

Cuddington Bowling Club

Internal Disciplinary Procedure

Scope

This procedure is laid out to ensure 'fair and equitable' treatment for all parties concerned and follow the rules of 'natural justice'. It is not designed to discipline but to determine if discipline is necessary and to work in conjunction with the clubs 'Constitution' and 'Grievance' procedures. All issues raised will be dealt with as soon as is reasonable practicable.

1 Expected Behaviour: Each member is responsible for his/her behaviour and that of their guest visitor.

No member/guest shall exhibit behaviour that:

- a) Endangers the health, safety or wellbeing of other members, visitors or neighbours.
- b) Causes offence or annoyance to other members, visitors or neighbours.
- c) Cause damage to or mistreat the clubs property or facilities.
- d) Brings the sport or the club into disrepute.
- e) Breaks the law.

2 Complaints: *Internal complaints in the first instance should be dealt with informally by the team Captain.*

All complaints regarding the behaviour of members and/or their visitors if not resolved informally must be submitted in writing to the Secretary within 14 days. A member/visitor against whom a complaint is lodged will be informed in writing prior to the disciplinary procedure being invoked. *An investigation must be carried out prior to Stage 1 of the disciplinary procedure being implemented.*

Disciplinary Procedure Stage 1

The Lay Committee members and Team Captain shall hear the complaint in the first instance. If not resolved it will move to Stage 2. *(The Officers will only be involved at Stage 2)*

The outcome of a disciplinary hearing will be given in writing to all parties concerned within 7 days

If a member at Stage 1 is found to be in breach of the Club Disciplinary Procedure he/she has the right of appeal. The appeal will be heard at Stage 2 within 7 days of the Secretary receiving the written appeal.

Disciplinary Procedure Stage 2

The Officers of the club *(See constitution)* shall hear the complaint/appeal at this stage.

Each stage will be heard within 7 days of the complaint being made.

The outcome of a disciplinary hearing will be given in writing to the complainant and the member against whom the complaint was made within 7 days

If a member at Stage 2 is found to be in breach of the Club Disciplinary Procedure he/she has the right of appeal to the respective League.

3 Disciplinary Actions

The committee has a number of options available to it:

- a) Counsel the member and expect a change in behaviour.
- b) Suspend the member's membership for a given period.
- c) Terminate the membership altogether.

4 Gross misconduct

Cases of Gross misconduct will move automatically to Stage 2. In the case of gross misconduct the full Officers and committee may refer the complaint to the CCBA or the respective leagues.

External complaints

Complaints from outside bodies/individuals of bullying, harassment and safeguarding issues etc (*This list is not exhaustive*) must be made initially with the respective captains and attempt to be resolved informally. If the issue cannot be resolved informally then an investigation will take place to try to resolve the issue. If the investigation determines that there are sufficient grounds the disciplinary procedure will be invoked as laid out above.

The captain concerned, an officer of the club and lay members co-opted for the purpose of the investigation, can carry out the investigation. Their findings and recommendations will be given in writing to the Secretary who will if required implement the disciplinary procedure.

Ian R Smith (Chairman) *Ian R Smith*

Blakesley (Secretary) *Derek Blakesley*

Reviewed October 2024

Revised October 2025

Issued October 2025