



NEWCASTLE DISTRICT BOWLING ASSOCIATION (ZONE 2) INC

PHONES: 4929 3441 – 4929 1307
FAX: 4929 1699
EMAIL ADDRESS: zone2@ndba.com.au
WEBSITE: www.ndba.com.au

ADDRESS ALL CORRESPONDENCE TO:
PO BOX 2199, DANGAR 2309

NDBA ADVISORY COMMITTEE PAMPHLET NO.14

PROCEDURAL FAIRNESS

Before The Hearing

1. Was the members privileges removed following the incident. If so by whom e.g. Senior Staff Member, Board Member, Hon. Secretary, Secretary Manager?
2. Is this authority clearly stated in your Constitution?
3. Had the member been given prior notice of what is alleged against him or her, within the time frame?

Notice of Disciplinary Charge and Hearing

4. In the notice sent to the member, which general statement was used to describe the conduct of the member? e.g.
 - (a) Conduct Prejudicial to the interest of a member
 - (b) Conduct which is unbecoming of a member
 - (c) Conduct which shall render the member unfit for membership. As stated in the Club Constitution.

Particulars of the Notice

5. In the notice sent to the member, was the alleged statement clearly set out?
6. The notice contained the following information:
 - (a) The date and time of the incident
 - (b) The place and factual details of the conduct which it is alleged
 - (c) The time and place where the charge is to be heard
 - (d) Was the member informed they could attend the meeting to answer the charge, or may answer the charge in writing
 - (e) Was the member informed they were able to present evidence and may submit representation (witness). Both orally and in writing for the purpose of answering the charge.
 - (f) Was the member given the opportunity to ask any witnesses called by the Board in support of the allegation made against the member?
 - (g) At the conclusion of the evidence, was the member given the opportunity to address the Sub-Committee/Board as to why the evidence does not support the charge?
 - (h) Did the member on receipt of the notice from the Club request for a later date for the hearing due to a number of reasons e.g. work commitment, witness on his behalf unavailable on the proposed date and time of the hearing? If so what was the Boards response?
 - (i) Was the member given the opportunity to consider the possible extent of the penalty as seen by them before the Board announces their decision?
 - (j) Failing to attend the hearing or notify your intentions, the charge is heard in their absence.

The decision of the Board is final, as per the Club Constitution.

Reference: Club Directors Guide.