



# Bowbrook Archers Disciplinary Policy & Procedure.

<b>Author:</b>	<b>Secretary</b>	<b>December 17</b>
<b>Approved by:</b>	<b>Committee</b>	<b>February 18</b>
<b>Ratified by:</b>	<b>AGM</b>	
<b>Date Review Due:</b>	<b>Responsible: Secretary</b>	<b>December 20</b>

# Disciplinary Policy & Procedure

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## 1.00 General.

- 1.01 Disciplinary matters, applying to all members of Bowbrook Archers (The Club), will be dealt with by the Chair and Secretary in the first instance and, if necessary, subsequently, by the Club Committee. The Club Committee may choose to appoint a Disciplinary Committee made up of Committee Members. All Club Members agree to fully comply with the Club Code of Conduct, and are bound by any decisions made by the Committee as outlined above.
- 1.02 No disciplinary action will be taken until the matter has been appropriately investigated.
- 1.03 Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct, and / or, breach of Club's Rules. However, it is recognised and accepted that every Member has the right:
- to expect fair and consistent treatment
  - to adequate notice of any action from the Club
  - to appeal against any decisions and penalties
  - to be accompanied in any hearings by a fellow member
  - should the member be a junior or vulnerable adult, a guardian / parent / responsible adult should be present at any meeting or hearing.
- 1.04 No member will be expelled for a first breach of The Club's Rules except in cases of 'gross misconduct'. All disciplinary actions taken by The Club will be duly recorded and placed under confidential file for reference at future dates as necessary.
- 1.10 Offences leading to Disciplinary Action.
- 1.11 The following list is not considered fully inclusive, nor exhaustive. This indicative list may be used by the Committee to assist their decision as to whether an event warrants disciplinary action.

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1.12 “*Misconduct*” is the carrying out of an offence considered to be of a minor nature (unless frequently repeated), and could result in up to a written warning.

1.13 Examples of such offences include:

- discourteous, crude, or offensive behaviour during Club events
- conduct / actions of an unsafe nature
- disregard for equipment or facilities
- refusal to carry out reasonable instructions issued by event official’s or organisers
- failure to comply with or adhere to ArcheryGB / GNAS Rules of Shooting
- any other action(s) of similar gravity to the above, at the discretion of the Club Committee.

1.14 Repetition of the above offences, or failure to comply with warnings made to the Member, may result in further action.

1.15 “*Serious Misconduct*” is the carrying out of an offence of such gravity that in the opinion of the Chair and Secretary it warrants a Bowbrook Archers Disciplinary hearing. Examples of offences which may be considered as serious misconduct include:

- those misconduct offences listed above if especially serious, or repeated
- deliberate, or consistent, breaches of Club Rules
- any attempt to achieve gains or advantage over others by unfair, inappropriate, or unscrupulous means
- theft or misappropriation
- use of threatening, or abusive, behaviour
- malicious interference with equipment or facilities
- disregard for other peoples, or own, safety
- any other action which, in the opinion of the Chairman and Secretary, may bring The Club, or the sport, into disrepute, or which left unpunished, may result in the detriment of The Club or its Members.

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1.16 “*Gross Misconduct*” is action of such seriousness that the Chair and Secretary will require immediate suspension of the offender from The Club. The Chair and Secretary may, by means of an executive decision, summarily suspend such an offender without invoking a disciplinary hearing. The suspended member will have the right to a disciplinary hearing as soon as this can be arranged, but will remain suspended until and unless such a hearing overturns the executive decision.

Examples of gross misconduct include:

- physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour
- reckless disregard of safety and basic safety rules
- being convicted of criminal offences involving physical violence or abuse
- other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members, or any other party.

*NB: if the matter relates to the protection of children, young people, or vulnerable adults, the matter will be discussed fully with the Club’s Safeguarding Officer, and the appropriate actions within the Club’s Safeguarding Policy will be followed. If in doubt, contact the Local Authorities Safeguarding Team for advice on how to deal with the complaint and the offender.*

## **2.00 Disciplinary Procedure.**

2.01 On receipt of a written complaint from a Member, another Archery Club, ArcheryGB, or any other party, the Chair and Secretary will decide whether the Complaint falls within the scope of this disciplinary code. If in their opinion it does, they will decide as to the type of offence as per section 1 above, and the next steps.

2.02 Before any action is taken, a full investigation will be carried out, in confidence. The alleged offender will be advised of the nature of the complaint, and given the opportunity to explain their version of events.

