



Somerset County Archery Association Disciplinary Policy and Procedure



A. Introduction

The purpose of the Somerset County Archery Association Disciplinary Policy and Procedure shall be in accordance with the constitutional objectives of Somerset County Archery Association (SCAA) (“Association”) and be in accordance with the Archery GB Disciplinary Policy.

The Association has established a Disciplinary Policy and Procedure for the investigation of any complaints against a club and/or an archer who is a member of the Association or any complaints against the Association itself.

B. Objective of the Policy

The objective of the Policy is to ensure that any complaint against a club and/or an archer, or the Association itself, is given a fair and honest hearing.

SCAA Disciplinary Procedure

1. Complaints

- 1.1. This Disciplinary Procedure shall apply where a complaint is made about:
 - 1.1.1. a member of the Association as identified in Clause 13 of the Association’s Constitution;
 - 1.1.2. a club affiliated to the Association;
 - 1.1.3. the Association itself.
- 1.2. The complainant shall submit the complaint, in writing to the Honorary Secretary (“Secretary”) of the Association and as soon as reasonably practicable following receipt, the Secretary shall inform the Chairperson of the Association (“Chairperson of the Association”) of the complaint.
- 1.3. If the complaint is against the Association itself, (i.e. those representing the council in an official capacity such as its Council or Executive), the Chairperson of the Association shall inform the Executive and the Executive shall refer the complaint for investigation by another appropriate body, for example but without limitation The Grand Western Archery Society or Archery GB.
- 1.4. The Disciplinary Procedure (clauses 1.4 to 5) shall be initiated where the complaint received by the Secretary is about a member or a club.
 - 1.4.1. The identity of the complainant shall be kept anonymous and confidential by the Secretary and the Chairperson of the Association and shall not be disclosed further until the first meeting of the Disciplinary Committee.
- 1.5. The complaint shall state the prima facie evidence of offence or misdemeanour. Offences and misdemeanours of the following nature shall be considered to warrant a complaint: theft, assault on another person, deliberate damage to another archer’s equipment, sexual harassment, racial harassment, being unfit to shoot due to the influence of alcohol or illegal drugs, non-compliance with the UK National Anti-

Doping Policy, being in possession of illegal drugs or deliberate falsification of scores.

1.5.1. This list is not exhaustive.

1.6. As soon as reasonably practically following receipt of a complaint, the Chairperson of the Association shall appoint a Disciplinary Committee, consisting of a Committee Chairperson (“Chairperson of the Disciplinary Committee”) and members of four other clubs affiliated to the Association, in accordance with Appendix A. The said members shall have no direct relation to the member or club against whom / which the complaint has been made nor shall they be members of the same club as the member or club against whom / which the complaint has been made.

2. Disciplinary Committee

2.1. The Somerset County Archery Association Disciplinary Committee (“Disciplinary Committee”) shall act for and on behalf of the Council of the Association in considering the complaint.

2.2. Within seven (7) days of the Secretary of SCAA receiving a complaint, the Secretary shall supply the members of the Disciplinary Committee, and the member or club against whom / which the complaint has been made, with copies of the complaint and any relevant documents, noting that the identity of the complainant should be withheld at this stage.

2.3. Within fourteen (14) days of the Secretary of SCAA receiving a complaint, the Chairperson of the Disciplinary Committee shall consult with all the members of the Disciplinary Committee.

2.4. If it is considered that there is no case to answer, upon making this decision the Chairperson of the Disciplinary Committee shall so request that the Secretary of the Association informs both the complainant and the member or club against whom / which the complaint has been made as soon as reasonably practical and no further action shall be taken by the Association.

2.5. Otherwise if the Disciplinary Committee decides there is a case to answer, the Chairperson of Disciplinary Committee shall so request that the Secretary of the Association notifies the complainant as soon as reasonably practically and asks the complainant that any further evidence of the alleged offence or misdemeanour be provided in writing within seven (7) days of the notification.

2.6. Upon the expiry of the seven (7) day time period referred to in clause 2.5, the Chairperson of the Disciplinary Committee shall also notify the member or club against whom / which the complaint has been made, in writing by Recorded Delivery to their last notified address, of:

2.6.1. the date and venue for the Disciplinary Committee hearing; this shall take place between twenty-one (21) and twenty-eight (28) days of the date of this notification;

2.6.2. the precise nature of the allegations made;

2.6.3. the procedure used by the Association to deal with the allegations;

2.6.4. notification of the sanctions that may be imposed on the member or club should the allegations be proven;

2.6.5. the right of the member or club to be accompanied by a representative of their choice whilst attending the Disciplinary Committee hearing;

