



## Job Description

### **Member of Bowls Surrey Disciplinary Panel and Bowls Surrey Disciplinary Appeals Panel**

Bowls Surrey is seeking to recruit a group of volunteers to be available to sit on the above Panels if required. The Panels sit only very occasionally as the need arises. The Disciplinary Panel hears complaints made directly to Bowls Surrey alleging misconduct against an affiliated club or an individual member or members. The Appeal Committee hears appeals against decisions made by clubs in misconduct cases.

In both cases a panel consists of three members. Its function is to decide on the written and/or oral evidence before it whether allegations of misconduct have been proved and, if so, what penalty should be imposed. Committee members are required to reach fair, impartial and independent decisions without fear or favour or affection or ill-will.

The role is voluntary.

### **Key Qualities**

Panel members need to be able to:

- think logically, weigh arguments and reach a balanced decision based on the evidence before them;
- form reasoned opinions that are unbiased, impartial and transparent;
- listen actively and attentively, clarify opinions and communicate confidently and sensitively;
- be able to identify relevant facts reasonably quickly, follow evidence and arguments;
- analyse and evaluate evidence and to assess the credibility and reliability of witnesses;
- recognise and appreciate different perspectives, deal with others compassionately and to show understanding towards their situation;
- have respect for people from different ethnic, cultural or social backgrounds.

No formal qualifications or experience are required but previous experience of participating in hearings or investigations concerning misconduct or similar issues would be an advantage.

Panel members do not need to be affiliated members of Bowls Surrey or involved in the sport at all. Applications would be welcomed from anyone from any background with the required qualities.

Guidance and training will be given. For more information please contact the Bowls Surrey Administrator – Colin Homes. Email. [bowlssurreya@yahoo.com](mailto:bowlssurreya@yahoo.com)