



Code of Conduct for Officials, Executive Members, Volunteers and Consultants who act on behalf of Welsh Lawn Bowls. (Reviewed 10/11/2025)

1. Purpose and Scope

This policy is intended to give a description of the code of conduct which all officials, executive committee members, volunteers and consultants who act on behalf of or assist Welsh Lawn Bowls should adhere to. Such persons are in a privileged position and should behave in a professional, respectful, honest, and friendly manner to all persons they deal with whilst representing WLB.

2. Core values which all persons should abide by and practice every time they represent WLB: -

- **Respect:** Treat all participants, including players, coaches, and spectators, with respect and dignity. Avoid discrimination based on age, gender, ability, race, cultural background, religion, or sexual identity.
- **Professionalism:** Maintain professional and positive relationships with all members. Avoid any form of harassment or inappropriate behaviour. Do not drink alcoholic drink or use any illegal or recreational drug whilst on duty for WLB.
- **Integrity:** Uphold the rules and laws of the game of lawn bowls and act in the best interests of WLB. Avoid conflict of interest.
- **Safeguarding:** Always do your utmost to follow Bowls Wales Safeguarding procedures to ensure the welfare of children and vulnerable adults is protected.
- **Ambassadorship:** Act as a positive ambassador for the sport, both on and off the green. Avoid any behaviour that could bring the sport or WLB into disrepute.



3. Specific rules for Officials and Executive Committee: -

- Always maintain a smart dress sense when representing WLB, in uniform if appropriate. A high standard of personal hygiene is essential.
- Maintain a strict code of confidentiality when dealing with all personal information concerning players details, and with WLB business including all meetings and disciplinary procedures.
- Explaining WLB policy and its strategies to members is acceptable and to be encouraged but avoid long debates where the discussion turns to personal opinions, instead always maintain the position of WLB official policy.
- Never drink alcohol whilst on duty or wearing official WLB uniform.
- Gambling whilst representing WLB is strictly forbidden.
- Small items of personal gifts which are offered by companies or traders such as office stationery or diaries are acceptable providing, they are declared to the Hon. Secretary by the officer or committee member. No other forms of personal gifts or hospitality offers should be accepted, but they should be declared to the Hon. Secretary.
- Never take any form of illegal or recreational drug whilst serving your term as an officer or executive committee member.
- If representing WLB at a formal luncheon or dinner, the consumption of a moderate amount of alcohol is acceptable unless driving afterwards.
- Never express your own opinion on WLB business on Social Media platforms. Only provide official information on the WLB platforms.
- Act as a role model for all children and young adults.
- Always protect the interests and wellbeing of children and vulnerable adults, abiding by the Bowls Wales Safeguarding for Children and Young Adults guidelines.
- Treat all persons with respect, and always act with professionalism, calmness and humanity.
- Never use foul or abusive language.



4. Rules for Volunteers:-

Volunteers are very often the public face of WLB, and as such they should aim to act as ambassadors. The follow rules should apply:-

- Timekeeping is important, always be punctual, aiming to report for duty 5 to 10 minutes prior to the beginning of the shift.
- Always wear the uniform provided or suggested. A high standard of personal hygiene is essential.
- Acting as an ambassador of WLB, volunteers should behave in a respectful, courteous and friendly manner, helping members of the public whenever possible.
- Chewing of gum, smoking or vaping whilst on duty is strictly forbidden.
- Any donations collected should be recorded and given to the Treasurer or another Officer.
- Gambling whilst representing WLB is strictly forbidden.
- Never accept any personal monetary gifts. Small items of personal gifts which might be offered such as office stationery or diaries is acceptable providing, they are declared to the Hon. Secretary.
- Never use foul or abusive language.
- Any WLB equipment used by the volunteer during their shift should be returned at the end of their shift.
- Any information gained by the WLB volunteer concerning WLB business should be kept strictly confidential.

5. Specific rules for Consultants: -

In addition to the above core values (point 2) and specific rules (points 3 and 4) which also apply to consultants, the following specific rules should also be adhered to:-

- Consultants may sometimes be given sensitive and personal information (subject to consent of players), or information concerning performance or tactics. It is essential that they keep this information as strictly confidential. It must never be disclosed to an outside body without the express consent of the Hon. Secretary. All such information must be deleted by the consultant when they complete their period of consultancy with WLB.
- Any equipment which is loaned by WLB to the consultant during their term of consultancy with WLB should be returned. Failure to return equipment within a



reasonable time period and subsequent reminder by the Hon. Secretary to do so, will be considered as theft.

- Consultants should abide by any specific WLB rules, & regulations or requests as directed by the Hon. Secretary and/or Executive Committee.

6. Breach of Code of Conduct.

Any breach of the code of conduct might be considered as an act of misconduct or gross misconduct and result in disciplinary action.

7. Declaration.

I the undersigned do hereby agree to abide by this code of conduct and understand that failure to do so may result in disciplinary action being taken against me.

Signed Date

Name

Role for WLB:-

This policy and procedure shall be reviewed by the WLB Executive Committee every three years or before if necessary. Next Scheduled Review:- November 2028.