

## WBSA Code Of Conduct Committee Member Contract

### Note:

- The terms 'child' or 'children' apply to anyone under the age of 18.
- The term 'parent' applies to anyone with guardianship or caring and parental responsibility for the child.
- The term 'Official or Staff' applies to Committee members, tournament directors, coaches, referees and volunteers.
- The term 'members' will refer to all committee members, coaches, tournament directors, referees, volunteers, players.
- All players and officials will be responsible for all associated parties and associated parties will be held to the same conduct and disciplinary procedures.

### Introduction:

WBSA recognises the huge contribution made by committee members, coaches, volunteers, referees, parents and players. The purpose of this Code is to maintain high standards of conduct, assist individuals in their role and to protect the best interests of our association. Conduct within the WBSA is driven by our WBSA values and can be viewed in our policies, procedures and contracts.

This Code of Conduct for WBSA Committee members is part of our overall vision to run our association with high standards of safeguarding and best practises.

Committee members will hold their position primarily for their knowledge, skill set and experience and their ability to actively contribute to the running and development of WBSA.

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**As a WBSA Committee Member, I will:**

- ✓ Promote the values, aims, rules and regulations of the WBSA by acting as its ambassador and advocate, and always presenting it and its members in a positive light.
- ✓ Act only in the interests of WBSA as a whole not individuals or small groups.
- ✓ Listen and respect the views of everyone associated with WBSA and always use appropriate and respectful language and behaviour.
- ✓ Help establish and maintain a comprehensive set of WBSA rules and regulations that are at all times used, reviewed and updated with the most recent and relevant information and best practise.
- ✓ Champion equality and respect the rights, dignity and worth of all people involved in WBSA, regardless of gender, race, marital status, colour, disability, sexuality, age, occupation, religion or political opinion.
- ✓ Manage WBSA funds so as to maximise value for money in all WBSA financial dealings.
- ✓ Share all information with my fellow committee members unless under strict confidentiality relating to disciplinary, appeal and safeguarding disclosures.
- ✓ Speak to other committee, coaches, referees, volunteers, parents and players with respect and a fair tone.
- ✓ Attend a minimum of 9 committee meetings per year including the AGM or any EGM when called.
- ✓ Attend the required meetings either in person or by web link.
- ✓ Turn my phone/TV/music off during meetings and give my undivided attention.
- ✓ Complete all WBSA training asked of me.
- ✓ Sign all relevant WBSA membership, policy, conducts, and contracts.
- ✓ Exercise my obligated vote, or my right to abstain from my vote.
- ✓ Be punctual to all meetings, tournament directing duties and all WBSA activities.
- ✓ Honour full confidentiality in all committee meetings.
- ✓ Contact the safeguarding officer should I have any concerns/harm of any WBSA member or anyone outside of the association that is at risk of harm ([safeguarding@welshsnooker.com](mailto:safeguarding@welshsnooker.com)).

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- ✓ Act promptly when disclosing all Safeguarding concerns/harm and know who to and how to report ([safeguarding@welshsnooker.com](mailto:safeguarding@welshsnooker.com)).
- ✓ Present accurate information and legal ID verification when completing DBS checks.
- ✓ Have completed the required DBS check.
- ✓ Disclose all conflict of interests.
- ✓ Make sure my reports are sent to WBSA secretary within 48 hours of committee meetings.
- ✓ Reply to all members via email, txt, phone or in person with the recommended enquiry address and not ignore any member who has tried contacting me ([enquiries@welshsnooker.com](mailto:enquiries@welshsnooker.com))

