



## PINHOE TARGET SHOOTING CLUB

### Disciplinary Policy

This policy is intended for use where members ( Full or Provisional) are alleged to have made serious breaches of the following :

- Club rules
- Firearms legislation
- DCSRA or NSRA Rules
- Civil legislation relating to threatening behaviour or harm to others.

#### Procedure.

Any behaviour which is likely to bring the good name of the club into disrepute should be reported to a member of the committee. The Chairman and Secretary should be informed without delay and they will investigate the incident fully to determine if there is a case to answer.

If there is cause for concern the members involved will be asked not to attend the club until the committee has met, a disciplinary meeting held and a decision reached.

The Secretary and Chairman will collect evidence in the form of written statements from witnesses and from the members concerned.

If threatening behaviour, actual harm or firearms are alleged to be involved the advice of the NSRA and/or Police will be sought confidentially.

The Disciplinary Meeting will be held in the presence of a specially appointed sub committee. This should be chaired by either the Club Chairman or Vice Chair and at least 4 other members of the committee. The Chairman will invite members to join this sub-committee

The secretary will write to the members against whom complaints have been made giving them at least 7 days notice of the meeting which they will be invited to attend. *Relevant sections of the club's constitution and rules should be enclosed as should a copy of this disciplinary procedure.* They will be entitled to be accompanied by a friend or representative to help them present their case.

After hearing all evidence from both sides, which can be in the form of signed statements, or preferably, by personal verbal statement before them, the sub-committee will consider what action if any should be taken. The Sub-Committee Chairman will communicate their findings to the persons concerned and the rest of the club committee as soon as possible.

Throughout this process the Chairman must remain impartial and should not have a vote unless the need for a casting vote arises.

Minutes will be kept of the meeting and only a single copy should be retained by the secretary for record purposes.

Once the results have been communicated in writing, by first class post, to the persons concerned, they will have 14 days from the date of the letter in which to make an appeal.

Appeal Committee. This should be another sub committee of the main committee but chaired by the Club President or a Vice President. This sub committee should consist of 5 members who should be different from those members of the initial committee.

### **Conduct of Sub-Committee meetings.**

The Chair of each sub- committee will introduce those present and outline the purpose of the meeting. It is vital that the need for confidentiality is stressed and that proceedings should not be discussed outside the meeting or with any other members of the club or general public. A non- committee member shall be appointed to minute the meeting thereby leaving the secretary free to be fully involved in discussions etc if he/she is elected to the disciplinary or appeals committee.

Initial evidence will be heard from witnesses and those bringing the complaint either by personal appearance or by signed written statement These persons may remain in the room before and after giving evidence.

Persons against whom complaints have been made will be in the room at all times and will have the right to cross examine each witness at then end of their statement.

Once all sub-committee members are fully aware of the nature of the complaints, the persons named, together with their friend or representative, will be invited to give their account. They shall appear in alphabetical order of surname if there is more than one person involved.

The sub-committee, via the Chairman, will have the right to ask for clarification of any points from witnesses from both sides. The Chairman will ensure all witnesses are given the chance to present their information without interruption or harassment.

The Chairman should ensure each witness and accused person is dealt with as fairly as possible and should not allow sub-committee members to ask questions during the main submission of evidence. Questions should be asked once witnesses have finished or the person complained against has fully stated their case.

The Sub-Committee Chairman should :

- thank each person who has appeared before the sub-committee and then ask anyone other than sub-committee members to leave

- Summarise the complaints brought and the evidence heard in an unbiased way
- Invite the views of sub- committee members
- Produce an outcome of the meeting and in the case of the Disciplinary committee, suggest further action.
- In the case of the Appeals committee , their findings are final and should be communicated to Chairman and Secretary as soon as possible so that they, acting jointly, can notify the persons accused within 48 hours in writing and by first class post.
- Take charge of the single copy of the minutes for transference to the secretary
- Communicate findings to the Club Chairman and Secretary if these persons have not formed part of the sub-committee.
- Ensure that the Chairman and Secretary acting jointly will inform the persons against whom the complaints were made of the sub-committees findings in writing within 48 hours. This to be done by first class post and must explain the right to appeal within 14 days of the date of the letter.

The Club Secretary should :

- Inform the Firearms licensing authority if the outcome is such that members have their membership of the club revoked.
- Ensure the single copy of the minutes is marked confidential and kept in a secure place
- Inform the treasurer so that membership records can be amended
- Inform the club captain so that shooting teams can be altered if necessary.