



ST. SEBASTIAN ARCHERS Disciplinary Procedure

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St. Sebastian Archers (the club) adheres to a Code of Conduct as given by Archery GB (AGB) and encompasses the Code of Conduct, Safeguarding Policy, Equality Policy, Rules of Shooting, Anti-doping Rules and Disciplinary Policy. All club members are expected to be familiar with these codes and rules (these can be found on the Archery GB website www.archerygb.org) and abide by them. Any act of fraud, theft, vandalism, bullying, intoxication by alcohol and/or illicit drugs or any behaviour that endangers members and/or brings the club into disrepute is taken seriously and will be investigated.

The club will not tolerate any offensive behaviour or act of discrimination based on gender, disability, race, colour, sexual identity, age, religious beliefs, marital status etc. as per Equality Act 2010.

N.B. If a child or vulnerable adult is at risk or in danger - as per statutory guidance - then the Safeguarding Officer is immediately contacted (see <https://www.archerygb.org/wp-content/uploads/2017/07/OPP-01-02cm-Safeguarding-Children-and-Young-People-Policy.docx> and <https://www.archerygb.org/wp-content/uploads/2017/07/OPP-01a-02cm-Safeguarding-Adults-Policy.docx>).

Disciplinary Guidelines

In the first instance, it should be to attempt to resolve any issues informally, however, if informal resolution cannot be attained or is not appropriate, the Club Secretary is to be formally notified of the complaint by the complainant or their representative in person, by email at paulbriggsat64@gmail.com or phone at **07801 032762**. In the event that the complaint is against the Club Secretary, the Club Chairperson shall be informed in person, by email at torrg54@gmail.com or phone at **07879 381055**. In the case of a complaint being notified in person or by phone, this should be confirmed in writing within 7 (seven) days of the oral notification.

If the complainant is concerned about the impartiality of the club's disciplinary process, from the outset, they have the right to contact AGB at enquiries@archerygb.org or Telephone at **01952 677 888** for further support.

On receipt of the complaint in writing (this includes email), the disciplinary process is duly activated and a confidential written record of the complaint and resultant process is to be diligently maintained in a secure confidential file and only accessed by two appointed officers; these usually being the Club Secretary and the Safeguarding Officer. This data retention is annually reviewed to comply with the principles of GDPR Act 2018 and all disciplinary cases will summarised for the life of the club.

Where the complaint falls within the remit of the Safeguarding Officer, then this officer shall be involved in this assessment.

The accused will be notified in writing by the Club Secretary or other appointed officer within 7 (seven) days of the written and confirmed complaint and given notice of the complaint, a Preliminary Meeting date and given the opportunity to respond in writing to the complaint. The accused has the right to seek further support from AGB.



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Preliminary Meeting

The Club Secretary or other appointed officer, with two other club officers shall assess the nature of the complaint by convening a Preliminary Meeting within 14 (fourteen) days of notification of the complaint to the accused.

This Preliminary Meeting is confidential from the general club membership.

All club officers involved in the Preliminary Meeting must clearly demonstrate no conflict of interest within the complaint; otherwise, other officers must be selected to ensure transparency and impartiality. Where a complaint is brought against a club officer then Derbyshire County Archery Association should be involved at this stage of the disciplinary process to ensure impartiality is maintained and all parties are assured of this.

The complainant has the right to anonymity throughout the disciplinary process.

It is within the officers' jurisdiction at any time during the Disciplinary Process to suspend the accused member with immediate effect, pending investigation.

This Preliminary Meeting is responsible for gathering details e.g. accused response, witness statement(s), determining whether the complaint is valid i.e. has breached the club's and/or AGB Code of Conduct, whether the authorities need to be informed i.e. Police & Social Care and seek any additional guidance at County and/or AGB level, as required.

Depending on the validity of the complaint it may be dismissed at this stage with notification and explanation in writing to the complainant and the accused by the Club Secretary or other appointed officer within 5 (five) days of the Preliminary Meeting.

Disciplinary Hearing

If the complaint is considered, at the Preliminary Meeting, to be in breach of the Code of Conduct, then a confidential Disciplinary Hearing is convened with the accused, and if requested, a representative for the accused, within 28 (twenty-eight) days of the Preliminary Meeting.

The officers of the Disciplinary Hearing have the authority to impose one of four sanctions:

- i. **Verbal warning** to the club member at the time of the disciplinary meeting.
- ii. **Written warning** by Club Secretary or other appointed officer to the accused member to be notified within 10 (ten) days of Disciplinary Hearing and pending any appeal.
- iii. **Immediate suspension** of accused member from the club for a maximum period of 3 (three) months from date of Disciplinary Hearing, with no pro rata refund of membership fee and written notification to be sent by Club Secretary or other appointed officer within 10 (ten) days of Disciplinary Hearing and pending any appeal.
- iv. **Immediate termination** of accused membership from the club with no pro rata refund of



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membership fee, and written notification to be sent by Club Secretary or other appointed officer within 10 (ten) days of Disciplinary Hearing and pending any appeal.

The complainant will be notified of the decision of the Disciplinary Hearing in writing by the Club Secretary or other appointed officer within 10 (ten) days of the Disciplinary Hearing.

Both the accused and the complainant have the right to appeal against the decision of the Disciplinary Hearing. Any Statement of Appeal must be submitted to the Club Secretary or other appointed officer in writing within 10 (ten) days from the notification of the Disciplinary Hearing decision.

In the event of an appeal being lodged, an Appeal Hearing will be arranged by the Club Secretary or other appointed officer and must take place within 28 (twenty eight) days of appeal submission and must be attended by the appealing party and, if requested, a representative and the Appeal Panel.

The Appeal Panel will consist of three GNAS members independent from St. Sebastian Archers appointed by the Chair of the County Committee.

All documents concerning the original complaint will be made available to the Appeals Panel. Any new information concerning the complaint is to be submitted by either party to the Club Secretary or other appointed officer no later than 5 (five) days before the Appeals Hearing date.

Persons on the Appeal Panel must clearly demonstrate no conflict of interest within the complaint otherwise other persons must be selected.

The decision of the Appeal Hearing will be final and binding and both the complainant and accused will receive a copy of the Appeal Hearing statement by the Club Secretary or other appointed officer in writing within 10 (ten) days of the Appeal Hearing.

The Disciplinary Hearing, any Appeal Hearing and their findings will be confidential from the general club membership.

All club officers hold a position of authority and also trust, and therefore any officer found to be in breach of the club's Code of Conduct and sanctioned as above will be removed from their post and not be allowed to re-apply for any officer post in perpetuity.

Where a Disciplinary Hearing and/or Appeal Hearing issue sanctions which involve suspension or termination of club membership, Archery GB will be notified in writing by the Club Secretary or other appointed officer within 28 (twenty eight) days of the date of sanction. In addition, any subsequent fine imposed by AGB on the club by reasons of the actions of the accused club member will be repaid to the club by that member.

Any repeat, at any time in the future, of the same breach of the club Code of Conduct by the same member will result in the termination of membership.

Review of These Disciplinary Guidelines

This Disciplinary Guideline is to be reviewed annually at the club AGM or EGM, or sooner as required at a club general meeting, always affixed with a revised version number and date.



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