- Regular attendance, participation and contribution at meetings including constructive challenge.
- Ensuring timely response to agreed actions, requests for information and guidance from fellow Officers/Committee Members.
- Attending the Annual General Meeting and any other Meetings as well as designated events as and when required.
- Deal with issues of clarification “offline” before Officers and Committee Meetings if it relates to an agenda item and maintain a sharp focus on agenda items in meetings, to ensure meetings run to

time and that time is utilised to best effect.

- Reach decisions by consensus.
- Attend relevant training courses and take reasonable steps to ensure that I am aware of the development of public policy and other issues which may affect my role and the work of WBUA.

It is vital that Officers and Committee Members:

- Listen to and respect the views of others.
- Seek positive and constructive resolutions to those issues where differences in opinion exist and, where a vote is taken, accept the decision of the majority.
- Respect the office of the Chair of the meeting, to ensure the orderly conduct of meetings.
- Observe the highest ethical standards of impartiality, integrity, and objectivity in relation to the stewardship of funds and the management of WBUA.
- Act in a way considered to be in good faith that would be most likely to promote the success of WUBA for the benefit of its members.
- Maximise value for money through ensuring that services are delivered in the most economical, efficient, and effective way, within available resources.
- Maintain focus on the strategic development of WBUA through planning, prioritising, performance monitoring and evaluation.
- Support fellow Officers/Committee Members in their leadership of the Association.
- Respect the rights, dignity and worth of all people involved in the WBUA, regardless of gender, race, marital status, colour, disability, sexuality, occupation, region, or political opinion.
- At all times act as an ambassador and advocate for WBUA promoting the Associations key messages and always presenting the Associations and its members in a positive light.

I will not:

- Attempt to exercise individual authority over WBUA's Officers, Members, or its volunteers.

- Consume alcoholic drinks or illegal substances or smoke during meetings.
- Use offensive or discriminatory language or behaviour.
- Keep quiet if I have concerns about the Association.
- Fail to deliver on my commitment as an Officer or Committee Member.
- Disagree in public with decisions taken as a group, even if I have a different personal view.
- Act with bias or prejudice towards others.

Declarations of Interest

All Officers and Committee Members are required to:

- Complete and sign the Declaration of Interests form(s) and comply with WBUA's conflict of interest policy and procedures as amended from time to time.
- Ensure that private or personal financial interest never influences decisions.
- Ensure that the position as an Officer or Committee Member is not used for personal gain.
- Disclose to the Chair any direct or indirect pecuniary or other interests which are not pecuniary, but which could influence judgement or give the impression that the Officers or Committee Members were acting for personal motives.

Note: that the Chair of Committee Meetings has the right to request that a person withdraws from any meeting or any part of a meeting when any such conflict of interest exists.

- Comply with WBUA policy for hospitality and gifts.
- Comply with WBUA Alcohol Awareness Policy
- Comply with WBUA Use of Banned Substances Statement
- Comply with Bowls Wales* policy on Safeguarding
- Comply with WBUA policies on Equality, Diversity & Inclusion.
- Comply with Bowls Wales* policy relating to GDPR.
- Comply with WBUA polices relating to Anti-Bullying & Harassment

- Comply with WBUA policy on Finance & Funding

Note: * WBUA have adopted the Bowls Wales Policies relating to GDPR & Safeguarding.

Confidentiality

Officers/committee Members should not pass any confidential information gained through their involvement with WBUA to a third party without the approval of the Chair.

UK Bribery Act

Officers/Committee Members must be aware of, and comply with the requirements of the UK Bribery Act 2010 which has two general offences: -

- The offering, promising, or giving of an advantage, and
- The requesting, agreeing to receive or accepting of an advantage.

Equality Act 2010

Officers/Committee Members must be aware of and obligated to comply with the requirements of the Equality Act 2010, by promoting equality and fairness, which WBUA believes is good management practise and makes sound business sense.

Outside Activities

Officers/Committee Members should consider themselves at all times as being potentially regarded as ambassadors of WBUA and should, therefore, ensure that none of their activities has the effect of bringing WBUA into disrepute.

Misconduct

An Officers/Committee Members conduct may be considered to be unsatisfactory when a breach of WBUA's Regulations, this Code, standing orders or legal obligation has occurred.

In cases where there is concern that the Officer/Committee Member's conduct may be considered unsatisfactory, the following procedure will be adopted.

- The Chair will arrange for an investigation of the allegation of misconduct to be undertaken to establish the facts.
- The Chair will invite two other Officers or Committee Members to form a Misconduct Panel to consider the facts and to determine what action should be taken; if the complaint concerns the Chair, then the Secretary (or other equivalent) will convene the Panel.
- The Panel will determine what action should be taken.
- The action that is taken will depend upon the seriousness of the misconduct and any previous misconduct.

In cases of serious misconduct, the Panel will seek a voluntary resignation and if such resignation is not forthcoming, formal procedures will be taken in accordance with WBUA's regulations to remove the Officer/Committee Member.

An Officer/Committee Member has the right to appeal against any decision made and may make an appeal by writing to the Chair within 14 days of being notified of the decision by the Misconduct Panel setting out the grounds on which they are appealing.

All the Officers (excluding the original Panel members) will hear any such appeal. The Chair may request up to two additional members of WBUA with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the Officers do not have a quorum. The Chair will decide if the appellant member and or any witnesses will attend the appeal panel.

An Officer or Committee Member will act as Chair of the appeal panel discussion and the appeal panel's decision will be final.

In cases where the Chair feels it is appropriate, he may suspend the relevant Officer/Committee Member from attendance at all meetings while the matter is being investigated.

Officer's/Committee Member's Grievances.

This procedure for individual grievances covers those matters which are specific to the individual in relation to their service as an Officer/Committee Member not to any general grievances.

If the Chair has a grievance with or about another Officer/Committee Member, the matter should be raised directly with the member in question. If no resolution is found, the Chair will raise the matter in writing to the Secretary, who will investigate and determine the appropriate course of action in conjunction with two other Officers or Committee Members.

If an Officer/Committee Member wishes to raise a grievance, they should write to the Chair setting out the reasons for the grievance.

If the grievance relates to another Officer/Committee Member, the Chair should investigate and determine the appropriate course of action. If the grievance relates to the Chair, then the Secretary should receive the grievance in writing, investigate and determine the appropriate course of action.

If the individual is not satisfied with the reply, which would normally be sent within 7 days of the original grievance, the individual may appeal to the Secretary, if they have been dealing with the grievance, in writing outlining the grounds for the appeal.

The appeal will be referred to a Grievance Appeals Panel; the composition of this panel will be determined by the Chair or Secretary if the original grievance was concerning the Chair and will comprise of three Officers/Committee Members who are not included in any part of the grievance.

Appeals will normally be heard within 14 days of lodging the appeal. The decision of the panel is final; there is no further appeal under any circumstances.

I confirm that I have read and understand this Officers/Committee Members' Code of Conduct: -

Signed: Dated:

Print Name: -

Policy Implementation Date April 2026

Review Date April 2027