**Actively contribute to the effective work of the WBSA Committee by:**

- ✓ Good preparation for meetings by reading all papers which have been circulated prior to meetings.
- ✓ Regular attendance, participation and contribution at meetings including constructive challenge when appropriate.
- ✓ Dealing with issues of agenda clarification before meetings and maintaining a sharp focus on agenda items in meetings so that time is used effectively.
- ✓ Respecting the office of the “Chair of the meeting” to ensure the orderly conduct of meetings and any management of conflict.
- ✓ Attempting to reach decisions by consensus and always publicly support group decisions even if my personal opinion is different.
- ✓ Ensuring timely response to, and completion of, agreed actions.
- ✓ Supporting fellow Committee members in their leadership of the WBSA.
- ✓ Attend relevant training events and take reasonable steps to ensure that I am aware of the development of sport policy and other issues which may affect my role or the WBSA.
- ✓ Accept the disciplinary procedures if I fail to adhere to all of the above requirements of a high standing WBSA committee member.

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**As a WBSA Committee Member, I will not:**

- Attempt to exercise individual authority over WBSA committee, coaches, referees, volunteers, parents
- and playing members, except as explicitly set forth in agreed policies, contracts and procedures.
- Become inflexibly caught up in promoting my own views at meetings.
- Gossip or act with bias or prejudice towards others.
- Use offensive or discriminatory language or behaviour.
- Keep quiet if I have concerns about the WBSA.
- Ignore any WBSA member via email, txt, phone, social media or in person.
- Fail to deliver on my commitments as a committee member.
- Publicly disagree with decisions that the committee takes as a group, even if I have a different personal view.
- Consume alcoholic drinks or illegal substances or smoke during meetings, tournament directing duties or representing WBSA in any official capacity.
- Not use my position within WBSA for any personal gain.
- Withhold information from my fellow committee members should they ask for it unless bound by confidentiality.
- Argue when I am clearly in breach of any of the above expectations, and conduct on being a high standing WBSA committee member.

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**Declaration Of Interest:**

All Committee members are required to:

- Complete and sign the Declaration of Interests form(s) and comply with the WBSA conflict of interest policy and procedures as amended and updated from time to time.
- Ensure that private or personal financial interest never influences decisions.
- Ensure that my position as a Committee member is not used for personal gain.
- Disclose any direct or indirect interests which could influence judgment or give the impression that the Committee or Committee member was acting for personal reasons.

**Confidentiality:**

- Committee members should not pass any confidential information gained through their involvement with WBSA to a third party without the approval of the Chair.
- Committee members must maintain strict confidentiality when dealing with disciplinary and appeal panels.
- Committee members must maintain strict confidentiality when dealing with safeguarding disclosures.
- Committee members will not disclose any WBSA information after they have left the Committee. Legal actions will be taken and a lifetime ban from WBSA will ensue.
- Password and login details to WBSA resources will be changed in the event of a committee member leaving who has access, or a breach in security.
- WBSA will inform all of its members if there is a breach in WBSA security.

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**UK Bribery Act:**

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.

[Note: The offence applies to bribery relating to any function of a public nature, connected with a business, sponsor, performed in the course of a person's employment or performed on behalf of a company or another body of persons such as your WBSA committee. The function or activity may be carried out either in the UK or abroad and need have no connection with the UK. This is also linked to match fixing etc.]

**Outside Activities:**

Committee members will consider themselves at all times as being regarded as ambassadors of WBSA and will therefore ensure that none of their other activities, whether it be online, or offline, has the effect of bringing the WBSA into disrepute.

**Misconduct:**

Committee members' conduct may be considered to be unsatisfactory when a breach of the WBSA rules, regulations, policies, contracts, this Code, or any legal obligation has occurred.

In cases where there is concern that a Committee member's conduct may be considered unsatisfactory, the following procedure will be adopted:

- The Chair will arrange for an investigation of any allegation of misconduct to be undertaken to establish the facts.
- The Chair will invite two other members of the Committee to form a Committee Misconduct Panel with him/her to consider the facts and to determine what action should be taken; if the complaint concerns the Chair then the Vice Chair [or other equivalent Committee official e.g. Treasurer] will convene the Panel.

