

Rochdale Company of Archers – Disciplinary and Grievance Procedures

Disciplinary Procedure

1. Members are required to conduct themselves in a manner commensurate with the Rules of the Club, the Articles of Association, the Rules of Shooting and the ordinary practice of archery.
2. Members believed to have breached the Rules of the Club, the Articles of Association or the Rules of Shooting, or are considered by the Committee to have brought the Club or archery into disrepute, or committed an act of misconduct, may be subject to disciplinary action including termination of membership. If the complaint relates to the breaking of any rule then the relevant rule and how it was broken must be specified.
3. If an incident at any time raises a concern that the abuse of a child, young person or adult at risk may have occurred then the Club Safeguarding policy must be followed.
4. Upon becoming aware of any incident or allegation concerning a Member which may be covered by paragraph 2 above the Committee will treat the matter as confidential. In all cases where the incident involves a child, young person or adult at risk then the Club Safeguarding officer must be informed and consulted with and no proceedings will continue without consideration by the Committee of any guidance or advice given by the Safeguarding Officer. Confidentiality regarding persons in this category is crucial and their identity may only be shared on a need to know basis. The Committee will then appoint such persons as it sees fit, which may include persons who are not members of the Club, to investigate the matter who will report back to the Committee with their findings and recommendations.
5. Any person appointed to investigate or be a member of any panel hearing a disciplinary or grievance matter must consider if they have a conflict of interest and must recuse themselves if they feel they cannot act in an independent and unbiased manner. In any event such persons must recuse themselves if they are close family members of the Complainant or Respondent. A close family member is defined as a spouse or domestic partner, son, daughter, son-in-law, daughter-in-law, and any other close relative or person who is a companion or employee and who lives in the same household.
6. Without affecting the requirements of paragraph 3 above then the Committee will determine what further action, if any, is to be taken and this may include ratifying or amending the recommendations from the investigation stage. If the Committee finds that there is a case to answer to warrant a full disciplinary hearing then the Committee will convene a Panel to hear the matter. The Member concerned, (the “Respondent”) will be invited to attend a disciplinary hearing having been given at least 7 clear days’ notice. The Respondent shall endeavour to attend the Hearing and shall be entitled to be accompanied by a companion if they so wish.
7. If the Respondent fails to attend the Hearing without good reason then the Hearing Panel may decide on a course of action in the Respondent's absence. In any event the Respondent will be advised of the Hearing Panel's decision without undue delay and in any event within 10 days of the Hearing.
8. The Respondent may appeal against the decision of the Panel by notifying the Club Secretary or Club Chairperson within 14 days. The Committee shall then convene a second Panel to hear the Appeal which shall not include persons from the Hearing Panel.
9. If the result of the disciplinary hearing, subject to any appeal proceedings, is that the

Respondent's membership should be terminated then such termination will be referred to the Directors of Rochdale Company of Archers Limited. If the Directors agree and are supported by a simple majority of the Committee then the proposed termination will be put before the Club members at a General Meeting of All Members convened for that purpose. If the membership termination is ratified by a simple majority of those members present then the Respondent's membership will be terminated in accordance with Article 6.1.1 of the Articles of Association and shall not be subject to any further appeal.

10. If the decision to terminate the Respondent's membership is not upheld at any stage then the Committee will decide on such alternative sanction or action as it deems appropriate which will be a final decision not subject to further appeal. However if the Respondent believes that the alternative sanction or action is grossly excessive or unfair or personally motivated they may pursue the matter as a grievance against one or more members of the Committee in accordance with paragraph 4 of the club's Grievance Procedure provided such grievance is brought within 14 days of the Respondent being notified of the alternative sanction or action.

Grievance Procedure

1. If a Member has a complaint or grievance it must be sent to the Club Secretary or a member of the Directors, who may request the complaint or grievance to be set out in writing.
2. If the complaint or grievance raises a concern that the abuse of a child, young person or adult at risk may have occurred then the Club Safeguarding Policy must be followed.
3. Without affecting the requirements of paragraph 2 above the Committee, acting confidentially, will discuss the complaint at the next Committee meeting or as soon as is practicable and may render a decision, which will be communicated to the Complainant without undue delay. If the complaint or grievance is against a club Member, (the "Respondent") and the allegation may lead to disciplinary action then the Committee will proceed in accordance with paragraph 4 of the Club's Disciplinary Procedure.
4. In the event that the Member's complaint is against the Directors or the Committee as a body then they may raise the grievance with the Club's Governors, who will then meet with the Directors or Committee to discuss the matter. If the Governor's decide by a majority that there is a case to answer then they may require the Committee to proceed against any Respondents in accordance with paragraph 4 of the Club's Disciplinary Procedure. Alternatively the Governor's may call an extraordinary General Meeting of the Club Members in accordance with article 23.4 of the Club's Articles of Association and put the matter before the Club Members to determine a course of action.
5. Pursuant to paragraph 4 above if the decision of the Club Members is that a disciplinary hearing against one or more of the Committee Members or the Board should be convened then they shall proceed in accordance with paragraph 4 of the Disciplinary Procedure but may also require that any Hearing Panel and any subsequent Appeal Panel be drawn from or include voting Club Members or persons who are not members of the Club as well as or instead of Committee Members.