

## **Wirral Archers Disciplinary Procedure**

(March 2014)

All members of Wirral Archers are expected to abide by the Club Constitution, Club rules, Club policies, safety guidelines, risk assessments and by GNAS rules of shooting. Any infringement of which, if noted by or brought to the attention of the Executive Committee, shall be dealt with according to the following procedure.

The committee shall have the right to expel, or suspend for a period of time, or withdraw any privileges from any member of the Club it believes has acted in a manner seriously prejudicial to the safety of its members or the interests of the Club or the sport of archery.

The field captain shall have the right to temporarily suspend the shooting rights of a member, should they consider a serious infringement of safety guidelines to have taken place. This incident must then be reported to the Executive Committee.

### **Disciplinary procedure**

1. The nature of the infringement will dictate the level of confidentiality required, with only the necessary involvement of other club members. However, the committee will document all applications of this procedure and any reports of any infringements.
2. Depending on the nature and seriousness of the incident the Executive Committee may choose to have an informal discussion with the member concerned. This would generally be conducted by the Club Chairman and/or Club Secretary. Where appropriate the member concerned may be requested to attend a more formal meeting with the Executive Committee.
3. Where it believes that a serious infringement or incident has occurred and following initial investigation into the incident, the Executive Committee may
  - a. expel the member from the club
  - b. temporarily suspend the member from all shooting and other rights within the Club including membership of the Executive Committee
  - c. provide the member with written details of the reasons for that suspension within 14 days together with a statement of its intended future actions.
  - d. request the return of any Club equipment or documents held by the member
4. The member must respond in writing to the Executive Committee decision with 14 days, stating whether they
  - a. accept the Executive Committee's intended course of action
  - b. request a meeting with the Executive Committee to discuss the allegation and/or challenge the committee's course of action. If they request a meeting they may be accompanied at that meeting and that person may speak on their behalf.
5. Following such a meeting, the Executive Committee will review and may amend its decision or future action. If the Executive Committee decides to expel the member then no fees shall be refunded.

6. Where the member in question is a junior all verbal communication shall be with a parent or guardian present, written communication shall be to a parent or guardian and they must be accompanied at any meetings by a parent or guardian.
7. Where an allegation relates to child or vulnerable adult abuse the Club Child Protection Officer will follow GNAS policy on such allegations and the relevant authorities will be informed. All allegations will be dealt with in confidence.