Disciplinary Officer Role Description

Role Summary
The Voluntary Disciplinary Officer plays a crucial role in maintaining the integrity and sportsmanship within British Wrestling. This position involves overseeing disciplinary matters, ensuring that participants adhere to established rules and codes of conduct. The role requires a commitment to fairness, impartiality, and a passion for upholding the values of British Wrestling.

Reports To
Chief Executive

Remuneration
This is a voluntary position and reasonable expenses will be covered in line with British Wrestling’s expenses policy.

Time Commitment
The Disciplinary Officer position requires a flexible time commitment, particularly during the season. The officer may need to attend meetings, conduct investigations, and respond to disciplinary issues promptly.

Responsibilities
The Disciplinary Officer will be responsible for receiving all reports of cards and other sanctions issued at competitions and coordinating the Competition Discipline Panel process.

- Receive reports of rule violations, unsportsmanlike conduct, or other disciplinary issues.
- Conduct thorough and impartial investigations into reported incidents.
- Collect evidence, interview involved parties, and gather relevant information.
- Ensure that all participants, including athletes, coaches, and officials, adhere to the rules and regulations set forth by British Wrestling.
- Provide timely and detailed reports on disciplinary matters to the appropriate authorities.
- Recommend appropriate disciplinary actions based on investigation findings.
- Work collaboratively with the British Wrestling governing body to implement sanctions, warnings, or other corrective measures when necessary.
- Mediate disputes and conflicts among participants, promoting resolution through dialogue and understanding.
- Handle disciplinary matters with discretion, ensuring the confidentiality of sensitive information.
• Uphold the privacy rights of all parties involved in disciplinary proceedings.

Requirements
• A background in law, sports law, or a related field is highly desirable.
• Familiarity with legal principles and procedures, especially as they pertain to sports disciplinary matters.
• Knowledge of the legal framework governing sports organisations and events in the United Kingdom.
• Passion for and understanding of the sport of wrestling.
• Knowledge of British Wrestling rules and regulations.
• Strong communication and interpersonal skills.
• Ability to remain impartial and objective in disciplinary matters.
• Strong organisational and time management skills, with the ability to work under pressure and to strict deadlines.
• Access to emails and the ability to participate in virtual hearings using online conferencing technology.
• Previous experience in a similar role or a background in sports administration is beneficial.