

# **Tasmanian Bridge Association Inc.**

## **Discipline Policy**

1. The Tasmanian Bridge Association (hereafter, Association) has established a Conduct and Discipline Committee (CDC).
2. The Association will appoint a Chairman to the CDC.
  - 2.1. The Chairman has the right and duty to appoint a temporary chairman in situations where they believe they have direct or indirect involvement in a case.
3. All incidents that a Director must deal with concerning unacceptable or disruptive behaviour are to be recorded with as much detail as possible in a Conduct & Discipline Record book.
  - 3.1. Dates, times, people present, as near as possible what was said, and any action taken at the time of the incident.
4. Verbal complaints given to a Director or Committee Member are also to be recorded with as much detail as possible.
5. All formal complaints, including by email, are reviewed by the Chairman.
6. The Conduct & Discipline Record Book is reviewed weekly by the Chairman or whenever it is brought to his/her attention if the matter cannot wait.
7. When a complaint or behaviour warrants closer investigation, the Chairman will co-opt three or four members to the CDC.
  - 7.1. Each person co-opted should have no direct or in-direct involvement in the case.
8. The CDC has the power to issue a verbal warning to the person or persons concerned and if accepted unconditionally the matter is now closed.
  - 8.1. A written apology may be considered appropriate in some cases.
  - 8.2. The complainant is informed verbally of the outcome.
  - 8.3. The issuing of the verbal warning is recorded & the offender is sent a written notification.
9. If the verbal warning is not accepted the matter is referred on to the TBA Committee for further consideration and action.
  - 9.1. The TBA Committee is not constrained by the decision of the CDC and may elect to dismiss the incident.

- 9.2. The TBA Committee has the power to reprimand, require a written apology, suspend the playing rights for a fixed period, or expel a member for unbecoming or improper conduct judged to have prejudiced the best interests of the Association.
  - 9.2.1. If playing rights are suspended or the person is expelled, this will only apply to the TBA clubrooms and TBA events. The person is at liberty to apply for membership at another affiliated club of his/her choosing.
  - 9.2.2. If the player concerned becomes a 'home club elsewhere' player his/her rights to play at the TBA Clubrooms are withdrawn for the period of their suspension or indefinitely if expelled.
- 9.3. The Committee shall not impose a penalty under this policy until it has:
  - 9.3.1. notified the member in writing of the alleged conduct;
  - 9.3.2. given such member an opportunity to offer an explanation, verbally or in writing, to a Committee meeting to be held not less than seven (7) days after delivery of the notice; and,
  - 9.3.3. at least two thirds of the Committee members present consider the explanation unsatisfactory.
- 9.4. A member suspended for more than two (2) months or expelled shall be notified in writing promptly and the member may, within fourteen (14) days appeal in writing to a Special General Meeting of the Association.
  - 9.4.1. The Committee shall convene a Special General Meeting within four (4) weeks of receiving an appeal under 9.4 above. If a quorum is not present, the appeal shall be referred to the next Annual General Meeting.
  - 9.4.2. The voting relating to the appeal shall be by secret ballot.
  - 9.4.3. Any decision of the Special General Meeting shall be final.
10. In the event of a serious offence or continued repeat offences the Chairman or CDC will refer the matter to the TBA Committee with consequences as detailed in clause 9 above.
11. Unacceptable behaviour issues referred to the TBA by an affiliated club will first be reviewed by the Chairman who in consultation with the affiliated club will decide the next course of action.
  - 11.1. The options will be the same of those outlined in clause 9.