



**SOUTHSIDE
ARCHERY**

Southside Archery Disciplinary Policy

Version control

Status	Version	Author	Date	Changes
Draft	1	KO'L	03/04/34	Initial Draft
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Introduction

Southside Archery believes that many potential disciplinary or grievance issues can be resolved informally, when and where they happen. However, where an issue cannot be resolved informally, this policy is intended as a guide to a more formal process. Southside Archery is committed to taking all complaints seriously. We wish to promote a culture where it is safe and acceptable for all to raise any complaints or concerns. No individual should ever be victimised for raising concerns or making a complaint.

In dealing with these issues fairly, we believe it is important that:

Issues should be dealt with promptly without unreasonable delay

All involved should act in a consistent manner

Decisions should be based on facts and, if necessary, investigations

Members should be informed, be able to put their case before any decision is reached

Members should be allowed to be accompanied at any hearing

An appeal process should be put in place

1 Policy Principles and Scope

1.1 The purpose of this policy is to ensure that everyone meets the standards of conduct and behaviour expected of them to carry out Southside Archery's vision to enrich lives through archery.

1.2 All members are responsible for ensuring that their behaviour meets the requirements of the Southside Archery Code of Conduct to promote its values:

1.2.1 We value people for who they are and their unique contribution to archery.

1.2.2 We choose to work and learn together.

1.2.3 We strive for excellence across the board.

1.2.4 We always act with integrity.

1.2.5 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.

1.3 This policy promotes a culture where it is safe and acceptable for anyone to raise a complaint or concern including those of poor practice, bullying or harassment, abuse, grooming, neglect, or any other form of misconduct. No person should be victimised for raising concerns or making a complaint.

1.4 Southside Archery requires members to co-operate in any misconduct complaint investigation, and where requested, to participate in interviews.

1.5 Southside Archery is committed to ensure that reasonable adjustments are made where necessary so that members are able to attend meetings, read correspondence, and participate fully in the process

2 Starting the procedure: initial stage

2.1 A person wishing to raise a complaint can do so by contacting the Secretary (or either secretary if the role is currently being shared) this can be via whichever communication method is preferred initially, however you may be asked to follow this up with an email detailing your complaint. You will receive confirmation that your complaint has been received within 5 working days.

If your complaint cannot be dealt with informally, the secretary will form a Case Management Panel made up of members of the committee.

Role of the Case Management Panel (CMP)

2.4 The role of the CMP is to provide independent oversight of and manage each case referred to the CMP.

2.5 Where a potential complaint arises, the secretary will liaise with the CMP to review the available details and/or facts to help establish:

2.5.1 Whether immediate action is required to put in place interim protective measures. For example, suspension of a member or notifying statutory agencies.

2.5.2 Whether the complaint can be dealt with informally or if a formal process must be followed

2.5.3 Whether the complaint relates to serious breaches of Southside Archery's policies including serious misconduct, safeguarding and our code of conduct

3 Assessing the level of misconduct

3.1 The CMP will inform the member as soon as practicably possible about the details of the complaint involving them and on what grounds the alleged misconduct is a breach of Southside Archery's Code of Conduct.

3.2 The level of seriousness of the alleged misconduct may fall under 1 or more of the categories set out in Appendix 1. Some examples include:

3.2.1 an isolated incident which falls short of the standards expected.

3.2.2 Either repeated incidents or significant breaches of the standards expected or

3.2.3 Repeated serious incidents and conduct serious enough to result in significant harm to reputation and/or others.

3.3 The CMP reviews the likely level of the alleged misconduct and notifies the member of:

3.3.1 The likely sanction if misconduct is found to have occurred on the facts known to the CMP at that time;

3.3.2 The investigation that needs to be carried out;

3.3.3 The welfare support available to the member during this process; and

3.3.4 Where applicable, the grounds for immediate suspension.

3.4 The CMP will write to the parties, setting out the progress of the case within 14 working days of the receipt of the complaint unless external agencies advise otherwise

4 Informal Action – Lower-level concerns

4.1 Except for safeguarding cases including child protection which must be referred to the Child Protection Officer, the secretary and CMP may deal with a complaint informally.

