

## **DWAA Disciplinary Policy**

The aim of this policy is to set out a procedure which can be followed if a complaint is made about a DWAA Senior or Junior Associate Member, an Individual Member, an Honorary Member or a County Club of the Dorset and Wiltshire Archery Association and the complaint is considered serious enough to warrant disciplinary proceedings.

The complaint should be sent in confidence to one of the Associations Executive Officers.

Two of the three Executive Officers will decide if the complaint justifies investigation.

If, on investigation, the complaint is not considered to warrant DWAA disciplinary action and that the Associations complaints procedure is more appropriate then the complainant will be notified of this decision or any other decision decided upon.

If in the event it is found appropriate to take disciplinary action then the following procedure should be followed:

In the interests of all parties the procedure to be expedited as quickly as possible.

1. The two Executive Officers will select three County Members to form a Disciplinary Committee and appoint one of them to be the Chairman. These people will consist of experienced DWAA Members, who may be Executive Officers, and where possible include both genders. All Appointees to be independent from the Respondent.
2. The Disciplinary Committee Chairman will notify the Respondent of the nature of the complaint made against them, sending copies of any relevant documents to them and the complainant, informing them that disciplinary proceedings are going to be commenced and the procedure to be followed.
3. The respondent to be asked for full details of their position and to provide any documents or evidence they may wish to use in support of this.
4. The respondent to be informed that they are entitled to bring a representative to a hearing if one is considered appropriate.
5. A date set for The Disciplinary Panel to meet who should be provided with all information regarding the complaint and the Respondent's response in advance of the meeting. All information sent to the Disciplinary Panel should be treated in confidence and if considered to be appropriate, also be made available to the Respondent against whom the complaint has been made.
6. A date set for a Disciplinary Hearing, if one is considered to be appropriate. This date should be agreed with the Respondent and if possible, any Witnesses. The Respondent should be given every opportunity to attend the hearing.
7. Where possible the Disciplinary Panel should give their decision as to whether the complaint has been upheld on the day of the meeting/ hearing and also, if appropriate to do so, impose a suitable sanction. The Disciplinary Panel should refer to the sanctions set out in the Archery GB Disciplinary Policy for guidance. If the decision cannot be given on the same day it should be notified to the respondent against whom the complaint is made within seven days of the Disciplinary Meeting/Hearing.

8. The Respondent should be given sufficient time to respond to the outcome of the Disciplinary Meeting/Hearing. (This should be 14 days from notification unless there are extenuating circumstances)
9. A note of the procedure followed, the decision reached and reasons should be made and archived with the County Secretary.
10. The process should be fair and transparent throughout to all parties involved.
11. The Respondent should be made aware that they have the right to appeal against the decision if they feel that the outcome is not just, reasonable or fair, to the GWAS Secretary.
12. Cases involving children and young people are referred straight to Archery GB Case Management Panel (CMP) in the first instance in accordance with the policies in place.

(Version 5 TS- 1/2/16)