

Aylsham Bowling Club

Disciplinary Procedure

version 3 – Feb 2026

Misconduct

For the avoidance of doubt, any breach of the Code of Conduct, Rules and Ethics of the Club and any conduct, act or omission, which, in the view of the Management Committee, is or was detrimental or injurious to the reputation and interests of the club thus bringing the Club into disrepute, may give rise to disciplinary action.

Initial Complaint Handling

- Any complaints about a Member should be made in writing by the complainer and sent to the Club Secretary and be signed and dated.
- Any complaint must be lodged within seven days of the alleged incident or grounds for the complaint arising or becoming known or such further time as may reasonably be allowed by the management Committee.
- The complaint should ordinarily specify the details of the alleged incident or grounds for complaint including, if appropriate, which provision of [e.g. Club Rules, Code of Conduct, Safeguarding, or Bullying guidelines etc, has been breached.
- When a written complaint or allegation is made then the Management Committee shall make such enquiries as it considers appropriate.
- Anonymous complaints will not be accepted or considered.
- If the complaint or allegation involves a member of the Management Committee then the matter will be considered without with the presence of that member.
- If it is evident that a crime at common law has been committed, then the procedure should be halted and deferred to establish whether the complainant wishes to report the matter to the Police for a criminal investigation to proceed.

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- If a criminal investigation is undertaken, then the internal investigation and disciplinary action will not be pursued unless and until all judicial proceedings and avenues of appeal have been exhausted.
- When circumstances are considered serious the individual(s) concerned may be suspended immediately and lose all privileges of the club.
- Disciplinary action may be informal or formal.
- Informal disciplinary action will involve discussing the problem with the member and/or the complainer through a person nominated by the Management Committee (e.g. the Club Secretary, Captain or President with a view to resolving the issue.
- Where the member/complainer is unhappy with the outcome of the informal disciplinary action they will be entitled to go through the formal disciplinary action in accordance with these Procedures.
- When informal process is not practical or where the complaint or allegation is of a serious nature and formal disciplinary action is necessary then the following procedures will apply

Disciplinary Hearing

- The Management Committee shall appoint a Disciplinary Committee which shall have the power to act in the name of the Club and determine disciplinary proceedings coming before it.
- The Disciplinary Committee will consist of 3 members of which 2 must be Management / committee members.
- If the initial inquiry determines that there is a case to answer, the alleged offender will be advised of the allegation against them, in writing, by the Secretary and invited to attend a hearing by the Disciplinary Committee.
- The alleged offender will be informed that he/she has a right to be represented at the hearing.

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- At the hearing, the Committee will reiterate the allegations, allowing the alleged offender to answer, and then ask whatever questions are deemed to be relevant, both the questions and answers will be recorded.
- The hearing will also hear evidence from any witnesses that have been identified from either side.
- The minutes of this hearing will be recorded in writing.
- Having heard all the evidence, the Committee will determine whether the offender is guilty of the offence or not. If it decides guilty, it will then determine what action if any, is to be taken. (It is important that any action is seen to be what a fair and reasonable person would deem appropriate having regard to the offence committed).
- The decision of the Disciplinary Committee shall be communicated in writing to the alleged offender within 7 days of the conclusion of the hearing, and shall set out the details of the offence, the decision of the committee and the action to be taken.
- In addition, the alleged offender shall be informed of his/her right to appeal together with an explanation of the Appeal Procedure.
- Acknowledgement and confirmation of the receipt and understanding of the Committee's decision, and their right to appeal, shall be obtained from the alleged offender.
- Following a disciplinary procedure no individual can hold any position of responsibility within the Club for 2 years.

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Appeal Procedure

- If a request is made for an Appeal Hearing, it should be made within 14 days of receipt by the offender of the Disciplinary Committee's verdict.
- It shall be made in writing to the Club Secretary and must include the basis for the request, such as new evidence/information, or incorrect application of disciplinary procedures.
- If the Appeal is made correctly, the Management Committee shall appoint an Appeals Committee of not fewer than 3 Club members to consider any competent appeal. None of these members shall be members of the Disciplinary Committee. The Club Chairman may be a member of and/or chair the Appeals Committee.
- At the Appeal Hearing, the offender shall be asked to put forward their case and shall have the right to be represented and to introduce witnesses and character references. The Disciplinary Committee's case shall also be put to the meeting.
- When all the evidence has been heard, the Appeals Committee shall have the option of upholding the Disciplinary Committee's decision or of changing it in the light of the evidence submitted to the meeting.
- Written notification of the decision of the Appeals Committee will be issued to the Appellant member within 7 days stating full reasons for the decision.
- The decision of the Appeals Committee is final and binding.