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31 October 2017

**TO: DISTRICT SECRETARIES
DISTRICT PRESIDENTS
MEDIA**

DISTRICT SECRETARIES ARE REQUESTED TO FORWARD A COPY OF THIS CIRCULAR TOGETHER WITH ATTACHMENTS TO ALL CLUBS UNDER THEIR CONTROL.

CIRCULAR 62/2017

DISCIPLINARY PROCEDURE.

Over the past few months there has been an increase in the number of disputes which have been referred to Bowls SA for adjudication. In considering these matters it is evident that various aspects of the disciplinary procedure are being incorrectly applied at Clubs. The aim of this communication is to provide a brief synopsis of the various components of a disciplinary procedure and to serve only as a guideline and framework around which Clubs are to formulate a disciplinary procedure which is legally compliant.

The procedure which should be applied is available on the Bowls SA website www.bowlssa.co.za under the icon Administration.

We attach herewith a copy of Circular 42/2014 together with a notice from our legal advisor.

**JOHN RAVENSCROFT
OPERATIONS MANAGER**

Executive Committee:

President: Robert Forbes, Vice President: Charles Levy
Members: Heather Boucher, Trevor Davis, Ian Stayt and Andrew Strong