**East Kilbride Pool League Disciplinary Procedure**

**Effective prospectively from date of adoption (2 March 2015)**

**East Kilbride Pool League Disciplinary Procedure**

1. Complaints
	1. Team Captains and their players represent teams competing in the East Kilbride Pool League (EKPL) are reminded that the EKPL is conducted in a spirit of true sportsmanship. Only in exceptional circumstances should a dispute be entered.
	2. Any complaint under the disciplinary procedure must be made in writing through completion and submission of the Disciplinary Complaints Form to the General Secretary within 28 days of the alleged breach, or within 28 days of material facts coming to light in relation to the alleged breach.
	3. The disciplinary committee will comprise of the EKPL executive committee (as amended by Section 2.2)
	4. The mandatory sections of the form must be completed clearly stating the nature of the allegation, the constitutional rules broken and any additional information as deemed necessary. The complainant should clearly state their contact details and preferred medium of communication.
	5. The complainant may submit a written report in support of their complaint along with this submission, or provide such an update to the Disciplinary Committee in person.
	6. Note that complaints in relation to monies owed to the league may be considered for additional sanction by the Disciplinary Committee.
2. Disciplinary committee
	1. The disciplinary committee must number a minimum of 3 individuals in any case to be deemed quorate. Should a full quorum not be met due to clause 2.2 below, Robert Gillies (Honorary Chairman) will be invited to sit on the committee should he be free of conflict as per 2.2. Should quorum still not be met, a captain (being free of conflict as per 2.2) will be drawn at random at the next EKPL meeting. Being willing to accept the appointment, this captain will be temporarily appointed to the Disciplinary Committee for the individual case only.
	2. Any member of the EKPL executive committee who plays in the same team as complainant or counterparty will be deemed to have a conflict of interest and shall not be eligible to sit on the disciplinary committee for an individual case. Any member who believes they are otherwise conflicted from being seen to be impartial should also remove themselves from the disciplinary committee. The final decision on who is eligible to sit on the committee is at the discretion of the EKPL Chairman
	3. All decisions of the disciplinary committee will be made by majority decision. In the event of a tied vote, the Chairman shall have the casting vote. The details of how each member of the disciplinary committee voted should be entirely confidential between those there present.
	4. Activities of the disciplinary committee are confidential between the parties involved, and shall not be discussed at any EKPL meeting to avoid prejudicing any ongoing process or potential appeal.
3. Disciplinary process
	1. Upon receipt of a complaint, the General Secretary must acknowledge receipt of the complaint (via the individuals preferred communication method indicated on the form).
	2. After notifying the complainant of receipt of the complaint, the General Secretary must notify the counterparty of the initial complaint against them in writing or via their preferred communication method indicated to him.
	3. Upon completion of steps 3.1 and 3.2, the General Secretary will circulate to all Executive committee members, and convene a disciplinary committee in line with Section 2 of this policy.
	4. Should they wish to do so, the complainant may then submit additional information or request a personal meeting with the disciplinary committee to outline their complaint in detail.
	5. The disciplinary committee may call witnesses to provide a written account of the incident such as they are deemed relevant to the case.
	6. Thereafter, the counterparty shall be notified by the General Secretary of the detailed complaint against them, and any evidence provided.
	7. The complainant shall notify the Disciplinary of any witnesses they wish to be called to the disciplinary committee in their defence, and provide any additional evidence deemed relevant to their response.
	8. The General Secretary should convene a meeting of the disciplinary committee to discuss the complaint. No other business may be discussed in this meeting. The counterparty should be invited to attend to respond to the allegations against them. All reasonable steps must be taken to ensure that the counterparty can attend. The meeting must take place within 28 days of the counterparty being notified under section 3.6.
	9. The counterparty has the option to admit the allegation in full, admit the allegation in part or refute the allegation in totality. Should an individual admit guilt at this stage, then any sanction should be reduced in this regard (with the exception of a life ban which is deemed an exceptional case).
	10. The Disciplinary Committee shall meet with the Counterparty and consider all available evidence. They will then retire to consider the case in detail and ultimately reach a verdict by majority decision under Section 2.3. Thereafter, they shall decide a suitable sanction in line with Section 4.
	11. The General Secretary will notify the complainant and counterparty directly through their preferred medium of communication using the template at Appendix 2.
4. Sanctions available
	1. The disciplinary committee alone has the power to sanction any member of EKPL for pool related conduct. Any decision made by a venue with regards to a player is outwith the jurisdiction of the EKPL and will be respected by the league.
	2. The disciplinary committee has the following sanctions available to them:
* Admonishment (for minor first offence only)
* Formal censure
* Playing ban (2 weeks minimum, no maximum)
* Life ban from EKPL (in exceptional circumstances)
	1. Any player found guilty of violence shall receive a mandatory playing ban.
	2. Should a complaint be made against any committee member, the additional sanction of a committee ban of length between 1 year and a life ban is available to the disciplinary committee.
1. Appeals
	1. The counterparty may submit an appeal in writing to the General Secretary within 14 days of being notified of the original decision. This may take the form of an appeal against the decision (Section 6), or an appeal against the sanctions applied against them (Section 7).
	2. On receipt of such an appeal, all sanctions are automatically suspended until the appeal is heard. In exceptional circumstances, a temporary ban may be put in place to cover the intervening period.
	3. The complainant may also submit an appeal in writing to the General Secretary within 14 days of being notified of the original decision. This may take the form of an appeal against the decision, or an appeal against the sanctions applied against them.
2. Appeal against Decision
	1. Upon receipt of an appeal against the original decision, the General Secretary shall convene a Decision Appeal meeting with the counterparty and the Appeal Committee. This shall take place within 14 days of the appeal letter being received.
	2. The Appeal Committee shall be composed of 3 team captains (or nominated team representatives) from the league drawn at random. These must not include any captain with a player involved in the incident in question. Any captain who does not believe they are in a position to make an objective decision in the case may remove their name from the hat.
	3. The Appeal Committee will be provided with all original facts available to the Disciplinary Committee.
	4. The counterparty will present their case to the Appeal Committee, highlighting the key grounds for their appeal and any new evidence which has come to light subsequent to the initial decision. The Appeal Committee shall consider all available evidence and reach a majority decision on the case. They shall then designate a sanction in line with Section 4 in the event that an individual is found guilty of some or all of the charges.
	5. Upon conclusion of the appeal process, the Appeal Committee will notify the General Secretary of their decision and the rationale behind it. The General Secretary will notify the counterparty and the complainant of the final decision using the template in Appendix 3.
3. Appeal against Sanctions
	1. Upon receipt of an appeal against the sanctions applied, the General Secretary shall convene a Sanction Appeal meeting with the counterparty and the Disciplinary Committee. This shall take place within 14 days of the appeal letter being received.
	2. The counterparty will present their case to the original Committee, highlighting any key mitigating factors that he / she wishes taken into account. The Committee shall consider all available evidence and revise the sanctions as they see fit.
	3. Upon conclusion of the appeal process, the General Secretary will notify the counterparty and the complainant of the final decision using the template in Appendix 3.

