

## STRANRAER AND DISTRICT ANGLING ASSOCIATION

### DISCIPLINARY PROCEDURES

Upon receipt of a complaint or other indication of actions, behaviour or conduct that falls below the standards the Association may expect of its members or a breach of the Associations rules, the Association's Committee should take the necessary steps to ascertain the nature of the complaint and gather information in this regard.

This should include asking any complainant to provide evidence of the alleged complaint. Upon receipt of this information the Associations Committee should determine whether there are sufficient grounds for the member to be invited to explain their conduct. If it is decided there are not sufficient grounds the matter will not proceed any further.

Where it appears that there are sufficient grounds to seek the members explanation, they should be invited to attend a meeting to discuss the complaint or behaviour. At least 24 hours notice of this meeting should be provided unless the member waives this timeframe. The member should be informed in the invitation about the conduct that is under question (this directly referencing the rules). A panel to investigate the complaint, (The Panel) should consist of an odd number of named individuals drawn from the Association's Committee nominated by the Association's Chairman who shall appoint a chair from their number to chair the Panel.

Subject to the nature of the complaint, the Association may temporarily suspend the member from the Association's activities or the Association itself until the process is concluded. This could be for example, a safeguarding concern or a potential crime.

After the member has been able to provide their explanations, the Panel should consider all the facts and make a determination as to the outcome. If necessary the Panel should seek further information from the complainant, the member or other parties before forming their conclusion. Mitigating and risk factors should be considered in determining the outcome.

The Panel could decide on any of the following outcomes:

- >To dismiss the complaint and close the matter.
- >To apply a sanction against the member.

Sanctions could include:

- >Removal from specific roles
- >Exclusion from events for a specific period.
- >Issue a warning in respect of the conduct.
- >Temporary suspension of membership for a stated period.
- >Termination of membership.

The chair of the Panel should notify the member of the outcome in writing/by email in all cases. Where the Panel consider that the conduct merits a sanction the notification should explain the basis of the decision and will inform the member of the route of appeal.

Where a sanction is imposed this should come into effect after a set amount of time that is deemed reasonable., unless the matter relates to serious conduct in which case the sanction should apply with immediate effect.

Appeals by the member should be submitted in writing to the Panel chair in writing within 7 days of the notification of the Panel's decision. Where an appeal is received, other than in cases of serious

misconduct, the sanction will be placed on hold until the appeal is concluded.

If the Panel decides to suspend or terminate a member or exclude a member from a fee-paying activity, no refund of fees paid will be made.

## APPEALS

Any appeal should be in writing, setting out the grounds for the appeal. The member should be invited to attend an Appeal Hearing and should take all reasonable steps to attend in person. A decision should be given within seven working days of the Appeal Hearing. Any appeal shall be heard by a Panel consisting of three people to be appointed by the Association Chairman (not the members of the original Panel) who must be Association members but not necessarily on the Association's Committee. The decision of the Appeal Panel be final. There shall be no further right of internal appeal.

Clear records should be maintained at each stage of the disciplinary or appeal procedure and all parties involved should be given the opportunity to check their accuracy. These records must be kept confidential and retained in accordance with the Data Protection Act.

## THE RIGHT TO BE ACCOMPANIED AT ANY DISCIPLINARY OR APPEALS MEETING

Members should be entitled to be accompanied to any disciplinary or appeals meeting by another member of the Association or a friend. Their role is to provide support to the member, not to answer questions on their behalf.