



COMPLAINTS & DISCIPLINARY ACTION PROCEDURE

Approved by the Directors – 14th October 2025

OPERATIONAL FROM 14th October 2025

INVESTIGATION

1. Any receipt of an allegation breaching Regulation 7.1 or 7.2 or complaint (Regulation 7.3) will be passed on to the Commodore who will inform the Committee and, if appropriate, appoint a Member or member of staff to investigate it.

1.1. If the presence at the Club of the Member who is the subject of the allegation or complaint may put others at risk, their membership and / or attendance may be temporarily suspended pending the investigation and the outcome of any subsequent disciplinary hearing.

1.2. The investigation may include speaking to the parties concerned and gathering statements from any witnesses. In the case of failure to make a payment, it may involve checking the Club's financial records. During the investigation the subject shall be given the opportunity to voluntarily cancel their membership.

1.3. If, during the course of the investigation, it appears that the Member may have committed a criminal offence, this may be reported to the Police and the internal disciplinary procedure will be put on hold until any Police investigation and subsequent prosecution has been concluded.

HEARING

2. If appropriate the Commodore shall appoint 2 or 3 Committee members to make up a Disciplinary Committee, (the person who conducted the investigation may be asked to present the case on behalf of the Club), excluding any Member who is related to any party, and any Member who has been involved in a previous disciplinary action involving the same Member.

2.1. The date, time and venue for the disciplinary hearing will be decided, allowing sufficient time for the Member to prepare his case.

2.2. The Member will be informed in writing of the nature of the allegation or complaint, asked to attend the disciplinary hearing, informed of their right to be accompanied and provided with copies of these Regulations, any relevant documents and witness statements.

2.3. If the Member is unable, for good reason, to attend on the appointed date, the Disciplinary Committee should endeavour to agree a suitable alternative date. If the Member is unable to agree a mutually acceptable date within a reasonable period, the hearing may take place in their absence.

2.4. No witnesses or statements should be introduced at the hearing without prior notice and copies of all written evidence must be produced for consideration prior to the hearing, to be available in advance to the parties.

2.5. The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the Disciplinary Committee considers it fair to do so.

DECISION

3. The Disciplinary Committee shall decide whether misconduct has taken place, and if so decide on an appropriate and proportionate sanction or penalty.

3.1. If the proposed penalty is expulsion, this shall be taken to the Committee and carried out in accordance with Article 12.4.

3.2. After the Disciplinary Committee has reached a decision, the subject of the allegation or complaint will be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision. If relevant, the Member should be informed of their right of appeal and the timescales involved.

3.3. Any person who has been expelled from Membership or voluntarily cancels their Membership shall not be entitled to have any part of their Fees refunded and must immediately return any trophy or trophies held.

APPEAL

4. An appeal may be made within 14 days of being notified of the decision on the following grounds:

- the Club has failed to follow a fair process; and / or
- the Member feels that the sanction is disproportionate to the offence.

4.1. If the Member appeals, the matter is referred to a further panel of Committee members who were not involved in the original hearing. The appeal hearing may uphold the original decision, reverse it or reduce the penalty but may not increase it.

4.2. The appeal decision is final.