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**CLUB**

**DISCIPLINARY REGULATIONS**

**GUIDANCE**

**DISCIPLINARY REGULATIONS**

**PROCESS OVERVIEW**

**Disciplinary Secretary Guidance**

The Disciplinary Secretary (General Manager) shall perform investigative and administrative duties in relation to the proper implementation of the Disciplinary Regulations at the Club.

Appointment

* The Disciplinary Secretary should be the current Club Secretary (General Manager) who will simply take on further duties in the event that disciplinary matters arise.

Powers / Duties

The Disciplinary Secretary shall:

* Be notified of all Complaints received from individuals or bodies relating to conduct of Members;
* Conduct the initial investigation into a disciplinary matter following receipt of a Complaint or becoming aware of a disciplinary matter involving a Member. The Disciplinary Secretary may seek guidance / advice from any individual they deem fit which may include seeking independent legal advice in respect of a disciplinary matter;
* Choose the most appropriate course of action for dealing with a disciplinary matter following completion of the initial investigation;
* Keep the Complainant (if applicable) and the Respondent fully apprised of the ongoing disciplinary proceedings and the course of action chosen with regards dealing with the matter;
* Act as secretary / administrator to the Disciplinary Committee / Appeal Committee (as applicable) and communicate any arrangements as deemed necessary by the Disciplinary Committee / Appeal Committee (as applicable) for the conduct of a hearing which shall include considering reasonable and appropriate time frames in order for a Respondent to receive a fair hearing;
* Present the case to the Disciplinary Committee / Appeal Committee (as applicable) who shall then consider the matter at its discretion and in accordance with the Regulations;
* Act as an intermediary between the Disciplinary Committee / Appeal Committee (as applicable) and those persons who are subject to disciplinary action as necessary from time to time.
* Refer any appeal to the County Union/Association (as applicable) and act as an intermediary between the County Union/Association.
* Keep a written record of all disciplinary decisions made by the Disciplinary Committee / Appeal Committee.