



## **Members Disciplinary Policy**

### **IN ACCORDANCE WITH THE CLUB RULES OF THE WOODFORD WELLS CLUB**

#### **1. General Standards of Conduct:**

All members of The Woodford Wells Club and their visitors are required, whether playing, on the Club's premises or representing the Club elsewhere, to conduct themselves at all times in accordance with the accepted standards of behaviour established by the Club.

#### **2. Disciplinary Matters:**

a) It is expected that most issues that arise will be of a minor nature and will be dealt with by the General Manager informally and appropriately without the need to instigate the formal disciplinary policy.

b) This procedure covers allegations of inappropriate conduct arising in relation to a member of The Woodford Wells Club, possibly meriting suspension, or expulsion from the club; how a charge of misconduct may be brought and heard and the associated Appeals Procedure. Such allegations may be brought by the General Manager, Club Committee, another member, visitors, playing opposition, officials, authorities including police or the public.

c) A member shall be liable to disciplinary action by the Club if he or she

- Fails to uphold the traditions and etiquette of the club which may bring the club into disrepute, including foul and abusive language.
- Displays conduct which is likely to injure or discredit the reputation of The Woodford Wells Club or any of its members or violates or disregards the Club Rules or any regulations pursuant to them.
- Verbally or physically abuses a member of staff. The Woodford Wells club values the safety of our staff very highly and any abuse towards them will not be tolerated
- Conducts themselves in a violent, abusive, bullying, harassing, or intimidating manner, including discriminatory language for any reason, to include gender, race, or religion.
- Is under the influence of drugs or using drugs while visiting The Club and/or acting in an inappropriate manner in or around the club
- Has failed to comply with a reasonable request from a nominated Club Official

d) Once they have become aware of it, members should report immediately to the General Manager, any violation of The Club Rules or any conduct likely to injure or discredit The Club.

### **3. Elected Disciplinary Group**

a) An elected group made up of The General Manager, section head of offending member and one other member of the General Committee shall investigate potential/alleged breaches of Club rules and determine if any sanctions should be applied (The Welfare Officer will be informed of any disciplinary action involving a junior and will be present to support the junior in any discipline process). The group members shall be elected and agreed by the General Committee, in each individual case.

a) The elected group shall recommend to the General Committee a course of action to deal with disciplinary issues as required.

b) The elected Group shall comprise a minimum of three members (as above). If a member of the group, resigns, or otherwise becomes unable to, or cannot complete his or her duties, the General Committee shall have the power to appoint another member in his or her place.

c) Any member of the Elected group declaring a conflict of interest in relation to a particular matter under consideration shall be excluded from the proceedings.

d) No Disciplinary hearing may take place without a quorum of at least three being present.

### **4. Disciplinary Procedure:**

a) A complaint, in writing, from any source, against a member, alleging inappropriate conduct, will be considered in the first instance by The General Manager. In the case of minor issues, the General Manager should do their utmost to resolve the issue as soon as possible (in conjunction with the relevant section head or Junior Organiser)

b) If the General Manager is unable to resolve the issue and decides there is a formal disciplinary case to be made, the General Manager will be responsible for bringing the case formally before the General Committee. The case will be written up giving details of the alleged offence; any written evidence will be attached; together with a list of witnesses who may be asked to give evidence on the matter.

c) The General Manager shall inform any member against whom a complaint has been made of the grounds of complaint enclosing any supporting information or written evidence which documents the complaint and shall invite that member to make written representations in answer to it, all within a reasonable timescale. The time taken for the disciplinary proceedings will be proportionate but will vary according to the complexity of the case and involvement of others.

d) A personal hearing may be required or offered by the elected group and, in any event, will be offered if it is possible that a sanction could be expulsion or suspension, in the event the complaint is proved.

e) If, after offer, a personal hearing is not required or by the member, the matter will be dealt with by the elected group within a reasonable time scale, considering the written representations of the relevant member and any other evidence, written or oral, available. That evidence will be made available to the member concerned.

f) If a personal hearing is to take place: -

- The General Manager must give to the relevant member at least 7 days' notice of the date, place, and time of the personal hearing. The notice will state the complaint to be discussed and will provide details of any evidence against the Member.
- the relevant member may be represented or accompanied in the hearing by one other Member of his or her choice.
- the Disciplinary Committee shall take account of the written and oral representations of the relevant Member and any other evidence, written or oral, available.
- the failure of any person(s) involved to attend a hearing or to answer any question or to produce any necessary papers shall not prevent a decision being made.

g) The General Committee will normally consider a complaint fully before any question of suspension arises but, where a complaint is related to a serious breach of the rules of the Club, a power to suspend forthwith a Member's playing rights and/or related activities may be exercised by the General Committee as soon as the complaint is received. Such suspension will last until the formal hearing of the matter.

h) The member will receive a letter at the end of proceedings which clearly explains the decision that has been taken and the reasons for that decision. The relevant Member/s will have the right to appeal against the decision.

i) The decision of the General Committee shall be deemed to be a decision of the Club and binding on the Member/s concerned.

## **5. Penalties:**

If a member is found to be in breach of the rules of the Club the General Committee shall have the power to impose on the Member one or more of the following penalties: -

- Issue a letter warning the Member as to his or her future behaviour.
- Suspension of membership of the Club for a period decided by the General Committee.
- Permanent withdrawal of membership.
- Request restitution where damage is done during an act of misconduct.

## **6. Appeals:**

a) A member wishing to appeal against a decision of, or penalty imposed by, the General Committee under the disciplinary procedure above, shall lodge his or her appeal in writing with the General Manager within 10 working days of the date of the letter of notification of the decision by the General Committee.

b) In the event of the lodgement of an appeal the following procedures will be followed:

- any penalty imposed by the General Committee will be deferred pending the outcome of the appeal.
- During the appeals process, the member will not be permitted to use the club's facilities.
- an Appeal Committee shall be appointed by the Club comprising three Committee members and/or Officers of the Club, none of whom had been members of the Elected Group which reached the original decision on the matter.

- the General Manager shall give to the relevant member notice in writing of the date, time and place of the appeal hearing and shall give him or her the opportunity of being heard in person or by written submission. The notice shall set out details of any additional evidence which has been made available to them since the original hearing.
- if the member is attending the hearing in person the rules detailed in 4.f) above shall apply.
- the Appeal Committee shall adjudicate upon the matter taking into consideration the written or oral evidence of the relevant member and seeking such further evidence, written or oral, as it thinks fit.

c) The Appeal Committee may recommend to the General committee to cancel, reduce, confirm, or increase the penalty under appeal or substitute a penalty of a different form. If the penalty being appealed includes suspension, the start of the period of suspension may be deferred pending the outcome of the appeal.

d)The decision of the General Committee after appeal is final.

#### **Penalties for breaching of club rules:**

##### **Dealing drugs on the premises:**

- **Withdrawal of membership for a minimum period of 7 years. Refund of 50% of pro rata membership fees.**

##### **Possession/use of drugs on the premises:**

- **Suspension of membership of the Club for a minimum period of 2 years.**

##### **Physical abuse to a club member or member of club staff:**

- **Withdrawal of membership for a minimum of 7 years. Refund of 50% of pro rata membership fees.**

##### **Verbal/Racial abuse to a club member, visitor, or club staff:**

- **Suspension of membership of the Club for a minimum of 12 months.**

##### **Reoffence of breaking club rules:**

- **Withdrawal of membership for a minimum of 7 years. Refund of 50% of pro rata membership fees.**

##### **Theft or damage of club property:**

- **Withdrawal of membership for a minimum of 7 years. Refund of 50% of pro rata membership fees.**