

WSC Discipline Procedure

This document sets out the procedure for complaints (“Complaints”) by members of WSC (the “Club”) against other members for breach of the Club’s Code of Conduct.

1. Applicability of the procedure

- 1.1. This procedure applies where a Club member believes that another Club member has failed to act in accordance with the Club’s Code of Conduct.

2. Definition of the “Committee”

- 2.1. “Committee” means the General Committee of WSC.
- 2.2. If the subject(s) of a Complaint (the “Respondent(s)”) is one or more member(s) of the Committee, then the references to the “Committee” in this procedure are to the members of the Committee excluding the Respondent(s).

3. General

- 3.1 Time limits in this procedure should usually be met by all parties. Time limits may only be extended by the Committee where it is necessary to do so in order to ensure a fair outcome (for example, where more time is needed because of a party’s illness, or during holidays).
- 3.2 Complaints will be dealt with confidentially by all parties involved, except where it is necessary to disclose information to carry out a fair investigation (e.g. the identity of the person making the Complaint will usually be disclosed to the Respondent).
- 3.3 The Committee may decline to consider malicious, vexatious or frivolous complaints.

4. Informal resolution

- 4.1. The person making the complaint should consider taking steps to resolve the matter informally before making a formal complaint. This might include discussing the matter with the Respondent, and/or seeking advice from the Trustees or Senior members of the club

5. Referring a Complaint

- 5.1. A formal Complaint should be made by post or email to an Officer of the club within 14 days of the conduct complained of (the “Complaint”).
- 5.2. The Complaint should be in writing and should include:
 - (a) A detailed description of the event(s) complained of;
 - (b) The outcome that is sought;
 - (c) Statements by any people who witnessed the event(s) or were affected by them; and
 - (d) Any other documents or evidence relied upon in support of the Complaint;
- 5.3 If the Complaint includes an anonymous statement from a witness or refers to an individual without disclosing their identity, it must include the reasons why anonymity is requested in each case.

6. Interim measures

- 6.1. If it is necessary to do so to protect either or both parties and/or other club members from a risk of harm and/or distress, the Committee may suspend the Respondent’s Club membership and/or access to Club events or facilities for up to 42 days pending proceedings under this procedure.

7. Response to the Complaint

- 7.1. Within 14 days of receipt of the Complaint, the Committee will write to the Respondent attaching the Complaint, all of the accompanying evidence and a copy of this procedure and stating that the Respondent has 10 days to provide written representations (explanation and defence) and any evidence in response to the Complaint (the “Response”).

7.2. If the Response includes an anonymous statement from a witness or refers to an individual without disclosing their identity, it must include the reasons why anonymity is requested in each case.

8. Further Enquiries

8.1. Upon receipt of the Response, the Committee may make any further enquiries of any party that they consider necessary or desirable.

8.2. If the Complaint is likely to result in removal of membership, the respondent should be given the opportunity to resign as per paragraph 4.7 of the Club's constitution (the "Constitution").

9. Decision:

9.1. The Committee shall record its decision and the reasons for it in writing and shall send a copy of the reasoned decision to the parties within 10 days of the deadline for the Response. Any resolution to expel a member must be by ballot and shall be carried if not less than three -quarters of the General Committee present vote in favour.

10. Sanctions

10.1. The sanctions that may be imposed under this procedure include:

- (a) Suspension of access to or use of the Club's events or facilities for a fixed period;
- (b) Suspension of membership of the Club for a fixed period;
- (c) Removal from office
- (d) Expulsion from the club.