4.2 This can address concerns or complaints of misconduct quickly and informally, and members are given an opportunity to address any shortfalls in standards of behaviour.

4.3 The secretary should hold a discussion about expectations and standards of behaviour, clearly setting out details of the complaint and what improvement is required. The secretary should give the member an opportunity to explain their actions. An offer of further training, coaching or mentoring may be appropriate to help the member to address any behavioural/conduct issues.

4.4 A written record of the discussion should be made setting out the complaint and informal action taken. A copy of the record should be provided to the member and a copy retained by the club in accordance with GDPR.

4.5 If during the informal discussion, it becomes clear that the complaint may be more serious, or further incidents of misconduct occur, the discussion should be suspended. The member should be told that the matter will be addressed under the Formal Process, and they will have the right to be accompanied at formal meetings.

5 Formal Process – preliminary matters

5.1 In all other cases of alleged misconduct, the Formal Process will be followed. The CMP considers all preliminary matters including but not limited to, the following:

5.1.1 To create a timetable for action to be taken;

5.1.2 How best to gather the relevant evidence:

5.1.3 To determine the proportionate level of investigation and consider whether it is appropriate to use the Fast Track Process (Section 6);

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5.1.4 To decide whether a Disciplinary Panel hearing should be convened.

5.1.5 To consider whether the member (referred to as the respondent under the Formal Process) should be suspended during the disciplinary case (Section 8);

5.1.6 If the disciplinary case is not resolved within 40 days, the CMP will seek advice from the committee to review whether:

5.1.6.1 Everything is being done to progress the case;

5.1.6.2 The correct process is being followed;

5.1.6.3 How to address any unnecessary delays; and

5.1.6.4 Ensure that the respondent is kept informed of the reason for any delay

6 Fast Track Process

6.1 In straightforward complaints, a Fast Track Process, where the facts are not disputed and/or evidence is readily available, can be pursued to move the case to a conclusion as quickly as possible.

6.2 The Fast Track Process is appropriate where the CMP and the respondent agree that the process is suitable for the specific facts of the case. It allows for a simple factfinding process by the CMP instead of pursuing a full investigation and Formal process (section 11).

6.3 The Fast Track Process should never be used for safeguarding cases, or misconduct cases where there is alleged gross misconduct and the outcome could result in the respondent's removal from Southside Archery. For example, it is not appropriate in cases relating to a breach of Southside Archery's Safeguarding Policy - Children and Young People or Safeguarding Adults policy.

6.4 In fast-track cases, the CMP will undertake a simple fact-gathering exercise and complete the following disciplinary procedure steps:

6.4.1 Write to the respondent with details of the alleged misconduct, a brief description of the evidence and the likely sanction if misconduct is found to have occurred;

6.4.2 Invite the respondent to respond within 14 days on whether it is accepted that this is a Fast Track case or whether the respondent requests that the complaint is referred to the Formal Process;

6.4.3 If it is a Fast Track case, the respondent should respond in writing setting out the details of any matters to be considered including evidence and any mitigation;

6.4.4 If the respondent does not respond, the CMP will proceed to consider the complaint under the Formal Process;

6.4.5 The CMP will consider the respondent's response and advise the respondent in writing of the decision and sanction within 14 days of receipt of the respondent's response;

6.4.6 The decision letter will include an opportunity for the respondent to appeal against the sanction within 14 days of the decision letter to the CMP;

6.4.7 The Fast Track process can be stopped by the CMP if at any stage it is evident that the scope of the misconduct is more serious or complex than initially set out. The complaint should then be considered under the Formal Process; and

6.4.8 The Fast Track process may also be stopped by any party at any point if it is considered that the party is being disadvantaged by the process. The complaint should then be considered under the Formal Process.

7 Serious Complaints

7.1 In all cases where a serious complaint is alleged as defined in Appendix 1; for example,

involving safeguarding, the complaint will be referred to the Formal Process.

