

## **North West Federation of Croquet Clubs**

### **Disciplinary Procedure**

1. Any allegations of unacceptable behaviour of a member must be in writing, signed by the complainant and if appropriate, include any witness statements. This must be sent to a member of the North West Federation of Croquet Clubs Committee within 14 days of the incident.
2. The executive committee must consider the allegations and if they decide disciplinary action is required, they should, without unreasonable delay, appoint a three person Disciplinary Panel.
3. The panel will inform the Respondent of the allegations and provide copies of all complaints received. The Respondent will be asked to respond in writing.
4. The Disciplinary Panel will decide a date and venue for a Disciplinary Hearing and give the Respondent the option of attending. The Respondent may be accompanied to this Hearing.
5. After examining all the information, the Disciplinary Panel will decide whether the allegations can be upheld and if so, award one of the following three sanctions:
  - (i) Written warning, requiring a change in future behaviour;
  - (ii) A ban on competing in any North West Federation event for a period of time as determined by the panel;
  - (iii) A recommendation to the Croquet Association that membership be rescinded or other action taken as appropriate.
6. The conclusions of the Disciplinary Panel will be conveyed in writing to the Respondent and the Club they are representing within seven days.
7. The Respondent has a Right of Appeal against the Panel's conclusions, which can be enacted by writing to the Secretary of the Croquet Association within 28 days.

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*Amended and adopted by NWFCC Autumn Meeting 07 Nov 09*

*Procedure adopted by NWFCC Committee on 26 Aug 09*