

MISCONDUCT POLICY & PROCEEDURE

PURPOSE

To ensure that WA iSports has a transparent policy and procedure to respond to allegations of misconduct and to explain the rights and responsibilities of all parties involved in the dispute.

POLICY

It is recognised that upon occasion a member (including volunteers and committee) of iSports may behave in a way that breaches the clubs' code of conduct. The behaviour must be deemed to have a significant, detrimental effect on a member/s of the club, community or reputation of the club. This policy comes into effect when three committee members determine that the misconduct requires immediate action to be taken.

PROCEDURE

1. An issues or concern is identified and communicated to a member of the iSports committee. The committee member determines that the incident is significant and warrants the activation of this policy.
2. The reporting committee member reports the incident to two other committee members, where possible, those being Office Holders (Chair, Vicechair, Secretary, Treasurer).
3. The three committee members discuss the incident and collectively determine if the incident warrants immediate action to be taken.
4. If action is required, the committee members may impose one or more of the following:
 - Immediate suspension
 - Suspension from a specific activity or even
 - Removal of privileges
 - Cancellation of membership
5. The member is advised of the action being taken and the reasons for taking the action.

SUSPENSION or EXPULSION

Should the committee determine the member is to be suspended or expelled:

1. The secretary must give the member written notice of the proposed suspension or expulsion at least 28 days before the committee meeting at which the proposal is to be considered by the committee.
2. The notice given to the member must state when and where the committee meeting is to be held; and the grounds on which the proposed suspension or expulsion is based; and that the member, or the member's representative, may attend the meeting and will be given a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion.
3. At the committee meeting, the committee must give the member, or the member's representative, a reasonable opportunity to make written or oral (or both written and oral) submissions to the committee about the proposed suspension or expulsion; and give due consideration to any submissions so made; and decide whether or not to suspend the member's membership and, if the

decision is to suspend the membership, the period of suspension; or whether or not to expel the member from the Association.

4. A decision of the committee to suspend the member's membership or to expel the member from the Association takes immediate effect.
5. The committee must give the member written notice of the committee's decision, and the reasons for the decision, within 7 days after the committee meeting at which the decision is made.
6. A member whose membership is suspended or who is expelled from the Association may, within 14 days after receiving notice of the Committee's decision give written notice to the secretary requesting the appointment of a mediator.

Consequences of suspension

During the period a member's membership is suspended, the member loses any rights (including voting rights) arising as a result of membership; and is not entitled to a refund, rebate, relief or credit for membership fees paid, or payable, to the Association.

Reporting form

Name and position of committee member reporting the misconduct		Date:
Name and role of Committee members misconduct reported to		
Name of the member/s whose conduct is being reported		
Location/event of issue		
Description of issue		
Action to be taken		
Member advised of the action		
Follow-up action		