

SWEFTA Disciplinary Procedures.

Disciplinary Matters

- 1 It is the responsibility of all members to inform the S W E F T A Committee of any conduct on the Association site by any person, whether or not they are a registered member of the Association that is illegal, unsafe, dishonest, discreditable, and un-gentlemanly or contrary to the conditions of the Associations rules.
- 2 Such reports must be made to the Secretary, or if he is not available, to the Chairman or Treasurer, at the earliest opportunity.
- 3 If the incident is such that the Police Firearms Department should be notified of it, it is the duty of the Secretary (Chairman or Treasurer) to give such notice within 24 hours of receiving the report. This step shall be taken in addition to any disciplinary action against the accused person as provided for below.
- 4 The Secretary (Chairman or Treasurer) shall convene a meeting of three members of the Committee, to sit as a Sub-Committee to consider the matter not later than 14 days after notification of the incident.
- 5 The Secretary (Chairman or Treasurer) shall in the intervening period obtain statements in writing from both the accused and the accuser, and if necessary from any witness(s), and will lay those statements before the Sub-Committee when it meets.
- 6 The Sub-Committee, having examined the evidence, may decide:
 - a. That there is no case to answer in which case the accuser and accused will be informed by the Secretary that the matter is closed, or
 - b. That there is a case to answer in which case the matter shall be the subject of a disciplinary hearing.
- 7 If there is a case to answer a Disciplinary Committee comprising three alternative members of the SWEFTA Committee shall conduct the disciplinary hearing within 28 days of the meeting held under 4 above.
- 8 At the disciplinary hearing all parties to the incident may attend in person, and the accused may have with him a friend or advisor. If the accused does not attend he shall be entitled to receive a copy of the record of the hearing within 7 days of it taking place, or within 3 days of requesting the same, whichever is later.
- 9 The Disciplinary Committee will consider all written evidence as well as oral submissions when reaching their decision.
- 10 The Disciplinary Committee shall first decide whether the allegation has been proved or not.
- 11 If it decides that the allegation has not been proved it shall declare formally that the matter is closed. The accused shall be entitled to ask for notice to that effect to be given to members, and if he / she does so such notice must be given within seven days of the decision being made.

- 12 If it decides that the allegation has been proved, the Disciplinary Committee may impose one or more of the following penalties:
 - a. A verbal warning.
 - b. A written reprimand.
 - c. Suspension of the right to use the Association's ranges for a fixed period of time.
 - d. Suspension of the right to use any of the Association's facilities for a fixed period of time.
 - e. Suspension of all membership rights for a fixed period of time.
 - f. Immediate termination of membership of the Association, or in the case of a non-member of the right to make use of any of the Association's facilities.
- 13 If it finds that the allegation has been proved the Disciplinary Committee must decide whether the circumstances are such that the matter should be reported to any other national governing body, which may consider whether further disciplinary action should be taken. If the Disciplinary Committee decides that the matter should be so reported the Secretary shall make the report within 7 days of the Disciplinary Committee's decision.
- 14 All proceedings of the Sub-Committee under 4 and 6 above, and of the Disciplinary Committee, shall be fully minuted, and copies of the minutes shall accompany any report to any other national governing body.
- 15 Any person who disputes any decision, whether as to liability or penalty, by the Disciplinary Committee may appeal against that decision by serving upon the Secretary within 7 days a notice of appeal.
- 16 Upon receipt of such a notice of appeal the Secretary will invoke the procedure set out in the constitution and/or bylaws for the purposes of calling a special general meeting of the members of the Association to hear the appeal.
- 17 The appeal shall take the form of a re-hearing, so the meeting shall not be entitled to enquire into the manner in which the Disciplinary Committee reached its decision.
- 18 On the hearing of the appeal by the extraordinary general meeting the provisions of clauses 8 to 14 inclusive shall apply.
- 19 All decisions on disciplinary matters by the initial Sub-Committee, the Disciplinary Committee and the members in extraordinary general meeting shall be reached by means of a vote by those attending and eligible to vote. A simple majority will decide the issue and if necessary the Chairman shall have a second or casting vote.
- 20 The person who is the subject of the disciplinary action shall not be entitled to vote on any aspect of the disciplinary action against him.
- 21 When any penalty is imposed on a member by a Disciplinary Committee, or at an extraordinary general meeting, or by any other national governing body, the Secretary shall post to the member bodies a notice setting out the precise nature and terms of the penalty.
- 22 The Committee shall report to each annual general meeting any penalty imposed on any person as a result of disciplinary action by the Association or by any other national governing body since the last annual general meeting.