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- 2.03 Should the Chair and Secretary so decide, the Member may be suspended, in confidence, to allow the investigation to proceed. Suspension is not a disciplinary penalty, nor an assumption of guilt. It is an administrative procedure to allow the investigation to proceed.
- 2.04 If the offence is considered to be one of misconduct, the Club Secretary will write, or e-mail, the offender with a written warning, including a demand for an apology or other corrective action deemed appropriate.
- 2.05 A record of this will be kept, together with the original complaint letter, and a copy of the warning, in a sealed, confidential envelope, by the Secretary.
- 2.06 The action outlined above will normally finalise this process unless any of the parties involved object strongly to the Chair and Secretary's decision – in which case they may appeal to the Club Committee for a final decision. Such a Committee (or Disciplinary Panel sub-group) meeting will be arranged as soon as possible.
- 2.07 Should the Chair and Secretary consider the complaint to be one of serious misconduct, then the following procedure will be implemented:
- an Investigating Officer (normally the Secretary) will research all aspects, and secure all evidence presented, including interviewing /gaining statements from all involved parties, witnesses, etc.
  - the Member subject of the complaint will be advised of the nature of the complaint, the allegations made, and asked to provide a statement / attend and interview
  - during the investigation, and as per the details above, a member may be suspended to allow full investigation
  - in cases of disputes of a personal nature, the Chair and Secretary will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned
  - if settlement cannot be agreed between the parties, or if the Chair and Secretary decide the offence merits it, a disciplinary hearing will be arranged as soon as possible
  - all parties will be formally notified of the hearing arrangements with at least seven days' notice. All received statements and correspondence will be provided to the Member at the same time.

## **3.00 Disciplinary Hearing**

3.01 The following will apply to any Disciplinary Hearing:

- the Club Secretary shall take charge of the hearing, and all questions will be addressed through the Secretary
- a minimum Disciplinary Committee (the Committee or Disciplinary sub-group) will consist of the Club Chair and at least two other Committee Members (in addition to the Club Secretary)
- the subject of the complaint will have the right to be accompanied by another Bowbrook Archers Club member. That other member will have no right to address the hearing.
- the Investigating Officer will present the results of the Investigation, and lead the Committee through the events by way of the evidence, and witnesses
- no witnesses or statements will be introduced at the hearing without prior notice. All witness statements will have been circulated previously.
- the Disciplinary Committee may adjourn the Hearing to allow for further clarifying investigations as appropriate
- once all of the evidence has been examined. The Hearing will adjourn, and the Committee will reach its decision in confidence
- the Committee's decision will be notified to the subject of the complaint, in writing, within seven days of the decision being reached, with any penalties effective from the date of the decision
- the Secretary will provide a set of Notes outlining the Hearing for the Club Records.

## **4.00 Disciplinary Action.**

4.01 Following the Hearing, the Disciplinary Committee will apply such action as they consider appropriate and proportionate to the offence. These include temporary suspension or permanent expulsion of the offender from The Club, removal of the offender from Club Office(s), or written warnings for future behaviour. Any action(s) will have immediate effect, notwithstanding the possibility of an appeal in accordance with Section 5, below. Offences involving threats of physical violence, physical violence, or inappropriate behaviour, will carry out automatic expulsion from Bowbrook Archers, and will preclude the offender from taking part in any Bowbrook Archers or Archery GB sanctioned / organised activity. The Club will in all cases comply with the requirements of Archery GB and Club Safeguarding Policies including immediate notification of the Police where appropriate.

## 5.00 Appeals

- 5.01 If an appeal of the decision or penalty is to be made, then written (or e-mail) notice must be made within 28 days of the decision being notified. After that time no appeal will be valid or considered. The written letter must give full written grounds for the appeal, stating clearly what is being appealed against and the reasons for this. An appeal, together with the full and recorded argument, may be considered relative to the decision and / or the penalty.
- 5.02 An appeal hearing will be convened as soon as practicable, and consist of a Committee Sub Group made up of the Club President and two other Committee Members (not directly involved previously). No-one else will need to be present.
- 5.03 No new evidence will be presented at the appeal hearing. The Appeal Committee will review all the statements and notes provided from the Disciplinary Hearing. The Appeal Committee will have the power to confirm, amend, or revoke, and decision made at the previous disciplinary hearing.
- 5.04 The decision of the Appeal Committee is final and binding on all parties, and not subject to further appeal.
- 5.05 The decision will be communicated to the appellant as soon as practicable after the decision is made.

/end ....after the decision is made.