**Appendix 1: Disciplinary Complaints Form**

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| **EKPL Disciplinary Complaints Form** |
| ***Mandatory Sections (all must be completed for a valid submission)*** |
| **Complainant name and date** |  |
| **Contact details****(Including preferred medium of contact – phone, email, personal meeting or mail)** |  |
| **Date of alleged incident** |  |
| **Counterparty** |  |
| **Nature of allegation**  |  |
| **Constitutional rules alleged to be breached** |  |
| **EKPL Disciplinary Complaints Form** |
| ***Optional section*** |
| **Any other relevant information (including witnesses and relevant evidence)** |  |

**Appendix 2: Disciplinary Committee Decision Notification**

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| **EKPL Disciplinary Committee Decision** |
| ***Mandatory Sections (all must be completed for a valid submission)*** |
| **Name of individual** |  |
| **Nature of allegation**  |  |
| **Constitutional rules alleged to be breached** |  |
| **Decision of committee**(Guilty, not guilty, not proven – by charge) |  |
| **Sanctions issued (if any)** |  |
| **Rationale for decision**(key factors governing decision and any sanction) |  |
| <Signature><Date>General Secretary, East Kilbride Pool League |

**Appendix 3: Appeal Decision Notification**

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| **EKPL Appeal Decision Notification** |
| ***Mandatory Sections (all must be completed for a valid submission)*** |
| **Name of individual** |  |
| **Nature of allegation**  |  |
| **Original decision** |  |
| **Grounds for appeal** |  |
| **Decision of committee**(Guilty, not guilty, not proven – by charge) |  |
| **Sanctions issued (if any)** |  |
| **Rationale for decision**(key factors governing decision and any amendment of sanction) |  |
| <Signature><Date>General Secretary, East Kilbride Pool League |