

# Anchor Bowmen Archery Club

Affiliated to Archery GB, East Midlands Archery Society, and Derbyshire County Archery Association



## Discipline and Appeals

Complaints regarding the behaviour of members should, at the earliest opportunity, be submitted in writing to the Club Secretary (Chairman or Treasurer).

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults should be reported immediately to a Club Committee member who will inform the Safeguarding Officer as soon as possible. These concerns will be recorded and responded to swiftly and appropriately in accordance with the Club's Safeguarding Policy and the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. The Club Safeguarding Officer is the lead contact for all Club members in the event of any child protection concerns.

The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the General Committee to sit as a Disciplinary Committee to consider the matter of the complaint not later than 21 days after the complaint being lodged.

The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from the accused and accuser, and if necessary from any witness(es), and will lay those statements before the Disciplinary Committee for consideration when it meets. If the Disciplinary Committee cannot decide whether there is a case to answer based on the written statements or requires more information it may decide to take verbal evidence from the parties at a later date (within a further 14 days).

The principles of natural justice should be followed when considering any complaint or conduct that could result in disciplinary action and especially when expelling a Club Member.

The Disciplinary Committee has the power to take appropriate disciplinary action including the termination of membership from the Club.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing. The notification must include details of the right to appeal.

There will be the right of appeal to the Club Secretary (Chairman or Treasurer) following disciplinary action being announced. In the event of an appeal against the decision of the Disciplinary Committee, the Club Chairman shall appoint an Appeal Panel of three General Committee members and an independent chairperson from another Archery Association or Club. Only one member of the original Disciplinary Committee may sit on the Appeal Panel.