7.2 The CMP will liaise with the secretary to take prompt and appropriate action to address any serious complaint in accordance with Southside Archery's policies. For example, under the Safeguarding Children and Young People/Adults policy. This may include reporting a case to statutory agencies including the police or seeking external support from Sport Resolutions to provide expert advice and support.

7.3 Where it is suspected that a criminal offence has been committed, the CMP and secretary will co-operate with other statutory agencies which may include suspension of any internal investigation pending the outcome of other statutory enquires.

7.4 However, the Formal Process will not necessarily wait for the outcome of statutory enquires before commencing an investigation. Where a respondent is subject to a criminal investigation, is held in custody or is linked to a child protection enquiry, the CMP can seek advice from statutory agencies on whether it can consider the next steps in the Formal Process.

7.5 The CMP will also consider whether suspension of the respondent may be necessary whilst the complaint is investigated.

8 Deciding whether to suspend

8.1 In serious cases, the respondent may be suspended from Southside Archery premises and from participating in any activity organised by Southside Archery if it is reasonable to believe at any point during the process that:

8.1.1 Children, young people, or adults may be at risk;

8.1.2 There is a risk to other members, property or visitor;

8.1.3 The alleged misconduct is serious and may amount to gross misconduct; or

8.1.4 The respondent may interfere with evidence and/or influence witnesses required for the investigation.

8.2 The decision to suspend the respondent will be made by the CMP in conjunction with the secretary.

8.3 In exceptional cases, the secretary shall seek permission of the CMP to suspend temporarily a member for up to 30 days where there are reasonable grounds to believe that it is necessary to protect Southside Archery's reputation.

8.4 The CMP will notify the respondent of the suspension. Where possible, attempts will be made to ensure that the respondent is supported during notification. However, it is recognised that this is not always possible where the suspension is urgent. The suspension decision and arrangements will be confirmed in writing. A further offer of welfare support to the respondent will be made.

8.5 Suspension is not a sanction. It should be made clear to the respondent that suspension is not a disciplinary action and does not assume any guilt on behalf of the respondent being suspended.

8.6 The period of suspension should be as brief as possible and kept under regular review by the CMP no later than three months from the date the decision to suspend was made. On review, the CMP may confirm, modify or lift any suspension if there is a material change in the circumstances in which the suspension was made.

8.7 During the suspension the respondent forfeits their membership rights except:

8.7.1 For the purposes of any disciplinary action or any appeals process involving the respondent

8.7.2 Southside Archery will continue to provide welfare support to the member.

9 Dealing with children

9.5 Where children and young people are involved in the investigation process or as a witness, they should be involved in an appropriate manner which meets their individual needs to fully participate in the process.

9.6 No person under the age of 18 years can be fined. Any financial penalties will be the responsibility of the associated club as appropriate.

9.7 A child under the age of 12 years cannot appear before the Disciplinary Panel either as a witness or respondent subject to a complaint. An alternative resolution to the Formal Process should be considered, such as group or individual training.

9.8 Where a child under 12 is a witness to a complaint, the welfare officer (defined in the Safeguarding Policy) should, with the permission of the parents/carers, obtain a statement from the child and if required, deliver the statement at the Disciplinary Panel hearing.

9.9 A child over the age of 12 may provide a statement and consideration will be given to the child attending a Disciplinary Panel hearing – usually remotely with their parent/carer where:

9.9.1 the evidence is critical to enable the case to proceed in a fair and transparent manner;

9.9.2 the Disciplinary Panel make sure that only essential people are present at the hearing where only the Chair will be permitted to ask questions of the child;

9.9.3 if the respondent has any questions, those will be agreed with the Chair outside the hearing of the child, and the Chair will determine the relevance; and

9.9.4 Once the questioning is completed, the child/young person will leave the hearing.

10 Investigation

10.1 Complaints not suitable for the Fast Track Process may require a formal investigation to be undertaken. The aim of the investigation is to collect and record facts necessary to decide whether there is a case to answer or not.

10.2 The CMP in conjunction with secretary will appoint the investigator who must be independent of the process and equipped with the appropriate skills to undertake the investigation.

