

DISCIPLINARY COMMITTEE TERMS OF REFERENCE

Reports to: The Board of Volleyball England ("the **Organisation**")

Occurrence: Ad hoc, only as and when required

Summary: The Committee has delegated powers from the Board to implement and oversee the Grievance and Disciplinary Policy and to carry out relevant investigations and hearings and impose sanctions under it.

1. **MEMBERSHIP**

1.1 The Committee will be composed of a minimum of three standing members, of who at least two shall be Independent Directors of the Organisation, one of whom shall be appointed by the Board as Chair of the Disciplinary Committee. The Committee shall be entitled to have up to 7 members in total to oversee any particular matter under the Grievance and Disciplinary Committee. It should always have an odd number as decisions are by majority.

1.2 Membership:

1.2.1 2 Independent Directors;

1.2.2 CEO;

1.2.3 Such other members as the Disciplinary Committee determine from time to time for the relevant matter.

1.3 Membership of the Committee is voluntary but reasonable expenses will be paid.

1.4 Members are expected to attend all meetings. If a standing member fails to attend three consecutive Committee meetings, the Board may revoke the appointment unless such absence is authorised by the Chair of the Board.

2. **QUORUM**

The quorum necessary for the transaction of business shall be three.

3. **TERMS OF REFERENCE**

3.1 The Committee shall be responsible for:

3.1.1 oversight and implementation of the Grievance and Disciplinary Policy;

3.1.2 carrying out any investigations required by the Grievance and Disciplinary Policy;

3.1.3 conducting any hearings required under the Grievance and Disciplinary Policy;

3.1.4 imposing any sanctions as a result of the application of the Grievance and Disciplinary Policy;

- 3.1.5 liaising with other bodies as appropriate in respect of any matter referred to it under the Grievance and Disciplinary Policy;
- 3.1.6 reporting to the Board in respect of matters being handled by it under the Grievance and Disciplinary Policy;
- 3.1.7 conducting a debrief at the end of each matter handled by it under the Grievance and Disciplinary Policy and making recommendations to the Board on any process improvements and/or other actions to be considered arising from the matter under consideration for continuous improvement.