Bowmen of Darenteford

Disciplinary Procedure

Responsible for Review of Policy & Procedures
Club Committee

Change History			
Version	**Approved By**	**Date of Approval**	**Next Review Date**
V1.0	Club Committee	May 2023	March 2026
BOD DP V2.0	Club Committee	September 2026	March 2027

Disciplinary Procedure

Introduction

Bowmen of Darenteford operate under Archery GB (trading name of the Grand National Archery Society) and agrees to adopt their policies.

Archery GB Policies can be found on their website:

https://archerygb.org/about/governance/disciplinary-policies-and-appeal-procedures

https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides

https://archerygb.org/about/equality-diversity-and-inclusivity

This Disciplinary Procedure shows how Bowmen of Darenteford intends to follow Archery GB's Disciplinary Policy and Procedure in line with their Lower Level Concerns Policy at a club level. In the event of uncertainty or conflict in policy, Bowmen of Darenteford will refer to and give priority to Archery GB's Policies and if required seek further advice from Archery GB.

Definitions

- Misconduct: Unacceptable or inappropriate behaviour (Archery GB defines this as, any behaviour, action, or inaction that is inconsistent with its Code of Conduct, policies, rules, and regulations, including instances that bring the sport into disrepute)
- Member: Anyone with club membership
- Participant: Anyone involved in club activities (playing, spectating, socialising)
- Respondent: The person the complaint is about
- Complainant: The person who raised the issue
- Disciplinary Panel: Group handling formal cases
- Appeal Panel: Group handling appeals
- Adult at Risk: Someone 18+ who may be vulnerable due to health, disability, or capacity
- Young Person: Anyone under 18
- Conflict of Interest: The Respondent, close friends of the Respondent, anyone who is either related to, or co-habiting with the Respondent, someone with previous experience of tension with the Respondent, or any other close association which would make an unbiased involvement very difficult or impossible

The Procedure

All members of Bowmen of Darenteford are responsible for ensuring that their behaviour meets the requirements of Archery GB regulations, policies and code of conduct, and Club Rules and Codes of Conduct to promote its values:

- We value people for who they are and their unique contribution to archery.
- We choose to work and learn together.
- We strive for excellence across the board.
- We always act with integrity.

Whilst Bowmen of Darenteford will do its best to ensure this Policy is followed, it should be noted that all of people within Bowmen of Darenteford provide their time voluntarily without payment, and have other commitments outside of Bowmen of Darenteford.

All cases of misconduct will be dealt with in a prompt, consistent, fair, and transparent manner. Everyone involved in the disciplinary process is expected to work together to resolve the issue and maintain confidentiality.

1. Purpose

To handle any issues of misconduct fairly and consistently at Bowmen of Darenteford.

2. Matters Involving Young Persons or Adults at Risk

Special care must be taken when the case involves a Young Person or Adult at Risk. The panel must consider:

- Format of proceedings
- What action may be appropriate
- Adjusting procedures as needed

The Archery GB Safeguarding Team must be informed.

Refusal to cooperate does not prevent disciplinary action.

3. Who the Procedures apply to

These apply to everyone involved within Bowmen of Darenteford, including:

- Club Members (all types)
- Volunteers
- All contractors and visitors (including parents/carers)
- All members of Bowmen of Darenteford official online club pages/social media/group chats

4. What's covered

This Procedure handles:

- Breaches of Bowmen of Darenteford rules, codes of conduct, or values
- Misconduct during all competitions or events, either hosted by Bowmen of Darenteford or another Archery GB body/group, including official club sessions and online club interactions
- Behaviour that's inappropriate, unlawful, unsporting, or damaging to the club or the sport
- Bowmen of Darenteford official online club pages/social media/group chats
- Any safeguarding concerns (must be referred to Archery GB before action is taken)

5. Making a Complaint

Anyone can raise a concern or complaint. Complaints need to be received in writing (preferably via Email) to the Bowmen of Darenteford Secretary (or Welfare Officer if complaint is about the Secretary) making it clear the sender wishes it to be treated as a complaint, but the club will make reasonable accommodations for submission if needed.

Once a complaint is received:

- The receiver of the complaint should acknowledge receipt straight away.
- The Complaint Recipient (usually the club Secretary) and one other person, who is an Archery GB member, and without any conflict of interest will be appointed to review it.
- The respondent will be informed about the complaint and the process that will be followed.

6. What Happens Next

The Complaint Recipient and second person should then categorise what type of complaint it is, using the triaging document. They'll securely record the reasons for their decision.

If it's appropriate for Bowmen of Darenteford to handle the complaint, then a Disciplinary Panel will be formed.

7. Disciplinary Panel

- A panel of 3 Bowmen of Darenteford members with no conflict of interest will be formed for the Disciplinary Panel (who will be members of Archery GB)
    - If Bowmen of Darenteford cannot find someone in the club who does not have a conflict of interest, they can reach out to another Archery GB Member outside of the club to be on the panel. The club will endeavour to ensure that confidentiality is maintained.
- One will act as panel Chair – made clear to all involved
- The Disciplinary Panel will gather evidence from all parties involved, and from witnesses (if appropriate), and assess against Bowmen of Darenteford policies and procedures.
    - The Respondent should have the opportunity to provide a statement on the allegation.
- It is important for the panel/club to make all parties aware of the allegation, explain that there will be a panel, and they will have the opportunity to attend and give evidence

8. Panel Hearing

- The Disciplinary Panel will inform all parties of a date for a hearing in writing. This date should be agreed with the Respondent and if possible, any witnesses. The notice for the hearing should be sent out with time to prepare, for example 14 days.
    - The Respondent must be given the opportunity to attend the Hearing. In advance of the Hearing, the Panel should be provided with all gathered evidence.
    - All information sent to the Panel should also be made available to the Respondent.
- Respondents and Complainants may:
    - Be represented by someone (who may speak but not give evidence) – this person should not be a lawyer or other legal practitioner.
    - Bring a supporting Member (who cannot speak on their behalf)
- If the Respondent or Claimant does not attend the hearing (or gives less than reasonable notice (for example 7 days) of cancellation), then the hearing will continue without them

- Hearings may be in person, via video/audio call, or through written submissions, depending on what's most appropriate.
  - A mix of in-person and video/audio call may be appropriate.
  - This decision should take into consideration any conditions of the people involved e.g., illness, mental ill-health, physical disability, neurodivergence when deciding on which hosting method is best.

