

Disputes Resolution Policy

1 Introduction

In order to clarify the actions and procedures available to the Club when matters of alleged bad or anti-social behaviour and unethical or unacceptable conduct arise the Club has adopted a Disputes Resolution Procedure. The procedure which is detailed below is to be read in conjunction with Rules 14 and 15 of the Constitution of the Club, entitled “Discipline, Suspension or Expulsion of Members” and “Dispute Resolution” respectively.

Members may wish to have an informal discussion with the director, one of the club’s recorders, or a member of the Committee, about the behaviour of any member of the club. Such complaints do not need to be considered formally. The complaint may be recorded on the incident report form, if the member so wishes.

The complainant may subsequently wish to change the complaint to a formal complaint, in which case the procedures detailed in Section 4 below are to be followed.

If mediation of an informal complaint is not successful, the complaint, dispute or allegation of misconduct will be referred to the Disputes Resolution subcommittee, which will be appointed by the committee.

The names of club’s directors, the club’s recorders and the members of the Committee will be displayed on the notice board.

2 Disputes Resolution Subcommittee

The Committee will refer formal complaints and disciplinary matters to the Disputes Resolution subcommittee.

3 Grounds for Discipline

Grounds for discipline are the violation of the Ashburton Bridge Club Code of Conduct Policy.

4 Dispute Resolution Procedure

4.1 Directors shall be required to report to the Committee details of any disciplinary action taken or imposed on any member during any session conducted by the club.

4.2 Reporting of any incident or complaint must be done within 7 days of its occurrence.

4.3 Formal complaints must be in writing in the form of a letter, email or report addressed to the Secretary or President. Any complaint, dispute or allegation of misconduct sent to the Secretary or President will be referred to the Disputes Resolution subcommittee, appointed by the Committee. Any anonymous complaints will not be accepted.

4.4 The Disputes Resolution subcommittee shall endeavour to consider any complaint within seven (7) days of the complaint being received.

4.5 Single incidents of misconduct may be noted by the Disputes Resolution subcommittee without disciplinary action being taken but may be considered at a future date as evidence of a pattern of behaviour if a further complaint involving the same person is received and may be considered when determining the penalty to be imposed.

4.6 The Disputes Resolution subcommittee may choose to hold a formal hearing of the complaint. The complainant and the respondent are entitled to be separately present at such a hearing to present their case to the Disputes Resolution subcommittee, and each is entitled to have a support person with them.

4.7 Details of the decision of the dispute resolution will be sent to both the complainant and the respondent.

4.8 The Disputes Resolution subcommittee shall report to the full Committee at its first meeting after formal consideration of the complaint.

4.9 Any party not satisfied by any part of the decision made by the Disputes Resolution subcommittee may ask for the decision to be reviewed by the full Committee at their next scheduled meeting.

4.10 Where the Disputes Resolution subcommittee considers expulsion or suspension is the appropriate sanction, a recommendation will be presented to the next meeting of the full Committee for ratification. If a recommendation

for expulsion or suspension of a member is approved, the member affected shall have the right of appeal.

4.11 Any member expelled by the Committee has the right to appeal, by delivering a notice in writing to the Secretary to that effect within 3 months from the date of expulsion. A special general meeting will be convened within 30 days of the date of delivery of such notice. A majority of two-thirds of those present at the special general meeting may reverse the Committee's decision or adopt an alternative censure.

4.12 A register is to be kept by the Secretary recording the following details about each complaint received by the Disputes Resolution subcommittee including details of any incident where a director has imposed a disciplinary penalty:

- (i) All correspondence forwarded and received;
- (ii) Any synopsis prepared;
- (iii) Statement of action(s) taken and/or sanction(s) imposed.

The Register is to be kept by the Secretary in a place where it is not available for any person to view without the prior approval of the Committee.

4.13 At all times during the procedure all parties involved must be kept fully informed of matters pertaining to such procedure.

4.14 The Committee has the power to refer any matter, allegation, or complaint of conduct, discipline or dispute that it considers sufficiently significant, concerning or important to the Board of Management of NZ Bridge for enquiry, investigation and/or determination by the Board's appropriate Standing Committee, and in the event any such referral is accepted by the Board for that purpose, the Committee shall abide any consequent verdict, decision or determination as the case may be.

5 Sanctions Available to the Disputes Resolution Subcommittee

If the complaint is upheld then the following sanction guidelines shall be used to determine a suitable punishment:

5.1 Private Reprimand: A determination that a person has committed an offence warranting discipline.

5.2 Public Reprimand: A determination that a person has committed an offence warranting discipline.

5.3 Probation: A determination that a person has committed an offence warranting discipline which becomes a matter of public record. If a member is disciplined for another offence warranting probation during the probationary period, then the probation becomes a suspension for the remainder of or half of the probation period whichever is the greater. The probationary period shall be determined by the Disputes Resolution sub-committee but shall not exceed six (6) months.

5.4 Suspension: A determination that a person has committed an offence warranting suspension of all rights and privileges of membership for a specified period.

5.5 Expulsion: A determination that a person has committed an offence warranting permanent suspension of all rights and privileges of membership.

5.6 Exclusion from Events: A determination that a person has committed an offence warranting suspension of his/her rights to play in events conducted by the Club.

5.7 Reduction or Forfeiture of Masterpoints, Tournament Placing or Disqualification: A determination that a person has committed an offence at an event conducted by the Club warranting forfeiture of some or all of the masterpoints earned or a reduction in the placing in the event or tournament or disqualification from the event or tournament.