10.3 An appropriate level of investigation will be carried out in accordance with terms of reference agreed with the respondent as far as possible. How the investigation is

achieved depends on the individual circumstances of each case. If the respondent is invited to an investigation meeting, it must be made clear that the member can be accompanied by a representative and is expected to co-operate with the process

10.4 The investigator will compile a written report for the CMP, indicating whether they believe that there is a case to answer or not. It is not their role to make a finding on whether the complaint has occurred or to recommend an appropriate sanction. The CMP should decide if there is a case to answer and identify appropriate next steps.

10.5 It is expected that wherever possible, investigations should conclude within 30 days.

11 Formal disciplinary process

11.5 If the respondent does not agree to the Fast Track Process or if the CMP considers that the complaint is not suitable for the Fast Track process, the formal disciplinary process will commence.

Case Presenter

11.6 The CMP will appoint a case presenter who will summarise the complaint and send the respondent a written account of the alleged misconduct. This will include a short factual summary of the evidence and copies of any statements and other evidence referred to.

11.7 The respondent will have 14 days following the issue of the written summary of the complaint to advise the case presenter whether the respondent:

11.7.1 accepts the written summary and admits the alleged misconduct, and requests that the matter is dealt with by correspondence only;

11.7.2 accepts the written summary and admits the alleged misconduct, and requests to appear before the Disciplinary Panel to enter a plea in mitigation; or

11.7.3 denies the alleged misconduct, and requests that the matter is dealt with by the Disciplinary Panel.

11.8 Failure by the respondent to accept or deny the written summary of alleged misconduct will be considered as a denial of the alleged misconduct, and the case will proceed to a Disciplinary Panel hearing.

The Disciplinary Panel

11.9 The Disciplinary Panel members may be officers or members of Southside Archery or suitably qualified people who have no prior knowledge of the respondent or facts of the case.

11.10 The Disciplinary Panel hearing is not a judicial hearing and so evidence will not be given under oath. All parties will provide open and truthful evidence and they may choose to be legally represented or accompanied by a supporter (at their own expense). The Disciplinary Panel will follow the principles of natural justice to conduct a timely, fair and transparent hearing.

11.11 The CMP will appoint the Disciplinary Panel and can request Sport Resolutions or another independent body to appoint up to 3 independent panel members to either sit as the Disciplinary Panel or provide members for the panel.

11.12 The role of Southside Archery within this process is to exercise a supervisory and disciplinary function in relation to members. In performing their functions, the Disciplinary Panel act as a committee of Southside Archery and not a 3rd party seeking to adjudicate a dispute between Southside Archery and the respondent.

11.13 The CMP on the authority of Southside Archery will advise the respondent of the professional details of the proposed panel members. The respondent can object to the appointment of any panel member. For example, if a conflict of interest is identified. The CMP will consider any reasonable objections under preliminary matters and may agree to appoint an alternative panel member.

11.14 The administrator will obtain all parties' availability and schedule a date for the Disciplinary Panel hearing. At least 28 days' notice of the hearing will be given to the respondent.

11.15 At least 21 days before the Disciplinary Panel hearing, the case presenter will provide to the respondent and Disciplinary Panel the statement of facts/alleged facts relied on and copies of any documents not previously provided to the respondent.

11.16 Within 14 days of receipt of the statement of facts, the respondent will provide to the case presenter and Disciplinary Panel any response including whether any allegations are admitted, witness statements and any defence relied on including any argument that there is no case to answer.

11.17 Each party is responsible for ensuring that their witnesses attend the hearing (at their own expense).

11.18 All evidence must be received by Southside Archery no later than 5:00pm 14 working days prior to the date of the Disciplinary Panel hearing.

11.19 The administrator will distribute the hearing bundle to all parties no later than 10 working days prior to the hearing date.

11.20 Prior to the hearing, the case presenter and the respondent will provide details of any legal or other representative who will appear on behalf of either party at the Disciplinary Panel hearing or any person who will accompany them to provide support.

