

## **EXAMPLE PROCEDURE FOR DISCIPLINARY HEARING AT CLUB, COUNTY AND REGIONAL LEVELS (WHERE NO OTHER PROCEDURE IS IN PLACE)**

**(Note: The formal Archery GB procedure must be used for any child protection/safeguarding or anti-doping cases)**

1. If upon receipt of a complaint it is necessary to take disciplinary action you should:
  - 1.1 Notify the Respondent of:
    - 1.1.1 The nature of the complaint against them, sending copies of any relevant documents to the member which supports the complaint;
    - 1.1.2 The fact that disciplinary proceedings are going to be commenced and the procedure being adopted.
  - 1.2 Ask the Respondent for full details of their position and any documents or evidence they wish to refer to in support of their position.
  - 1.3 Inform the Respondent that they are entitled to bring a representative to the hearing.
  - 1.4 Appoint three people to form a Disciplinary Panel to hear the complaint and the response. These people should be independent from the Complainant and the Respondent. For example, you could ask a local head teacher, magistrate, or other individual who is not connected with the individuals involved. Those individuals need not be archers or connected with the sport.
  - 1.5 Set a date for the disciplinary hearing. This date should be agreed with the Respondent and if possible, any witnesses. The Respondent should be given every opportunity to attend the disciplinary hearing.
2. The Disciplinary Panel should be provided with all information regarding the complaint and the Respondent's response in advance of the disciplinary hearing. All information sent to the Disciplinary Panel should also be made available to the Respondent against whom the complaint has been made.
3. A representative from the Club, County, Region (who is not the complainant) should present the complaint to the Disciplinary Panel.
4. The Respondent should be given sufficient opportunity to respond to the complaint against him/her at the disciplinary hearing.
5. Where possible the Disciplinary Panel should give their decision as to whether the complaint has been upheld on the day of the hearing and also, if appropriate to do so, impose a suitable sanction. The Disciplinary Panel should refer to the sanctions set out in the Archery GB Disciplinary Policy for guidance. If the decision cannot be given on the same day it should be notified to the Respondent against whom the complaint is made within seven days of the disciplinary hearing.
6. A note of the procedure followed, the decision and reasons should be made.
7. The process should be fair and transparent throughout to all parties involved.



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