

BOLAND FALCONRY CLUB

GENERAL

- ❑ Neither the club member nor the witnesses can be compelled to make statements either prior to or during a disciplinary hearing or enquiry.
- ❑ Wherever possible, disciplinary hearings or enquiries should be held on a set time and date suitable for all involved as soon as possible after the infringement.
- ❑ If the club member is absent from the hearing or enquiry, then the case should be postponed and he/she should be notified of another date on which to attend. Should the club member fail to attend again, then the hearing or enquiry may proceed without the club member, but the club member and his representative must be informed thereof in writing.
- ❑ If an club member is dismissed in his/her absence because of failing to attend the proceedings for any reason such as desertion, or other causes, then on his/her return to the club activities, an enquiry must be held in order to allow the club member to explain the reason for absence. If the reason is not acceptable, then the decision to terminate membership will stand and the normal appeal procedures may be followed if lodged by the club member.
- ❑ The fact that misconduct may result in criminal charges being laid against a club member does not prevent the club from holding a disciplinary hearing or enquiry in accordance with its procedures.
- ❑ The Chairman of the hearing or enquiry should only have access to the club member's previous valid disciplinary record after he/she has made the decision that the club member is guilty of the charge(s). This record should only be referred to for the purpose of determining an appropriate penalty.

COUNSELLING

- Where it has been found that an club member's performance or conduct is below the club's standards and levels, then it may be advisable to counsel such club member rather than to discipline him/her if such unacceptable performance/conduct has occurred for the first time, or where an club member may be on a final written warning. Counselling is a positive management intervention as compared to disciplinary action, which has negative connotations.
- Counselling involves explaining to the club member what performance/behaviour is expected of him/her and in which areas the club member is not meeting with such expectations.

The club member should be given the opportunity to discuss the points raised and the Chairman should, at the conclusion of the discussion, give the club member a reasonable period in which to rectify the identified problem areas, after which time a further meeting will be held to assess progress.

If there has been no progress or no attempt by the club member to improve, then disciplinary action may follow. The time period given to a club member may vary from about two weeks to one or two months depending on the circumstances. The club member should be given a letter containing all the relevant points covered in the discussion and a copy should be kept in the club member's file.

NOTE:

Counselling details must be entered on the disciplinary record, as counselling is an attempt to correct deviant behaviour or unsatisfactory performance. However, when taking disciplinary action subsequent to counselling for the same misconduct or poor performance, then the previous counselling may be referred to when determining an appropriate penalty.

DEMOTION EQUAL TO DISMISSAL EXCEPT WHEN AGREED UPON IN WRITING

Demotion is not a disciplinary step, as it is based on the inability of the club member to comply with the requirements of his/her grade and or club protocol, in other words the club member is willing to comply, but is not able to cope successfully with this level. Demotion is a consultation process and the first step will include training/ repeat training (if applicable). If consultation and training thereafter, does not have the desired result, demotion can be considered as an alternative to termination of membership.