



LEICESTER INDOOR BOWLS CLUB LTD

DISCIPLINARY POLICY

OCTOBER 2018

A COMMUNITY AMATEUR SPORTS CLUB



LEICESTER INDOOR BOWLS AND SOCIAL CLUB LTD

DISCIPLINARY POLICY

The Management Committee of the Leicester Indoor Bowls Club has an expectation that all members and visitors shall comply with the Constitution and Rules and Bye Laws of the Club.

The Management Committee also expects that members and visitors may enjoy the facilities of the Club without fear or intimidation. Where a member or visitor feel that their rights have been abused by the action of others, they may make a formal complaint, in writing, to the Company Secretary. Any such complaint must be made within **7** days of the alleged incident. Members of the Management Committee may also initiate such procedures against individuals where alleged breaches of the Club Constitution or rules have occurred.

(It is absolutely implicit within the Policy that no complainant or witness may sit in adjudication of the alleged offender or take part in any appeal that may follow except when called upon to offer evidence by the Chairperson. Where the Complainant or witness would by virtue of office be expected to sit on the Disciplinary Committee or Management Committee hearing, these facts shall be recorded and a replacement nominated. In all cases the Discipline and Appeals Procedure shall be strictly adhered to.)

COMPLAINTS AND APPEALS PROCEDURE

This procedure applies to all persons being members or users of the facilities provided by the Club.

Breaches of the Club Constitution or Rules if proven may result in an individual receiving a verbal or written warning, temporary or permanent exclusion or any such sanction as deemed appropriate in relation to the offence committed.

Where breaches of the Club Constitution or Rules by individuals who are not members of the Club the individuals Club or Association will be informed at all stages of the investigation, in writing and at the same time as the individual concerned.

Any complaint from Members, Associations, Clubs or Visitors shall be dealt with under these procedures.

INITIAL ENQUIRY

Upon receipt of a written complaint the Company Secretary shall convene a meeting of the **Disciplinary Committee** which shall consist of: - **The Company Secretary, Men's Bowls Secretary, Ladies Bowls Secretary** (or replacements if any are the complainant or material

witness or unavailable for any reason). The meeting shall be convened within **7** days of the complaint being received.

The Committee will carry out preliminary investigations. Witnesses will be called upon to give evidence if necessary and the disciplinary Committee will decide whether there is a case to answer.

THE HEARING

If it is determined that there is a case to answer The Disciplinary Committee shall carry out a thorough investigation into the allegation(s). Minutes of the meeting and all conversations during the investigations shall be recorded. The alleged offender shall be called to the meeting to offer any explanation or make representation to the Committee and may be accompanied by a representative if desired. The alleged offender shall remain in the meeting when the complainant or witnesses give their evidence. The alleged offender will have the right to ask any questions or seek clarification through the chairperson, of any evidence offered by the complainant or witnesses.

The Disciplinary Committee having heard all the evidence and representations and the alleged offender having assured the Committee that they have nothing further to say, shall request the alleged offender to leave the meeting.

The Committee shall then deliberate the evidence to arrive at a conclusion. A simple majority shall decide the verdict. The sanction, if any, shall be appropriate to the offence.

The outcome and sanction, if any, shall then be communicated to the offender within **48** hours together with a copy of the appeals procedure. The complainant will also be provided with a copy of the outcome of the meeting.

Minutes of the meeting shall be recorded and retained together with any documentary evidence produced and kept for a minimum of 2 years.

APPEALS PROCEDURE

An individual has the right to appeal against the decision of The Disciplinary Committee. The request for an Appeal hearing should be made to the Company Secretary in writing within **14** days of the receipt of the Committees decision. The request for an appeal hearing should include the basis upon which the appeal is being made such as new evidence or information or unreasonable disciplinary action in relation to the offence committed.

Within 7 days The Company Secretary would then convene a meeting of The Appeal Committee days which comprises the **Club Chairperson and 2 other Club Officers** who did not take part in the disciplinary hearing to consider the Appeal.

The Decision of the Appeal Committee is final and binding on all parties and not subject to further appeal.