

Newbury And Thatcham Archers



CLUB DISCIPLINARY POLICY

PROBATIONARY MEMBERSHIP DISCIPLINARY PROCEDURE

1. In the event that any Probationary Member, or appropriate parent or guardian where applicable, feels that they have any cause for complaint in respect of any other person involved in club activities and the complaint is not resolved by discussion, they should request a Grievance Form from a full member of the club who is also present at the club activity where the incident has occurred (when the event is a Probationary Members Beginners Course this will be the club representative who is in charge of the session attendance register). The accuser must immediately complete section 1 of the Grievance Form and return it to the said full member of the club for immediate action to resolve the matter.
2. Upon receipt of such a completed form the said full member of the club must immediately consult with the most senior club officer at the club activity where the incident has occurred.
3. Having been so consulted, the most senior club officer at the club activity where the incident has occurred must immediately request the accused party to complete section 2 of the Grievance Form.
4. Once the most senior club officer at the club activity where the incident has occurred has the Grievance Form fully completed he/she must immediately gather 3 other members of the club Management Committee, or if insufficient Management Committee members are available other senior club members, to form a Disciplinary Sub-Committee to consider the matter and to formulate a decision as to the required action to be

taken to immediately resolve the matter. The Disciplinary Sub-Committee can decide either that:

- a. The accuser does not have a case, in which event the Disciplinary Sub-Committee shall declare formally that the matter is closed.
 - b. The accuser has a case, in which event the available sanction is that the accused is asked to apologize to the accuser or leave the club activity with a full refund of any subscriptions paid or, if a full club member, the club's disciplinary procedure will apply.
5. When the Disciplinary Sub-Committee has reached its decision it must immediately bring together both the accuser and the accused and inform them of its decision. At this meeting both the accuser and the accused is entitled to have with them one other person who is present at the club activity where the incident has occurred if they so wish.
 6. In the event that one of the parties to the incident is a member of the club, that person may not act as member of the Disciplinary Sub-Committee in the proceedings.
 7. The decision of the Disciplinary Sub-Committee shall be final.

FULL MEMBERSHIP DISCIPLINARY PROCEDURE

1. It is the responsibility of all club members to inform the Management Committee of any conduct on the Club premises by any person, whether or not they are a member of the Club, that breaches the club's code of conduct or is illegal, unsafe, dishonest, discreditable, ill-mannered or contrary to the club constitution and the club's safety, general and venue rules.
2. Such reports must be made to the Chairman or if he is not available, to the Correspondence and Minutes Secretary or the Treasurer, at the earliest opportunity but in any event not later than 48 hours after the incident.
3. The Chairman (or the Correspondence and Minutes Secretary or the Treasurer) shall convene a meeting of three (3) members of the Management Committee, to sit as a Sub-Committee to consider the matter not later than five (5) days after notification of the incident.
4. The Chairman (or the Correspondence and Minutes Secretary or the Treasurer) shall in the intervening period obtain completed grievance forms from both the accused and the accuser, and if necessary, statements from any witness(es), and will lay those statements before the Sub-Committee when it meets.

5. The Sub-Committee, having examined the evidence, may decide:
 - a. That there is no case to answer in which case the accuser and accused will be informed by the Chairman that the matter is closed, or
 - b. That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
6. If there is a case to answer a Disciplinary Committee comprising five (5) members of the Management Committee shall conduct the disciplinary hearing within fourteen (14) days of the meeting held under 3. above.
7. At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him/her a friend or advisor. If the accused does not attend, he/she shall be entitled to receive a copy of the record of the hearing within seven (7) days of it taking place, or within three (3) days of requesting the same, whichever is later. The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
8. The Disciplinary Committee shall first decide whether the allegation has been proved or not.
9. If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he/she does so such notice must be given within seven (7) days of the decision being made.

10. If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
 - a. A verbal warning.
 - b. A written reprimand.
 - c. Suspension of the right to use the Club's venues for a fixed period of time.
 - d. Suspension of the right to use any of the Club's facilities for a fixed period of time.
 - e. Suspension of all membership rights for a fixed period of time.
11. Immediate termination of membership of the Club, or in the case of a non-member of the right to make use of any of the Club's facilities.
12. All proceedings of the Sub-Committee under 3. and 5. above, and of the Disciplinary Committee, shall be fully minuted.
13. Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Correspondence and Minutes Secretary within seven (7) days a notice of appeal.
14. Upon receipt of such a notice of appeal the Correspondence and Minutes Secretary will invoke the procedure set out in the constitution for the purposes of calling an extraordinary general meeting of the members of the Club to hear the appeal.

15. The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
16. On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 7. to 12. inclusive shall apply.
17. All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary, the Chairman shall have a second or casting vote.
18. The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him/her.
19. When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, the Correspondence and Minutes Secretary shall post on the Club notice boards a notice setting out the precise nature and terms of the penalty.
20. The Management Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Club.