


<p style="text-align: center;"><b>Queens Sports Club</b></p>	
	<p><b>Issue: 1</b></p>
<p style="text-align: center;"><b>Membership Disciplinary Policy</b></p>	<p><b>Issue Date: March 2023</b></p>
	<p><b>Review Date:</b></p>
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## **MEMBERSHIP DISCIPLINARY POLICY CODE QUEENS SPORTS CLUB**

### **Introduction**

The process set out below provides a clear and transparent framework to deal with issues that may arise as part of an individual's ("Member") membership of Queens Sports Club ("the Club").

If an informal approach does not result in satisfactory resolution of the issue, or if the Member's conduct is sufficiently serious, the following disciplinary procedure will be invoked. This policy sets out the action that will be taken when Club Rules or Code of Conduct are breached.

### **Process**

Step 1 The Committee will notify the Member in writing of the nature of the concerns about the conduct and if considered appropriate by the Committee, one of the following three actions will take place:

#### **Suspension/ Investigation**

1) A written warning will be issued advising formally that the Member is in breach of the Club Rules or Code of Conduct but where the breach does not warrant a final written warning or termination of membership. This may be preceded by a meeting with the Club Secretary. There is no right of appeal.

2) A final written warning will be issued where there are existing written warnings in place or where the breach is sufficiently serious to warrant a final written. The Member will be advised that any subsequent breach will result in immediate termination of the Membership. This may be preceded by a meeting with the Club Secretary. There is no right of appeal.

3) At any stage, a member may be suspended by notice in writing pending an investigation. This will be preceded by a meeting with the Club Secretary and one Committee Member. Suspension is not a disciplinary sanction and does not imply that the Club has made a decision in respect of the disciplinary matter.

Depending upon the outcome of any investigation, the Member will either be informed that the process is concluded and no further action will be taken or that the investigation has identified the need for a disciplinary hearing to consider possible sanctions.

### **Step 2**

If a hearing is required the panel shall comprise of 3 committee members, the Member will be informed of the disciplinary allegations in writing in advance of any hearing date and will be provided with relevant information and/or documents to enable the Member to respond to the allegations in the hearing. The Member will be allowed to attend the hearing with a friend as required. The identity of the friend must be notified to the Committee more than 48 hours prior to the hearing and such friend may answer any complaints from the Committee and may cross examine any witnesses called by the Committee.

### **Hearing**

Following the hearing, the Member will be informed in writing of the outcome and any disciplinary sanction.

### **Step 3**

If the Member wishes to appeal, the Member should submit the appeal notice in writing to the Hon. Secretary within five working days of receiving the disciplinary decision, outlining the basis for the appeal.

### **Appeal**

An appeal meeting will be arranged and a response will be provided to the Member after the meeting in writing. The appeal panel will comprise of 3 members of the committee who were not involved in the original hearing

### **Sanctions**

Where a disciplinary sanction is considered necessary, the following sanctions may be implemented depending on the seriousness of the alleged misconduct:

#### **Written Warning\***

If conduct is unsatisfactory, the Member will receive a written warning. The Member will be advised of the changes required in behaviour and the action necessary to achieve the desired change.

#### **Final Written Warning\***

If conduct continues to be unsatisfactory following a written warning or if there is a more serious conduct issue regardless of whether a previous warning has been issued, the Member will receive a final written warning. The Member will be advised of the changes required in behaviour and the actions necessary to achieve the desired change.

### **Termination**

If the Member's conduct has failed to improve or if the Member commits an act of further or gross misconduct (whether or not a warning has been given previously) the membership may be terminated by written notice of the Committee.

Any Member shall have 5 days commencing on the date of the notice to appeal.

\*The duration of any written warning will depend on the nature and seriousness of the matter and will be specified in the warning. Generally, warnings will last for up to 6 months. Expired warnings will not be directly relevant in considering whether further misconduct warrants dismissal but may be relevant to considerations of mitigation.

The Member will need to make all reasonable efforts to attend investigatory, disciplinary and appeal meetings. If the Member is unable or unwilling to attend meetings without good cause, the Club will make a decision on the available evidence in the Member's absence.

### **Gross Misconduct**

The following are examples of gross misconduct which may result in immediate termination of membership. Please note that this list is not exhaustive:

- Committing any act which may endanger persons or property or which wilfully breaches any safety rule, Club policy or legislation or which is likely to constitute a safety risk or failing to report any injury or accident whilst at the Club.

- Being convicted of a criminal offence except one that does not, in the opinion of the company, affect your membership.
- Theft, fraud or any form of dishonesty (including action calculated to assist others in such activity).
- Falsification of records, expenses or defrauding the Club in any manner.
- Bullying, rude, intimidating, violent or abusive/aggressive behaviour towards a member of the Club, its staff or its visitors
- Being found to have consumed illegal substances or being under the influence of illegal substances while on Club premises or whilst representing the Club.
- Raising grievances or other complaints maliciously or in bad faith

**The Committee**

**Queens Sports Club – March 2023**