



Kidds Beach Bowling Club

POLICY AND GUIDELINES: GRIEVANCES AND DISCIPLINE

1. INTRODUCTION

In terms of Section 12.1 (e) of the Kidd's Beach Bowling Club's Constitution and Bylaws, the Executive Committee is empowered to "post, suspend or expel members from the Bowls Club or otherwise apply appropriate sanction to any member whose conduct is not in accordance with acceptable behaviour".

This Document is aimed at clarifying and formalising the Committee's approach to dealing with grievances and disciplinary matters.

2. DISCIPLINARY COMMITTEE

The Club's Executive Committee shall establish a sub-committee (the Disciplinary Committee) and appoint one of its members as the Disciplinary Convenor, who in turn, shall co-opt two senior Club members to serve on the Disciplinary Committee, to deal with such cases as may be referred to it by the Club's Executive Committee.

Key attributes of the members of the Disciplinary Committee should be their natural leaning towards independence and a strong sense of objectivity.

3. GRIEVANCES/COMPLAINTS

3.1 Should any Club member have any grievance or complaint of whatever nature, which may impede good fellowship amongst members of the Club or be counterproductive for the effective management of the Club, such complaints or grievances must be lodged with the Convenor of the Disciplinary Committee.

3.2 Depending on the circumstances, the Disciplinary Convenor may require the grievance/complaint to be put in writing.

3.3 The Disciplinary Committee shall investigate such grievance or complaint in order to obtain a satisfactory solution or to recommend corrective action to the Executive Committee.

3.4 Reported matters will always be dealt with confidentially.

3.5 It's important to note that Club members who abuse this grievance and complaints process (for example reporting false information) may themselves be guilty of unacceptable behaviour.



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4. INVESTIGATION AND HEARING

4.1 Should any Club member be alleged to have committed any wilful breach of the rules, by-laws or regulations of the Club, or to have conducted themselves unbecomingly or prejudicially to the interest and reputation of the Club, whether within the Club's premises or outside them, the Disciplinary Convenor shall –

4.1.1 advise the Executive Committee of the Disciplinary Committee's intention to investigate the allegations;

4.1.2 inform the member in writing, via a Notice of a Disciplinary Enquiry (see example on last page of this document), of the alleged infringement and call upon such member to appear before the Disciplinary Committee and to explain his/her alleged conduct.

4.1.2.1 The Disciplinary Convenor shall chair all Disciplinary Hearings.

4.1.2.2 If any member of the Disciplinary Committee has a conflict of interests with the accused (eg. a relative or close friend, etc.) that member should withdraw from the hearing process.

4.1.2.3 The notice period depends on the charges (7-10 days would be a reasonable notice period).

4.1.2.4 Should a person refuse to sign the Notice, it does not render the Notice invalid. A witness will then be requested to sign it, stating that the accused refused acceptance of the Notice.

4.1.2.5 Should the accused elect not to appear at the hearing, the Convenor is entitled to proceed with the process in the absence of the accused, as long as the Notice of a Disciplinary Enquiry had been issued.

4.2 Where deemed necessary and without prejudice, an accused member may be suspended from the Club premises pending an investigation into the alleged misconduct, especially in instances when the member's presence may jeopardise any investigation.

NOTE: the member should be entitled to still play bowls, enter competitions, exercise voting rights etc. until such time as the disciplinary hearing is completed (they are entitled to "full benefits").

4.3 Any ruling given by the Disciplinary Committee shall be binding and be referred to the Club's Executive Committee, before being communicated to the party/parties concerned.

4.4 Any appeal against a disciplinary decision must be lodged, in writing, with the Club's Executive Committee, within three days of the decision.

4.5 All disciplinary matters shall be dealt with as speedily as possible, according to the "Procedure and Notes" as detailed on the Notice of a Disciplinary Enquiry.

4.6 All proceedings and decisions taken are to be documented and retained on file.



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5. GUIDELINE CODE OF CONDUCT

The following are examples of acts of misconduct that should be avoided by Kidd's Beach Bowling Club members:

- 5.1 Any act that is considered to bring the name of the Club into disrepute.
- 5.2 Gross insubordination/insolence towards the Executive or employees of the Club.
- 5.3 The possessing, consuming and/or distribution of any substances prohibited by law.
- 5.4 Theft, fraud, including the forging of any person's signature.
- 5.5 Any act deemed as dishonest in terms of the laws of the country.
- 5.6 Assault, fighting and any act of aggression.
- 5.7 Immoral behaviour or any form of harassment including sexual provocation.
- 5.8 Acts of racism.
- 5.9 Foul language
- 5.10 Possession or use of any weapons/dangerous items on the premises governed by the Club.
- 5.11 Vandalism or damage and destruction of members' or Club property.

6. SANCTIONS

- 6.1 Sanctions that may be imposed by the Disciplinary Committee on members found guilty of misconduct range between:
 - membership being revoked,
 - permanent suspension,
 - time based suspension,
 - first, second and final warnings; and
 - other disciplinary measures.
- 6.2 Whether or not a sanction/punishment is appropriate and for a fair reason is determined by the facts of each case considered on a balance of probabilities.



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NOTICE OF A DISCIPLINARY ENQUIRY

TO:

XX XXXXX XXXXX XXXXX

In terms of the Kidd’s Beach Bowling Club Grievance and Disciplinary Policy, you are hereby notified to please appear before the Kidd’s Beach Disciplinary Committee on XXXXXXXXXXXX, to enable a hearing into the following charges, which are alleged to have been committed by yourself:

*(Refer to paragraphs 4.1 and 5 of the Policy Document to select the relevant wording for the charge.
For example: You have behaved in a manner that has prejudiced the reputation of Kidd’s Beach Bowling Club by using excessive foul language during a Club competition”).*

Hearing Details

Date xx xx xxx
Time xxhxx
Venue XXXXXXXXXXXXXXXXXXXX

ACKNOWLEDGEMENT OF RECEIPT OF THIS NOTICE

_____ **DATE** _____
(Signature of member required to appear at hearing)

If the member declines to sign acknowledgement of receipt of this notice, have a witness who can testify that receipt or signing of such Notice was declined, confirm this here:

_____ **DATE** _____
(Signature of witness)