



# Newark HC

## Disciplinary Procedure

This procedure is designed to ensure consistent and fair treatment of Club members in any disciplinary matter. Minor breaches of club rules will be dealt with informally. A more serious breach of Club Rules or failure to meet the required standards in regard to Conduct will be taken according to the procedure given below. At all stages a member has the right to representation, if he or she so wishes.

- **Informal Verbal Warning** - For less serious offences, the member will in the first instance receive an informal, verbal warning from the Committee. A permanent note of the verbal warning will be made in the club files.
- **Formal Written Warning** - A further failure or more serious offence will justify a formal warning in writing from the Committee following an investigation in which the Committee has heard the member's case. The warning will state that the member will be liable to further disciplinary action if they fail to meet the required standards regarding conduct. A copy of the written warning will be kept in the club files
- **Final Written Warning or cancellation of Membership** - In the event of a further failure after a formal written warning or for extremely grave offences, the Committee, after a full investigation of the circumstances, including a hearing of the member's case, will take a final decision on the appropriate disciplinary action. In determining what action is appropriate, the Committee will take into account the member's previous record and warnings as well as the gravity of the immediate offence and the circumstances surrounding it. Disciplinary action at this stage can take the form of a final written warning, or cancellation of Club membership. This decision will be given in writing to the member. A copy of the committee's decision and the letter sent out will be kept in the club files.

**Suspension** – Gross Misconduct will be regarded as being so serious as to render a member liable to be suspended from the club while the committee investigates the alleged offence.

The following offences, if committed whilst at the club or representing the club, are examples of behaviour that will normally be regarded as gross misconduct:

- Attempting bodily injury to another person
- Deliberate acts of discriminatory behaviour
- Stealing or malicious damage to the property of other members/visitors or of the Club

**Right of Member to Appeal** - A member who wishes to appeal against a disciplinary decision must inform the Secretary in writing, within fourteen calendar days, stating their case.

**Approved & Adopted:**

**Signed:** Susan Tate      **Position:** Club Secretary      **Date:** 27/08/2023