- 2.6.6. the names of the members of the Disciplinary Committee: the member or club shall have the right to veto up to two members of the Disciplinary Committee if they believe that their inclusion will prejudice a fair hearing; the Chairperson of the Disciplinary Committee must be informed in writing of the request to veto no less than fourteen (14) days before the date of the hearing. On receipt of a veto, the Chairperson of the Association shall appoint replacement members of the Disciplinary Committee as required in accordance with clause 1.6.
- 2.7. Any reasonable request from the member or club against whom / which the complaint has been made for delay to the Disciplinary Committee hearing referred to in clause 2.6.1 shall be considered by the Chairperson of the Disciplinary Committee and permitted or declined at their absolute discretion, though consent to granting such a delay shall not be unreasonably withheld.
- 2.8. The Disciplinary Committee hearing will consider evidence submitted in writing or in person to the Disciplinary Committee. Reasonable time shall be available for the proper consideration of all evidence.
- 2.9. The Disciplinary Committee will issue a verbal decision at the hearing. The decision of the Disciplinary Committee shall be confirmed in writing as soon as reasonably practically by the Secretary and sent by Recorded Delivery to the last known address of the member or club against whom / which the complaint has been made.
 - 2.9.1. The member or club against whom / which the complaint has been made shall be responsible for ensuring that the Secretary of SCAA is in receipt of their current address.
 - 2.9.2. Should the allegation deemed to have been proven, the written decision shall be accompanied by notification that the member or club have the right to appeal against the decision within fourteen (14) days of the date of the written decision.
- 2.10. If the allegations are deemed to be proven and an appeal is not received within fourteen (14) days of providing the written decision in 2.9.2, the Disciplinary Committee shall decide upon and apply sanctions in accordance with clause 3.
- 2.11. Upon the expiry of the fourteen (14) day time period referred to in clause 2.9.2, the final the final outcome of the Disciplinary Committee hearing from clause 2.10 shall be confirmed in writing. The written confirmation, including the details of any applicable sanctions, shall be sent by the Secretary via Recorded Delivery to the last known address of the member or club against whom / which the complaint has been made. The Executive Committee and the complainant shall also be informed of the final outcome of the Disciplinary Committee hearing.

3. Disciplinary Committee Powers

- 3.1. The Disciplinary Committee shall, on behalf of the Council of the Association, have the power to terminate membership of SCAA, or suspend membership for a period of up to five years. The Disciplinary Committee may also recommend that the Council of the Association shall submit details of the decision to the Grand Western Archery Society and / or ArcheryGB with any recommendation for further action.

4. Appeals

- 4.1. The member or club against whom / which the complaint has been made shall have the right of appeal in writing against the decision referred to in clause 2.9 of the Disciplinary Committee within the fourteen (14) days of the written decision.

- 4.1.1. The letter containing the appeal should be addressed to the Secretary of the Association and should state the grounds for the appeal.
- 4.1.2. It is the responsibility of the member or club against whom / which the complaint has been made to ensure that the appeal has been received by the Secretary.
- 4.2. The Secretary of the Association shall, set up a Disciplinary Appeals hearing before the Association's Executive Committee between seven (7) and twenty-one (21) days of receipt of an appeal.
 - 4.2.1. Club representatives who previously considered the case in question on the Disciplinary Committee shall not attend a Disciplinary Appeals hearing conducted by the Association's Executive Committee.
- 4.3. The Secretary shall notify the member or club against whom / which the complaint has been made, in writing by Recorded Delivery to their last notified address, of:
 - 4.3.1. the date and venue for the Disciplinary Appeals hearing, providing at least seven (7) days notice;
 - 4.3.2. the right of the member or club to be accompanied by a representative of their choice whilst attending the Disciplinary Appeals Committee meeting.
- 4.4. Any reasonable request from the member or club against whom / which the complaint has been made for a delay a to the Disciplinary Appeals hearing referred to in clause 4.3.1 shall be considered by the Chairperson of the Association and permitted or declined at their absolute discretion, though consent to granting such a delay shall not be unreasonably withheld.
- 4.5. The Disciplinary Appeals Committee meeting shall consider the evidence that was submitted to the Disciplinary Committee.
 - 4.5.1. New evidence may be submitted to support the appeal and reasonable time must be available for its proper consideration.
 - 4.5.2. If no new evidence is submitted, the appeal shall be judged on the fairness of the decision of the Disciplinary Committee.
 - 4.5.3. The Disciplinary Appeals Committee shall issue a verbal decision at the meeting.
- 4.6. If the decision of the Disciplinary Committee is upheld, the Disciplinary Appeals Committee shall decide upon and apply sanctions in accordance with clause 3 and clause 5.
- 4.7. The final outcome of the Disciplinary Appeal, including the details of any sanctions, where applicable, shall be confirmed in writing by the Secretary and sent by Recorded Delivery to the last known address of the member or club against whom / which the complaint has been made. The full Executive Committee and the complainant shall also be informed of the final outcome of the Disciplinary Appeals hearing.
- 4.8. The decision of the Disciplinary Appeals Committee shall be final.