11.21 The CMP and secretary will regularly review the progress of the case to ensure there is not unnecessary delay and that the parties are kept up to date

The disciplinary panel hearing

11.22 It may be appropriate for the Chair of the Disciplinary Panel to hold a preliminary hearing to agree directions prior to the full hearing where all parties can make representations. The procedure to be followed at the hearing will be at the discretion of the Chair, provided always that the hearing is conducted in a fair and transparent manner. In particular, the directions will consider whether:

11.22.1 Evidence can be admitted in writing or via video conference call without the need for the witness to attend in person. Where evidence is presented in writing only, the Disciplinary Panel will specifically consider the weight to be given to that evidence in view of the lack of opportunity for the witness to be questioned;

- 11.22.2 To adjourn the hearing where other criminal or civil investigations are ongoing;
- 11.22.3 To admit or exclude evidence presented during the hearing or other appropriate directions;
- 11.22.4 To set a witness timetable; and
- 11.22.5 To consider any appeal against current suspension.
- 11.23 The Disciplinary Panel hearing will be held in private. At the discretion of the Chair of the Panel and with the agreement of all parties, an external observer may be permitted to attend.
- 11.24 The burden of proving the case, on the balance of probabilities, rests with Southside Archery.
- 11.25 The case presenter sets out the allegation and supporting evidence. Evidence is not required of any fact which is undisputed by the respondent.
- 11.26 The respondent, or their representative, will have the right to question any witness presented by the case presenter, except for any witness identified under the Safeguarding Children and Young People/Adult Policy.
- 11.27 The respondent, or their representative, will give their evidence including a summary of their response and supporting evidence. This includes witnesses that they wish to call in support of their case and to rebut evidence presented by the case presenter. The case presenter will have the opportunity to question the respondent and witnesses.
- 11.28 The Disciplinary Panel may put questions to any party or witness at any stage of the hearing.
- 11.29 The case presenter and then the respondent, or representative, will have the opportunity to make any closing comments to the Disciplinary Panel.

Deciding the outcome

- 11.30 In all cases, the outcome is determined on the civil burden of proof - whether on the balance of probabilities, it is more likely than not that the complaint is substantiated.
- 11.31 The Disciplinary Panel will adjourn to consider the issues in private and to reach a decision. It will first consider whether the complaint is substantiated or not, and any decision will be found by a majority verdict.
- 11.32 The Disciplinary Panel may announce the decision on the day of the hearing and/or within 7 days in writing.

Deciding the appropriate sanction

- 11.33 If the complaint is found to be substantiated, the Disciplinary Panel will determine the appropriate sanctions under Appendix 2, having considered:
 - 11.33.1 Any representations by the case presenter including any previous disciplinary history on the respondent's record.
 - 11.33.2 Any statement in mitigation provided by the respondent either at the time

of the hearing or within 14 days of the Disciplinary Panel's decision.

Informing the respondent of the decision

11.34 Within 14 days of the respondent's statement of mitigation or where there is no response from the respondent, the Disciplinary Panel will produce a report setting out its decision, the level of sanction imposed and rationale for those decisions.

11.35 A copy of the disciplinary decision will be made available to the respondent, the CMP and the secretary. A redacted copy may be made available to any other interested party as deemed appropriate by the Chair of the Disciplinary Panel.

12 Appeals

12.1 Any party known as the appellant may appeal against a Disciplinary Panel decision or sanction or both.

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

12.2.1 Failed to give the appellant a fair hearing;

12.2.2 Came to a decision that no reasonable panel should have reached;

12.2.3 Failed to comply with the necessary rules and regulations pursuant to the misconduct allegation; or

12.2.4 Imposed a sanction that was excessive or - depending on who is appealing - was so unduly lenient as to be unreasonable.

12.3 The appellant has 14 days from the date of receipt of the Disciplinary Panel's written decision and sanction to submit the appeal to Southside Archery.

