

Wollaston L T C Disciplinary Policy has jurisdiction over all members and their associates whilst on club premises.

POWERS

The club shall exercise its disciplinary powers in the manner set out in this document. The club shall delegate its powers to;

- (i) act upon disciplinary matters to a Disciplinary Officer appointed by the club.
- (ii) decide disciplinary matters to a Disciplinary Panel made up of 3 officers appointed from the full committee.
- (iii) impose interim suspensions in accordance with its prescribed powers

MISCONDUCT

The Disciplinary and Appeals Panels will consider misconduct as any breach of club rules or any display of unacceptable behaviour towards a fellow member(s) or generally deemed inappropriate behaviour contrary to the standard expected.

Disciplinary Officer Terms of Reference

- (i) To act on behalf of the club exercising the disciplinary powers given to him/her.
- (ii) To be appointed/ replaced by club committee or at annual AGM.
- (iii) To investigate allegations of Misconduct following a formal complaint.
- (iv) To determine whether the alleged Misconduct is of sufficient seriousness to warrant an Interim Suspension as defined by the club.
- (v) To implement the Interim Suspension procedure as set out by the club and liaise as necessary with the Disciplinary Panel.
- (vi) To determine whether an allegation is serious enough to initiate a Summary Procedure where writing to an individual(s) seeking his/her views/ determining overall severity/ implementing the Summary Procedure if needed.

Disciplinary Panel Terms of Reference

- (i) To hear and decide upon each disciplinary matter referred to it by the Disciplinary Officer.
- (ii) The full committee will appoint a panel of 3 and nominate a Chairperson.
- (iii) On reviewing the evidence following a Summary Procedure the panel will decide on a due course of action.

Interim Suspension

- (i) If the Disciplinary Officer considers an allegation serious enough to warrant the suspension of a member until the Disciplinary Panel has had time to reach a decision, he/ she will write to the member informing him/her of the position.
- (ii) The Disciplinary Officer will consider any response the member wishes to put forward within a stated time limit.
- (iii) The Disciplinary Officer will submit the matter to the Disciplinary Panel who will decide whether or not it is appropriate to impose an interim suspension pending a full Disciplinary Panel hearing.
- (iv) The Panel will consider any representations made by the member that he/she wishes to make but will not have the right to appear personally before the Panel.
- (v) The fact that an Interim Suspension has been imposed will be minuted by the club.

Summary Procedure

- (i) The Disciplinary Officer will write to the member seeking his/her views on the matter and then make a decision whether or not to charge the member with Misconduct

after making every effort to collect all possible information surrounding the Misconduct allegation.

(ii) If the Panel is satisfied that a Summary offence has been proven to have taken place the appropriate sanction should be no more than;

(a) a censure.

(b) a suspension for a period not exceeding 28 days.

(iv) The Disciplinary Panel will communicate the imposed sanction to the member with no right of appeal.

Full Disciplinary Procedure

If the member does not consent to the Summary Procedure judgement or the Disciplinary Panel considers that the severity of the Misconduct allegation is beyond the remit of a Summary Offence , a Disciplinary Tribunal will be formed whose proceedings shall take place in private.

The Disciplinary Officer will present the evidence supporting the Misconduct charge and the member will be entitled to call witnesses.

The Disciplinary Tribunal shall have the power to regulate its own procedure and impose a final sanction up to withdrawal of membership.