

# West of England Billiards & Snooker Foundation Disciplinary Procedure



*This code of conduct is reviewed annually and any amendments made will be shown in **bold underlined**.*

## Membership Termination

The WEBSF may by notice **terminate** membership with immediate effect if a Member or its representatives:

Commits any act of gross misconduct, gross professional misconduct or repeats or continues (after written warning) any other material breach of the \*WEBSF Code of Conduct.

## Membership Suspension

The WEBSF may by notice **suspend** membership with immediate effect if a Member or its representatives:

Commits any act of misconduct, professional misconduct or any other material breach of the \*WEBSF Code of Conduct. (\*from here on referred to as 'Code of Conduct').

## Disciplinary Procedure

### Purpose

To ensure consistent and fair treatment of all Members who are in breach of the Code of Conduct.

### Principles

At all stages the Member will be advised of the nature of the breach of the Code of Conduct, and where possible be provided with evidence before any contact or meeting.

### Communication

Will usually be conducted via e-mail or other secure forms of digital communication.

When face-to-face meetings are used the Member will have the right to be accompanied by a fellow Member (or authorised representative of a Member as appropriate) providing the Member has made a reasonable request to be accompanied. The Member's chosen companion will be entitled to address the meeting but not to answer questions on the Member's behalf.

Any verbal communication will be backed-up by digital or written confirmation.

The information relating to any disciplinary proceedings shall remain confidential to all except those attending any meeting, the WEBSF Management Team.

The timing and location of every meeting shall be reasonable.

### Procedure:

The Management Team shall be responsible for adjudicating on matters arising from a breach of the Code of Conduct. Where in the case the breach of the Code of Conduct involves a Management Team Member, that person(s) will be temporarily suspended from the Management Team.

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Written confirmation of every decision made under the Disciplinary Procedure will be provided to the Member.

## **Informal Procedure:**

Minor breaches of the Code of Conduct (namely, those in respect of which no disciplinary action is intended to be taken by the WEBSF) will be dealt with informally and may attract a temporary suspension of membership (e.g. a ban from attending WEBSF tournaments and events) but where the matter is more serious or there is a dispute from an allegation of a minor breach then the standard procedure will apply, save that in cases of gross misconduct or gross professional misconduct immediate termination without warning or after a hearing at the discretion of the Management Team.

## **Standard Procedure:**

The principle shall be that a Member will receive two warnings, after which the membership will be terminated from the WEBSF. The warnings will be as follows:-

- Initial verbal or written warning;
- Final warning

A meeting may be held at any stage during the procedure above if it is thought necessary by the Management Team or if reasonably requested by the Member.

The Management Team shall have power to impose conditions of membership to cover future conduct of any Member following an implementation of the Disciplinary Procedure.

Details of any Member expelled from the WEBSF may, at the discretion of the Management Team, be shown on the WEBSF website as an expelled member for a set period.

## **Right of Appeal**

In the event of termination of membership, the right of appeal shall be exercisable by the Member if mitigating evidence is made available to the WEBSF Management Team.

**Links to our other Policies & Procedures and Codes of Conduct can be found [here](#):**

**We are committed to reviewing our Policies & Procedures and Codes of Conduct annually.**

Reviewed on:	13 <sup>th</sup> August 2018
Reviewed by:	Steve Canniford and Deborah Branton