12.4 The appeal must include:

12.4.1 The precise details being appealed against with reference to paragraph 12.6;

12.4.2 The supporting facts and matters including the evidence on which the appellant relies; and

12.4.3 Any application to submit new evidence to the appeal panel.

12.5 The respondent to the appeal (being either Southside Archery or the respondent before the Disciplinary Panel) will within 21 days submit:

12.5.1 The response to the appeal; and

12.5.2 The response to any application to include new evidence.

12.6 On receipt of the appeal, Southside Archery will set up an Appeal Panel. The panel will consist of 3 members who are entirely independent of the Disciplinary Panel.

12.7 The appellant can make a written objection including rationale to the appointment of any member of the Appeal Panel within 7 days of notification. Southside Archery may replace a member of the Appeal Panel where an objection has been lodged if it is reasonable and proportionate to do so.

12.8 Each party may appoint a legal representative (at their own expense).

12.9 Unless the Chair of the Appeal Panel agrees at a directions hearing, the parties will not submit any further written material after the above time limits for submissions concluded.

12.10 The original decision will remain in force unless an application is received by either party to the Appeal Panel for it to be set aside pending the appeal. The decision is at the sole discretion of the Appeal Panel.

12.11 The Appeal Panel hearing will be set down for hearing with a minimum of 28 days Notice

Directions hearing

12.12 The Chair of the Appeal Panel may hold a directions hearing to consider whether any preliminary matters can be addressed with the parties to prepare for the Appeal Panel hearing. This hearing can take place by video conference with the parties and can decide:

12.12.1 To confirm the proposed date of the Appeal hearing and whether it will be conducted in person, by video link or in writing;

12.12.2 To agree the list of documents to be produced;

12.12.3 To agree whether any witnesses are required to attend; and

12.12.4 To agree any other preliminary directions.

The appeal panel hearing

12.13 The Appeal Panel will hear the appeal and make a decision based on the civil test of balance of probabilities.

12.14 By agreement, each party to the appeal can present the appeal in writing, in person or via video link.

12.15 The appellant or representative will set out their case and the respondent will respond.

12.16 The appeal will be limited to a review of the decision of the Disciplinary Panel or previous disciplinary decision. Any new evidence from the appellant will be considered, if accepted by the Appeal Panel, and any witnesses included as part of the new evidence may be questioned by all parties.

12.17 The Appeal Panel may ask questions at any time, but the parties are not permitted to ask questions other than to witnesses submitting new evidence.

12.18 The Appeal Panel may impose time limits on verbal submissions.

12.19 The Appeal Panel will retire to consider the merits of the appeal.

Appeal Panel Decision

12.20 A written report setting out the decision and reasons will be produced within 14 days of the date of the hearing. A copy of the report will be sent to the parties, CMP and the secretary, and a redacted copy may be sent to any other party with a material interest in the outcome.

12.21 The Appeal Panel has the power to:

12.21.1 Dismiss the appeal in which case the decision of the Disciplinary Panel (or disciplinary decision) is final and binding;

12.21.2 Grant the appeal in which case the allegation in respect of the appellant will be recorded as not substantiated;

12.21.3 Order a re-hearing; and/or

12.21.4 Overturn the decision where they consider it is just to do so. In particular, a decision where:

12.21.4.1 The Disciplinary Panel hearing was not conducted fairly;

12.21.4.2 The Disciplinary Panel decision was unreasonable considering the findings of fact; or

12.21.4.3 There is new evidence, which was not and could not have been available, with proper investigation and enquires, at the Disciplinary Panel hearing

Appeal against sanction

12.22 The Appeal Panel may:

12.22.1 Dismiss the appeal, in which case the original sanction will stand; or

12.22.2 Dismiss the appeal and impose a greater or lesser sanction, considering.:

12.22.2.1 whether the original sanction was fair and reasonable; and

12.22.2.2 taking into account the details of the circumstances, mitigation, or representations.

13 Costs and Expenses of Disciplinary or Appeal hearings

13.1 Each party will be responsible for their own costs and expenses.

14 Confidentiality and data collection

14.1 Southside Archery will keep a written record at all stages within the disciplinary and appeal process, including any investigation.