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- The Panel will determine what action should be taken using the WBSA disciplinary guidelines (click [here](#)).
- The action taken will depend upon the seriousness of the misconduct and any previous misconduct.
- In cases of serious misconduct, the Panel will seek the Committee member's voluntary resignation from the Committee and if such resignation is not forthcoming, formal procedures will be taken in accordance with WBSA regulations to remove the Committee member.
- A 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 Panel setting out the grounds of the appeal.
- The full Committee (excluding the original Panel members and appellant Committee member) will hear any such appeal. The Chair may request up to two additional members of the WBSA, with relevant experience, to be co-opted, with voting rights, to the appeal panel if the remaining members of the Committee do not have a quorum. A 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 necessary, the relevant Committee member may be suspended from all WBSA duties and attendance at meetings while the matter is being investigated.

#### **Committee Member Grievances:**

This procedure for individual grievances covers those matters which are specific to the individual Committee member in relation to his/her service as a Committee member not to any general grievances.

- If the Chair has a grievance about another Committee member, he/she should raise the matter directly with the Committee member in question. If no resolution is found, the Chair will raise the matter in writing, to the Vice Chairman who will investigate and determine the appropriate course of action in consultation with the WBSA Secretary [or other named post e.g. Treasurer if Secretary used above].

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- If a Committee member wishes to raise a grievance, he/she should write to WBSA Chair setting out the reasons for the Grievance.
- If the grievance relates to another Committee member, the Chair will investigate and determine the appropriate course of action. If the grievance relates to the Chair, then the Vice Chair [or other named Committee official] should receive the grievance in writing, investigate and determine the appropriate course of action.
- If the Committee member is not satisfied with the reply which would normally be sent within 7 days of the original grievance, he/she may appeal to the Chair [or other named official if the Chair has not been dealing with the grievance], in writing outlining the grounds for the appeal.
- The appeal will be referred to a Committee Grievance Appeals Panel; the composition of this panel will be determined by the Chair or Vice Chair [or other named official as above] if the original grievance was concerning the Chair, and will comprise of three members of the Committee who are not included in any way with 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.

#### **Vote of No Confidence:**

- A vote of no confidence must be submitted to the Secretary/Chair 7 days before the next meeting.
- The proposal must contain reasonable evidence and not be submitted just because of a personal grievance.
- The committee member who has received the vote of no confidence will have a right to reply and must send his response to the Secretary/Chair 48 hours before the meeting.
- All committee members will scrutinise both accounts in the meeting and substantiate the vote of no confidence.
- A vote of no confidence will only be carried if there is a majority vote in favour of the vote of no confidence.
- In the event of a tie, the chair of the meeting will receive a second casting vote.

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- If carried, the committee member will be asked for his resignation and asked to leave the meeting.
- The committee member who has received the vote of no confidence will have a right to appeal the decision.
- A period of 14 days will be given for the committee member to gather any new evidence.
- The decision of the appeals panel will be final.

**Resignation:**

- A letter of resignation must be submitted within 72 hours of leaving the committee or retirement.

**Handover:**

- Any leaving committee member must commit to a period of 21 days to handover all of their duties and any stored information of WBSA.
- At the end of 21 days the leaving committee member will be removed from the WBSA committee emailing list, social groups, and all contact details will be removed from the website.

**Recruitment:**

- New recruits must complete the Committee Member Application Pack. Submit 2 references.
- The safeguarding Officer must process and verify the references.
- There must be a majority vote for the acceptance of new recruits.
- In the event of a tie, the Chair will have a second casting vote.
- Recruits must complete the Adult Registration, Consent & Compliance form.
- Recruits must sign and comply with the Committee Member Code of Conduct & Contract.

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<b>Declaration of Compliance:</b>	
<b>I have read, understood and will fully comply with the WBSA Code of Conduct &amp; Contract Committee Member:</b>	
Signature of Committee Member:	
Print Name:	
Date:	



Andy Rogers  
WBSA Chairman



Anthony Krysa  
WBSA Safeguarding Officer

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