

Schedule of Disciplinary Procedures

1. Requirements of the Schedule

This Schedule sets out the powers and process within ROBC's disciplinary procedures. It is adapted from and follows EBU recommendations.

2. Receipt of allegation

A member making a complaint against another Club member or Session Director must do so in writing to the Secretary or Chairman. Normally, no action will be taken in respect of a complaint relating to an alleged offence which occurred three months or more prior to a formal complaint being made.

3. Conduct Committee

On receipt of a complaint, the Trustees will appoint a Conduct Committee consisting of senior Club members, or members with relevant experience. The Conduct Committee will be responsible for investigating the complaint and determining whether a disciplinary offence should be referred back to the Club's Trustees.

The Conduct Committee shall consist of no fewer than three members of the Club and no more than five. A quorum for any meeting shall be three of its members. It shall act by simple majority vote and its appointed chairman, or whomsoever in his absence the Conduct Committee shall select to chair its meeting, shall have a second, or casting vote in the event that there is parity of voting.

4. Trustees

The Trustees will determine sanctions for offences admitted or hear charges of offences not admitted and determine whether those charges are proved and if proved, determine sanctions.

At least three Trustees must be present when a disciplinary decision is taken. The body shall act by simple majority vote and its appointed chairman shall have a second, or casting vote in the event that there is parity of voting.

5. Conflicts of Interest and Independence of the Conduct Committee and Trustees

Any member of the Conduct Committee or Trustee who is in any way personally involved in the allegations within a complaint will be disqualified from participating in the Committee or Trustee body. A Trustee cannot be a member of the Conduct Committee.

6. The Complaints Process

6.1. Notice of Meetings

If the Conduct Committee considers a complaint is a disciplinary matter it shall first write to and seek comment from the member against whom the accusation is being made. The Conduct Committee shall make further investigations and enquiries in its absolute discretion. The Conduct Committee shall be entitled to seek advice from the EBU Laws and Ethics Committee.

6.2. Complaint not justified

If the Conduct Committee decides that the complaint is not justified, all parties shall be notified and the matter ended.

6.3. Complaint justified

If the Conduct Committee decides that the complaint is justified, it may, in its absolute discretion, offer a verbal caution to the offending member, which if accepted, ends the matter.

If the caution is not accepted by the offending member, or the Conduct Committee does not feel a caution is appropriate, it shall refer the case to a hearing by the Trustees. The member against whom the accusation is being made shall be notified in writing of this decision and of the right to make a written submission, to attend the hearing and to be accompanied by a person to speak on their behalf.

6.4.Trustee Sanctions

If after the hearing the complaint is upheld, the Trustees may in their absolute discretion:

- (a) Give a written reprimand
- (b) Suspend membership for such period as they shall determine
- (c) Terminate membership.

If the complaint is against a Trustee, then in addition to any other sanctions applied, the remaining Trustees shall have the power to suspend from the position of Trustee.

Any sanctions will be confirmed in writing within twenty one days of the hearing.

Any sanction shall take effect as soon as time for appeal has elapsed.

6.5.Appeal

There is a right to appeal to the Leicestershire County Bridge Association (LCBA) Disciplinary Committee. Appeals must be in writing and lodged with the Secretary within twenty one days of the written communication of the Trustee's decision.

6.6. Referral to the EBU Laws & Ethics Committee

At any time, the Club or the LCBA may refer a complaint to the EBU Laws & Ethics Committee for its consideration. In doing so the Club and the LCBA shall have fully discharged its responsibilities under this Schedule.

Best Behaviour and Zero Tolerance

Bridge is intended to be an enjoyable game and courteous behaviour is an exceptionally important part of that enjoyment. The guidelines are:

- Greet other players in a friendly manner prior to the start of play on each round
- Be a good 'host or 'guest' at the table
- Make your convention card readily available
- Make Bridge enjoyable for yourself, your partner and the opposition
- Give credit when the opposition make a good bid or play
- Take care of your personal grooming
- Ensure your mobile phone is turned off
- Enjoy the company as well as the game

It is rude to criticise your partner or opponents in public, to be less than polite at the table, to gloat over good results or object to a call for the Director or to argue over or dispute a Director's ruling.

ROBC prides itself on a distinctive level of friendliness. Anyone reducing the enjoyment of others may be asked to leave – and in the case of a visitor excluded thereafter.

Here are some unacceptable behaviours:

- Badgering, rudeness, intimidation, insinuation and profanity
- Negative comments about partner's or opponent's bidding or play
- Objecting to the Director being called
- Disputing the Director's ruling