14.2 All records will be retained in line with GDPR (General Data Protection Regulations) requirements.

Appendix 1 – Levels of misconduct including safeguarding complaints

The following examples are a guide only. The examples are not always exclusive to one level of misconduct and any of the following non-exhaustive list can constitute misconduct, whether occurring at an archery meeting under the auspices of Southside Archery or elsewhere, whether involving archery directly or otherwise.

Southside Archery adopts guidance set out in the Child Protection in Sport Unit (NSPCC) in relation to safeguarding case management thresholds. [case-management-thresholds-guidance.pdf](#)

Levels 1 – 3.

In relation to Level 2 concerns - this may include cases where there have been more than one Level 1 Lower-Level concern.

Level 3 serious complaints /gross misconduct include:

1.1 Breach of the Southside Archery Code of Conduct

1.2 A serious criminal conviction, criminal investigations.

1.3 Physical violence or threatening behaviour, indecent, intimidating, or offensive behaviour or language at any archery event shot under the auspices of Southside Archery or at any premises used by the Southside Archery.

1.4 Sexual harm including rape and sexual assault.

1.5 Discriminatory harm on grounds of race, gender and gender identity, disability, sexual orientation, religion, and other forms of harassment, slurs, or similar treatment of any member of Southside Archery or any visitor to Southside Archery.

1.6 Cheating at any archery event shot under the auspices of Southside Archery.

1.7 Misuse or unauthorised use of premises used by Southside Archery.

1.8 Damage to Southside Archery property or property of staff employed by Southside Archery or its members caused intentionally or recklessly.

1.9 Action likely to cause injury or impair safety on premises including shooting grounds for the time being used by Southside Archery.

1.10 Failure to comply with a reasonable instruction relating to archery matters including shooting, issued by a person authorised by the Rules of Shooting.

1.11 Fraud, deceit, deception, or dishonesty in relation to Southside Archery or its members or visitors.

1.12 Theft, misappropriation or misuse of Southside Archery property or the property of its Members.

Appendix 2 – levels of sanctions

Where the Respondent admits misconduct and/or the Disciplinary Panel determines that any allegation has been found to be proved or a complaint has been admitted, the Disciplinary Panel, after taking into account any mitigation or representations made by the Respondent and the Case Presenter, may impose one or more of the following sanctions on the Respondent:

- 1.1 A written warning as to their conduct which shall remain on the Respondent's record for a period of 3 years.
- 1.2 Order the payment of compensation to a Member or other person for any loss, damage, or injury (including injury to feelings) suffered by them.
- 1.3 Suspend the Respondent from membership of Southside Archery for such period and/or from such specified competitions and/or events as the Disciplinary Panel decides.
- 1.4 Expel the Respondent from Southside Archery.
- 1.5 Require the Respondent to comply with a period of mentoring/ supervision/training.
- 1.6 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 participant 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.
- 1.7 Where applicable, when determining sanctions, the Disciplinary Panel will refer to the rules, regulations, and codes of standards from any other relevant external bodies.
- 1.8 Any member who fails to pay compensation imposed by the CMP or the Disciplinary Panel by the date stipulated or who fails to pay for goods or services provided by Southside Archery, may be notified by Southside Archery of their indebtedness. If such indebtedness is not fully settled by the date stipulated or within 30 days of the dispatch of such notification, the members shall automatically be suspended from all rights and privileges of membership of Southside Archery and no further transactions will be processed on their behalf until such payment has been received.
- 1.9 Southside Archery retains the right to refuse membership in respect of any member.
- 2.0 Where a disciplinary sanction imposes a suspension or expulsion on a Member and the Member submits an Appeal regarding that decision, such suspension or expulsion shall continue until the Appeal is heard unless, in the sole discretion of the CMP, there are exceptional circumstances which indicate that such suspension or expulsion should be lifted pending the outcome of the Appeal. The Appellant should notify the CMP of any exceptional circumstances that they consider to apply.
- 2.1 It should be noted that, if the policies and Code of Conduct of Southside Archery are not complied with, insurance cover may be invalidated. This then may leave the Club (or Member) liable for events giving rise to a claim