



All members of Dudley Dolphin are expected to conduct themselves in a manner that is consistent with being a member of the club. Members should not engage in any action that contravenes the standards expected by BSAC training, safe diving, safeguarding or other policies or would adversely affect other members or bring the name of Dudley Dolphin into disrepute. Appropriate conduct by all members should ensure that the following policy does not require to be called into action.

Jim Watson, BSAC

From time to time, Branch Committees may have the unenviable task of disciplining members.

Members may have to be disciplined if they are considered to have committed serious or persistent breaches of Club rules.

The committee have put together the following disciplinary process which will be effective immediately and presented at the AGM for ratification and acceptance into the constitution.

### **Dudley Dolphin Discipline Procedure**

At the first signs of unacceptable behaviour, an appropriate Branch Officer (Chairperson, Diving Officer, Training Officer or Welfare Officer) dependant on the breach, should take the member(s) to one side for a 'quiet word' – to explain why the behaviour is unacceptable, how it should be corrected and a warning as to what may happen if it is not. (Note: all members have a duty to remind others whenever their behaviour is considered unacceptable)

If this does not work, or the breach is of a serious nature, the member(s) involved should be called before the Branch Committee to explain their actions. The Committee will then decide what action should be taken.

Dependant on the nature of the breach the following procedures will apply:

- a. Verbal warning, recorded on committee minutes and valid for a period of no less than 3 months, and no more than 6 months \*\* and/or withdrawal of the use of club, including social media, equipment, training and all other club facilities.

- b. Written warning, recorded on committee minutes, and valid for a period of no less than 6 months and no more than 12 months and / or withdrawal of the use of the facilities detailed above marked \*\*
- c. Suspension from the club during the investigation into any allegations, during which the withdrawal of the facilities marked \*\* will also apply. In addition, you will be excluded from visiting club premises either as a member or visitor in any capacity.
- d. Exclusion by Declining Membership Renewal: The processes for disciplining members described above apply during the currency of a member's Branch membership. Should BSAC and Branch membership of someone who is undergoing disciplinary action be close to its expiry date, the Branch has the option of declining to accept their membership renewal.
- e. As a last resort, and for behaviour deemed to be gross misconduct, exclusion from the Branch. This will only be in the event of persistent or very serious breach of behaviour or safe practices.

Exclusion includes the withdrawal of all facilities listed above \*\*, as well as permanent exclusion from club premises either as a member or visitor in any capacity.

- f. The decision to exclude a member is more serious and will only take effect on the majority vote of the Branch Committee.

Note: that Branch Bye-Laws may give the member the right of appeal in writing to the full committee: this right will not be denied.

If a decision is made to exclude a member, details of the member and the reasons for dismissal will be forwarded as soon as possible to BSAC Headquarters.

If a Branch believes the actions of the member are of such severity that the member might be excluded from membership of BSAC as well as the Branch, then full details should be forwarded to BSAC Headquarters for the matter to be placed before Council.

All disciplinary action will be recorded and a copy kept on Branch record for a period of no less than 18 months.