- The Chair decides the procedure, but fairness and the opportunity to respond and challenge evidence must be ensured.
  - Before the hearing, deadlines will be set for submitting any written evidence or statements.
  - The Panel will present the case and any supporting evidence or witnesses.
  - The Respondent can present their side, challenge evidence, submit their own, explain mitigating circumstances, and call witnesses.
  - Extra witnesses may be allowed at the Chair's discretion.
  - Witnesses must wait outside until it's their turn, except for the Complainant and Respondent.
  - The Panel need to consider if it's best to keep the Complainant and Respondent separate whilst they take part in the hearing.
  - The Panel may ask questions after each person gives their evidence.
  - The Respondent can ask questions of the Panel, but not directed at the Complainant or witnesses.
  - The Panel may limit questioning if needed.
  - Both sides can make a final statement before the Panel decides.
  - The room will be cleared while the Panel decides if the charge is proven based on the evidence.
  - The Panel will consider the Respondent's relevant past disciplinary record before deciding on a sanction.
  - The room will be cleared again while the Panel decides the appropriate sanction.
- Where possible, the Panel should give their decision as to whether the complaint has been upheld on the day of the hearing and if appropriate to do so, impose a suitable sanction. The decision should be provided in a written format to the Respondent and Complainant within 7 days of the Hearing, along with any other records from the Hearing. (See next section for possible sanctions)
- If the decision cannot be given on the same day, the Respondent should be informed of the decision within seven days of the Hearing in writing.
- If the Panel decides they can opt to dismiss the allegation.

- The written record and decision should include how to appeal. See section 10 for more details on Appeals
- The Panel should keep a record of:
  - The disciplinary Policy and/or Procedure that the Panel followed.
  - Who was present at the Hearing.
  - Any decision(s) made.
  - The reasons for that decision(s).

Throughout the process, it must be fair and transparent to all parties involved. The outcome of the disciplinary panel should be provided to Archery GB's Safeguarding Team.

9. Sanctions

Sanctions are to be applied in a way that is proportionate to the incident. Examples include but are not limited to:

- The Respondent has to provide a written apology to the claimant.
- A written warning as to their conduct which shall remain on the Respondent's record for a period of for example up to 3 years.
- Order the payment of compensation to the club, a member or other person for any loss, damage, or injury suffered by them.
- This can also be in terms of volunteering time.
- Require the Respondent to comply with a period of mentoring/ supervision/training to be completed in a timeframe set by Bowmen of Darenteford.
- Require the Respondent to prove competence. This may specify relevant training to be undergone and a reasonable period within which it must be undertaken. If a Respondent fails, without good reason, to comply with such a requirement, the Panel shall reconvene and consider alternative or additional sanctions, or it may refer the case for consideration by another Disciplinary Panel.
- Suspend the Respondent from holding a committee or similar position within the club for such period and/or events as the Disciplinary Panel decides.
- Suspend the Respondent from access to some/all club activities and sessions for such period and /or events as the Disciplinary Panel decides.
- Suspend the Respondent from membership of the club for such period and/or from such specified competitions and/or events as the Disciplinary Panel decides.
- Members will not be entitled to the refund of any club fees paid for the duration of the sanction.

- If The Panel decides to expel the member from Bowmen of Darenteford, it will be done within a set time frame decided by The Panel

10. Appeals

To appeal a panel decision, the Respondent must submit a written Appeal Request within 14 days, stating:

- Grounds for appeal
- Supporting evidence

The grounds for appeal are likely to be that the Disciplinary Panel:

- Failed to give the appellant a fair hearing.
- Came to a decision that no reasonable panel should have reached.
- Failed to comply with the necessary rules and regulations pursuant to the allegation; or
- Imposed a sanction that was excessive or - depending on who is appealing - was so unduly lenient as to be unreasonable.
- Significant and relevant new evidence has become available which was not available before the conclusion of the hearing but, had it been available, may have caused the Disciplinary Panel to reach a materially different decision.

The Appellant has 14 days from the date of receipt of the Disciplinary Panel's written decision and sanction to submit the appeal form to the club.

The appeal must include:

- The precise details being appealed against
- The supporting facts and matters including the evidence on which the appellant relies; and
- Any new evidence relevant to the appeal panel.

Appeals must be held by the same process as stated above but include new people without conflict of interest. If there are not enough people without a conflict of interest to handle an appeal, at which point, it can be passed to the County (or if no County, the Region) to conduct the appeal. The Appeals Panel will ensure fairness and may adjust procedures as needed for effective hearings.

The Appeals Panel will assess if the appeal is valid. If not, it will be returned with reasons.

If after the Appeal the Respondent still feels that the process was not conducted fairly then the issue can be escalated through the following structure:

- Club decisions → Appeal to County
- County decisions → Appeal to Region
- Regional decisions → Appeal to Archery GB

No further appeal is allowed beyond these levels.