

Dulverton Angling Association Disciplinary Procedure

November 2024

1. Upon receipt of a complaint or other indication of actions, behaviour or conduct that falls below the standards the Club may expect of members or a breach of the Club Rules, the Club Committee should take the necessary steps to ascertain the nature of the complaint and gather information in this regard.
2. This should include asking any complainant to provide evidence of the alleged complaint. Upon receipt the Club Committee should determine whether there are sufficient grounds for the member to be invited to explain their conduct. If it is decided there are not sufficient grounds the matter will not proceed any further.
3. Where it appears there are sufficient grounds to seek the member's explanations, they should be invited to attend a meeting to discuss the complaint or behaviour. At least 24 hours' notice of this meeting should be provided, unless the member waives this timeframe. The member should be informed in the invitation of the conduct that is under question (this directly referencing the Rules). A panel to investigate the complaint (the Panel) should consist of an odd number of named individuals from the Club Committee nominated by the Club Chairman, who shall appoint a Chair from their number to chair the Panel.
4. Subject to the nature of the complaint, the Club may temporarily suspend the member from the Club activities or the Club itself until the process is concluded. This could be for example, for a safeguarding concern or potential crime.
5. After the member has been able to provide their explanations, the Panel should consider all the facts and make a determination of the outcome. If necessary, the Panel should seek further information from the complainant, the member or other parties before forming their conclusion. Mitigating and risk factors should be considered in considering the outcome.
6. The panel could decide on any of the following outcomes:
 - To dismiss the complaint and close the matter.
 - To apply a sanction against the member.
7. Sanctions could include:
 - Removal from specific roles
 - Exclusion from events for a stated period
 - Issue a warning in respect of the conduct
 - Temporary suspension of membership for a stated period
 - Termination of membership

8. The Chair of the Panel should notify the member of the outcome in writing/by email in all cases. Where the Panel consider the conduct merits a sanction the notification should explain the basis of the decision and will inform the member of the route of appeal.
9. Where a sanction is imposed this should come into effect after a set amount of time that is deemed reasonable, unless the matter relates to serious conduct in which case the sanction should apply with immediate effect.
10. Appeals by the member should be submitted in writing to the Panel Chair within 7 days of the notification of the Panel's decision. Where an appeal is received, other than in cases of serious misconduct, the sanction will be placed on hold until the appeal is concluded.
11. If the Panel decides to suspend or terminate a member or exclude a member from a fee-paying activity, no refund of any fees paid will be made.

APPEALS

12. Any appeal should be in writing, setting out the grounds for the appeal. The member should be invited to attend an Appeal Hearing and should take all reasonable steps to attend. A decision should be given within seven working days of the Appeal Hearing. Any appeal shall be heard by a panel consisting of three people to be appointed by the Club Chairman (not members of the original Panel) who must Club members but not necessarily on the Club Committee (the Appeal Panel"). The decision of the Appeal Panel shall be final. There shall be no further right of internal appeal.
13. Clear records should be kept at each stage of the disciplinary or appeal procedure and all parties involved should be given the opportunity to check their accuracy. These records must be kept confidential and retained in accordance with the Data Protection Act.

THE RIGHT TO BE ACCOMPANIED AT ANY DISCIPLINARY OR APPEAL MEETINGS

14. Members should be entitled to be accompanied to any disciplinary or appeal meeting by another Club member or friend. Their role is to provide support to the member, not to answer questions on their behalf.