

DISCIPLINARY PROCEDURES 2026

a) Following a written complaint to the Club Secretary against a member (the Respondent) by another member or a representative or visitor from another Club or a guest or an employee (the Complainant), involving a breach of Club Rules or Bye Laws, or bad behaviour, the Club Secretary shall write to the Respondent enclosing a copy of the letter of complaint and inviting the Respondent to comment on the allegations in writing within 14 days. The Club Secretary shall also be entitled to take such advice or conduct any investigation considered necessary to enable the Club Council to review the complaint. When the Club Secretary has received comments from the Respondent and completed any investigation the Club Council will decide how the complaint shall be dealt with. Options may include further correspondence between the Complainant and the Secretary, reference to either the Sports Executive Committee or an individual Section Committee or if the complaint is felt serious enough by immediate referral to a Disciplinary Committee.

b) If the decision is that the matter should be dealt with by the Disciplinary Committee the Club Secretary shall inform the Complainant and Respondent giving at least 14 days notice of a hearing of the Disciplinary Committee, and enclose a copy of the Disciplinary Procedures. The Respondent shall be entitled to call a maximum of 3 independent witnesses (who need not be members) and a member to speak on his behalf. The Complainant shall be entitled to call a maximum of 3 independent witnesses (who need not be members). Written witness statements should be provided at least 7 days before a hearing. Witnesses may attend the hearing or rely on their statements.

c) A Disciplinary Committee shall consist of 3 people, namely a Chairman who should be a Trustee and two other members who should be Past Presidents not serving on Council.

d) The brief of the Disciplinary Committee shall be to consider the complaint based on the correspondence and any evidence gathered by the Club Secretary and the statements provided and to hear the representations of the Respondent (or his representative) and witnesses, and those of the Complainant and his witnesses. The Disciplinary Committee would make a recommendation to Council by way of a summary report as to what disciplinary action (if any) should be taken against the Respondent. Any recommendation of the Disciplinary Committee would be made as soon as possible after the hearing and would be binding on Council subject to an appeal by the Respondent. Guidelines as to the conduct of the hearing will be laid down by the Disciplinary Committee itself.

e) The Disciplinary Committee would consider any circumstances that might warrant an adjournment of the hearing, and would determine whether an adjournment was appropriate and (if so) when the hearing would reconvene. Written representations by the Complainant and the Respondent in place of attendance at the hearing would be considered only at the discretion of the Disciplinary Committee.

f) The Disciplinary Committee should notify the Respondent of the recommendations of the Disciplinary Committee at the end of the hearing if possible or as soon as their decision has been reached and inform the Council of the recommendations. The Disciplinary Committee may wish to defer its decision and recommendations if there is any matter which it considers needs further investigation.

g) Any appeal against the decision must be made in writing to the Club Secretary within 7 days of the Respondent receiving the report of the Disciplinary Committee. Only the Respondent will be entitled to appeal, and if no appeal is lodged within the due time Council will automatically ratify the decision of the Disciplinary Committee.

h) Council should meet to ratify any expulsion, suspension or other disciplinary recommendation (if any). Council should not ratify the decision until after a 7 day appeal period has expired. If no appeal is made within that period, the Club Secretary should write to the Respondent confirming the decision of the Disciplinary Committee.

i) The Appeal Committee should consist of the Club Council excluding the Trustee who was Chairman of the Disciplinary Committee and the appeal should be heard within 14 days of receipt of written notice of the decision to appeal against the recommendation of the Disciplinary Committee. No member of the Appeal Committee should have a direct interest in the matter being appealed.

j) The Appeal hearing would generally be conducted first with a report by the Disciplinary Committee presenting their evidence and findings and reasons for the eventual decision of their Committee. The Respondent shall be allowed to present his appeal and attend with a member to speak on his behalf. This would not be a re-hearing and the Respondent would not be allowed to re-present his defence. This would be an appeal against the decision and the Respondent would need to present either further evidence not previously forthcoming at the Disciplinary Hearing or sufficient grounds as to why the decision would be unfair or unjust. The Disciplinary Committee would then be recalled to hear further comments presented to the Appeal Committee by the Respondent, and to reply to these if asked to do so.

k) The decision of the Appeal Committee should be by a majority vote with the Chairman having the casting vote. The Appeal Committee may vote to uphold the decision of the Disciplinary Committee, overturn the decision or decide on an alternative punishment. The Respondent shall be recalled to be told of the decision of the Appeal Committee.

l) The Club Secretary should write to the Respondent within 48 hours confirming the decision of the Appeal Committee.

1st July 2026