



## ***WESTERN DISTRICT CRICKET UNION***

**Organising cricket in the west of Scotland**

### **WESTERN DISTRICT CRICKET UNION PANEL MEMBER ROLE DESCRIPTION**

#### **ROLE SUMMARY**

An unpaid member of an Investigation Panel, Disciplinary Panel, Dispute Panel, or Appeal Panel (individually, a “Panel”) set up to consider complaints referred under the Cricket Scotland Players and Officials Code of Conduct, 2021 (“The Code”), or the Western District Cricket Union (“WDCU”) Constitution.

#### **PURPOSE OF PANEL MEMBER REGISTER**

The purpose of the Panel Member Register is to provide a pool of suitably qualified and experienced individuals who are versed in the application of the WDCU Constitution, its League Administration rules, its Playing Conditions, and The Code. These individuals will be available to be appointed to a Panel for individual cases as appropriate, depending on their particular skills, experience and availability.

#### **TIME COMMITMENT**

Time commitment varies case by case, and the type of panel. An estimated time commitment for a panel would be two to five hours comprising preparation in advance, attendance at any hearing, and any follow up correspondence. Many cases are concluded by email discussion following review of written evidence. Others require a hearing, although the default position is a virtual hearing.

#### **KEY RESPONSIBILITIES AND REQUIREMENTS**

- Sit on a Panel when appointed.
- Declare any conflict of interest should one arise prior to or during involvement with any Panel.
- Follow the procedural guidelines laid down in the WDCU Discipline and Appeals procedure 2021 (“The Procedures”).
- Review all evidence which is submitted prior to any hearing and advise the Panel Chair if additional information is required.
- Make fair, reasonable and proportionate decisions after appropriate consideration of the evidence presented when sitting as a Panel member.
- Understand, appreciate and follow the procedures detailed in The Procedures and as directed by the Panel Chair.
- Maintain the highest level of confidentiality.



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### THE ROLE OF PANEL MEMBER WOULD BENEFIT FROM THE FOLLOWING SKILLS AND EXPERIENCE

- Strong interpersonal and communication skills.
- Active listening skills and sensitivity to individual cases.
- Ability to effectively question.
- Ability to make objective, impartial and considered assessment and analysis of evidence and arguments presented to a Panel (in writing, orally or by other methods), focusing on facts to ensure that a fair hearing is conducted, and a reasoned and fair outcome reached.
- An understanding of sport at grass roots, amateur and/or elite level(s).
- Have knowledge of, or experience in one or more of: the legal profession, disciplinary procedures, judicial process, and/or employment processes/tribunals/case management/sports rules.
- A degree of flexibility in terms of availability (possible weekend and/or evening work).
- Access to emails and the ability to participate in virtual hearings using online conferencing technology.

### PERSONAL QUALITIES

- Highly developed sense of personal integrity.
- Awareness and respect for confidentiality.
- Team player.
- Strong communication and interpersonal skills.
- Able to respond positively to a challenge.
- Can work closely to deadlines.
- Confident and able to influence others.

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