5. Disciplinary Appeals Committee Powers

- 5.1. The Disciplinary Appeals Committee shall, on behalf of the Council of the Association, have the power to confirm or set aside the Disciplinary Committee's decision and increase or decrease any sanction that were previously recommended in accordance with clause 3.

A flow chart detailing the Disciplinary Procedure is provided in Appendix B.

The policy and procedure can be found on the Association's website at <http://www.somersetarchery.co.uk/documents/documents.html> or by emailing the Secretary at thesecretary2019@somersetarchery.co.uk.

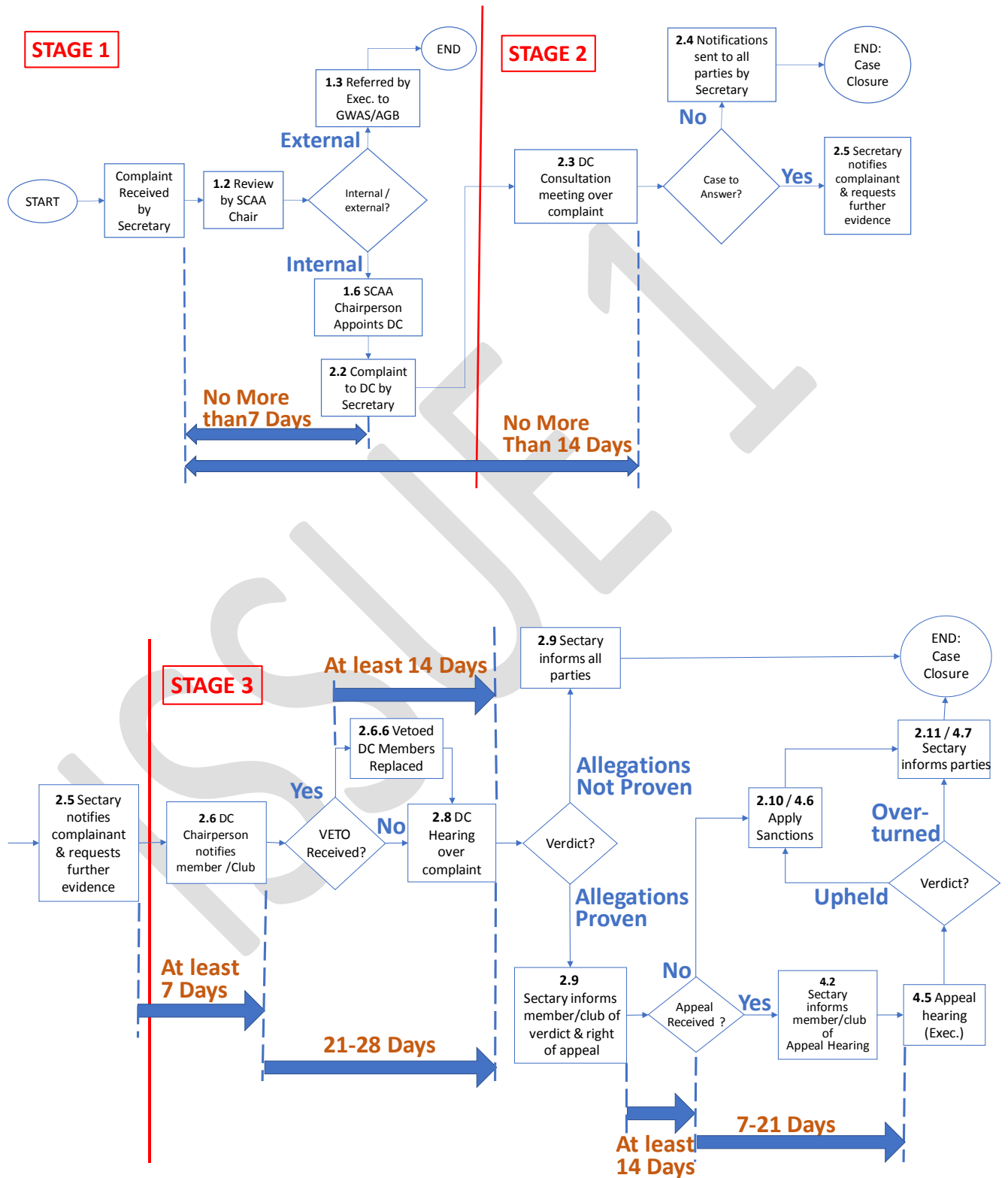
Appendix A – Applying the Policy

The Association shall establish a pool of members from various clubs in the County who could be drawn upon to form a Disciplinary Committee: such members should have at least five years membership of the Association and be of good standing.

In any Disciplinary Committee formed, each member shall represent a different club.

ISSUE

Appendix B – SCAA Disciplinary Procedure



Policy Adopted: Issue 1, 21/03/2021

Policy reviewed by: SCAA Executive

Review date: 18/03/2021

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