

Fakenham Angling Club – Disciplinary Procedure

Purpose: This procedure explains how the club deals with behaviour that falls below the expected standards. It ensures a fair, consistent, and transparent process for all members.

1. Scope

This procedure applies to all members and visitors participating in club activities.

It covers any conduct that:

- Breaches club rules or codes of conduct
- Brings the club into disrepute
- Poses a risk to safety, welfare, fish, wildlife, or the enjoyment of others

2. Reporting a Complaint

- All complaints must be submitted in line with the club's Complaints Procedure.
- This means complaints must be made in writing to the Club Secretary via:
 - Email: georgetwite@btinternet.com
 - Letter
- All written submissions should include:
 1. Full details of the incident(s)
 2. Date(s) and location(s)
 3. Names of those involved (if known)
 4. Any supporting evidence (photos, witness statements, correspondence)
- Failure to comply with this procedure may mean your complaint is not upheld and no further action will be taken.

3. No Physical Hearings

- All matters will be dealt with via written statements and evidence only.
- No in-person or verbal hearings will take place.
- Complainants and defendants will not be present at committee meetings while cases are being reviewed and decisions are made.
- This ensures consistency, impartiality, and allows all parties to present their case clearly in writing.

4. Stages of Action

Stage 1 – Initial Review

- The Club Secretary will acknowledge the report within 7 calendar days.
- The Secretary may appoint another committee member to make further enquiries if required.
- The Secretary (or appointed member) will request any additional information needed.

Stage 2 – Evidence Gathering

- Both the person raising the concern and the person accused will be asked to provide written statements and any supporting evidence within 14 days of request.

Stage 3 – Committee Consideration

- The case will normally be heard at the next scheduled committee meeting.
- In cases where matters require immediate attention, the committee may take temporary measures (such as suspension from the club) until a full committee meeting can convene.
- The committee will review all written statements and evidence.
- Decisions will be made by majority vote.
- The committee may decide to (this is not an exhaustive list):
 - Take no further action
 - Issue a written warning
 - Impose temporary suspension from club activities
 - Terminate membership (in serious cases)

Stage 4 – Outcome Notification

- All parties will be informed in writing of the decision within 14 days of the committee receiving all evidence.

5. Appeals

- If dissatisfied with the decision, an appeal must be submitted in writing within 14 days of the outcome.
- Appeals will be reviewed by the Club Chairperson and two committee members who were not involved in the original decision.
- The appeal decision will be final.

6. Confidentiality

- All disciplinary matters will be treated in strict confidence.
- Information will only be shared with those directly involved in handling the matter.

Last reviewed: 13/08/2025

Next review date: Annually at every AGM or as the committee sees necessary