

# 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**.*

### Termination of the right to participate

The WEBSF may by notice terminate **participation in our activities** with immediate effect if a **participant** 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.

### **Participant Suspension**

The WEBSF may by notice suspend **a person** with immediate effect if a **participant** 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').

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### Purpose

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

### Principles

At all stages the **participant** 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 **participant** will have the right to be accompanied by a fellow **participant** (or authorised representative of a **participant** as appropriate) providing the **participant** has made a reasonable request to be accompanied. The **participant**'s chosen companion will be entitled to address the meeting but not to answer questions on the **participant**'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 **member of**

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the Management Team, that person(s) will be temporarily suspended from the Management Team.

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

### 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 from being able to participate (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 participant will receive two warnings, after which participation 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 participant.

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

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

## Right of Appeal

In the event of termination from participating, the right of appeal shall be exercisable by the participant 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:	June 2019
Reviewed by:	Steve Canniford and Deborah Branton