

ALCOVE ANGLING CLUB DISCIPLINARY PROCEDURE

1. Alcov Angling Club (AAC) publishes its Policies and General Rules¹ both on its website and in the AAC Book. Members agree to abide by these rules as a condition of membership. Breaches should therefore be rare and the result of momentary carelessness or oversight. It should normally be possible to resolve issues with friendly advice and, if it is an AAC Bailiff witnessing the breach, an informal Bailiff's caution without resorting to formal disciplinary action. Occasionally however e.g. for major, deliberate or repeated breaches, it may be necessary to resort to formal disciplinary action, in which case the following procedure will apply.
2. The AAC disciplinary process will be suspended if the incident is subject to statutory action e.g. if it involves safe-guarding issues, criminal activity such as assault, until the legal process is concluded.
3. The AAC Disciplinary Procedure is initiated mainly by Bailiffs, who are most likely to witness Members breaching AAC Policies and General Rules in the course of their enforcement duties. However, any Member may initiate the Disciplinary Procedure.
4. When a Bailiff finds a Member breaching AAC Policies or General Rules, he/she shall:
 - a. if the breach is minor:
 - i. caution the Member, noting his/her name and membership number;
 - ii. record details of the breach using the AAC Bailiff Report Sheet;
 - iii. lodge the Bailiff Report Sheet in the folder in the venue storage and forward a copy to the Fishery Manager.
 - b. if the breach is major:
 - i. warn the Member that he/she may be reported to the Committee consider disciplinary action.
 - ii. record details of the breach using the AAC Bailiff Report Sheet.
 - iii. lodge the Bailiff Report Sheet in the folder in the venue storage and forward a copy to the Fishery Manager for him/her to consider whether it should be forwarded to the Committee.
5. A major breach is defined as:
 - a. refusal to produce a valid membership card.
 - b. refusal to accept a Bailiff's caution.
 - c. maltreatment of fish.
 - d. deliberate breach of the Rules e.g. knowingly using banned tackle; bait etc.
 - e. behaviour that could bring AAC into disrepute or result in legal action against AAC e.g. behaviour that could endanger Members or visitors,All other breaches are categorised minor.
6. When a Member finds another Member breaching AAC Policies or General Rules, he/she shall:

¹ Match Rules are enforced by the Match Secretary or match organiser.

- a. attempt to locate or call a Bailiff to witness the breach and initiate disciplinary action if necessary.
 - b. if no Bailiff is available, report the breach to the Fishery Manager or any Committee Member, including, if possible:
 - i. his/her own name and contact details.
 - ii. the identity of the alleged offender: ideally name and membership number but, otherwise, information such as a description, photograph (if it can be taken safely) or vehicle registration number.
 - iii. when and where the alleged breach occurred.
 - iv. the nature of the breach, including the specific Policy or General Rule that's been breached.
 - v. identities and contact details of any other witnesses.
7. A Committee Member receiving a report of an alleged breach of AAC Policies or General Rules shall forward the report to the Fishery Manager as soon as possible.
8. When the Fishery Manager receives a report of an alleged breach from an AAC Member, either directly or via a Committee Member:
 - a. he/she shall review the report to determine whether or not the report is verifiable i.e. can the alleged offender be unambiguously identified; can the alleged breach be substantiated e.g. are there corroborating witnesses or evidence?
 - b. if the report is not verifiable, he/she will
 - i. take no further action on it.
 - ii. inform the reporting Member that no further action can be taken and why.
 - c. if the report is verifiable, whether the breach is major or minor. If the breach is:
 - i. minor he/she shall:
 1. lodge the report in the folder in the venue storage and retain a copy.
 2. issue a Bailiff's caution to the offending Member.
 - ii. major, he/she shall:
 1. lodge the report in the folder in the venue storage and retain a copy.
 2. forward a copy to the Secretary for Committee consideration.
9. Each month, the Fishery Manager shall:
 - a. review the disciplinary folders at each venue to identify any Members who have committed more than 1 breach, not necessarily for the same offence.
 - b. forward the details i.e. copies of the Bailiff Report Sheets/Members' Reports, of any repeat offenders to the Secretary for Committee consideration.
 - c. provide a synopsis of Bailiff's Cautions to monthly Committee meetings for information.
10. Upon receipt of details of repeat and major offenders, the Secretary shall, for each alleged offender:

- a. forward a copy of the alleged offender's breach(es) to the AAC Chairman/woman for him/her to decide whether or not the alleged offender's membership should be suspended until the disciplinary process is concluded.
- b. forward a copy of the report of the latest alleged breach to the alleged offender; invite him/her to attend the Committee meeting that will consider it to plead his/her case; and inform him/her of the Chairman/woman's decision regarding suspension of his/her membership. The alleged offender must be given at least a week's notice of the meeting and may be accompanied by a friend to give support but not to answer questions on his/her behalf. Failure to attend or send a written response shall be interpreted as acknowledgment that the breach occurred.
- c. forward a copy of the report of the latest alleged breach to Committee Members.
- d. convene a Committee meeting to consider the offences.

11. The Committee meeting shall:

- a. normally be held immediately before a routine monthly meeting unless this would involve unreasonable delay, in which case the Secretary shall arrange an alternative date and time.
- b. be quorate.
- c. be attended by Committee Members, the alleged offender (and supporter) and witnesses only.
- d. be minuted by the Secretary.
- e. hear evidence and adjudicate upon only the final offence, unless two or more alleged breaches relate to the same incident, in which case all new offences shall be considered. For 2nd and 3rd time offenders, earlier breaches shall be considered proven by virtue of the offender having previously appeared before the Committee or accepted Bailiff's Caution(s).
- f. consider its verdict with only Committee Members present i.e. the alleged offender and witnesses shall leave.

12. If the Committee finds the case before them proven, it shall:

- a. if the Member is a first time major offender or a 2nd time offender, either or both of which may be major, award a penalty depending on the severity of the offender's accumulated offences and any mitigating factors:
 - i. no further action.
 - ii. a written warning.
 - iii. a limited suspension, with a date on which it comes into effect e.g. to allow time for the offender to be informed, and which must be served in full before the offender can fish AAC's waters again.
 - iv. sine die expulsion from AAC.
- b. if the Member is a 3rd time offender, whether or not any or all of the offences are minor, expel the offender from AAC sine die with immediate effect.

13. The Secretary shall:

- a. distribute draft minutes to the Committee and alleged offender for them to confirm their accuracy or to request amendments.
- b. inform the offender of the Committee's decision within 7 day either by e-mail or hard copy.
- c. retain the minutes and other records pertaining to the process. They shall be kept confidential and in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- d. Forward the names of suspended or expelled Members to the Membership Secretary.

14. Note that:

- a. the Committee's decision is final: there is no appeal process.
- b. both major and minor offences stay on a Members records indefinitely and count towards the "3 strikes and you're out".
- c. No refunds of subscriptions or other payments will be given either for periods of suspension or upon expulsion.