



## Discipline Procedures

### Introduction

The Tasmania Bridge Association (TBA) Committee has developed a Code of Conduct. These Discipline Procedures provide the disciplinary action that will be taken in the event of a breach of the TBA's Code of Conduct.

### Purpose

These procedures provide the disciplinary action that will be taken should a member breach the TBA's Code of Conduct.

### Scope

These procedures apply to all TBA members including Committee Members and persons visiting the TBA whilst involved in TBA activities whether at the club rooms or other venue. They apply to all events run by the TBA and run under the auspices of the TBA including congresses.

### *Conduct and Discipline Sub Committee*

1. The Tasmanian Bridge Association has established a Conduct and Discipline Subcommittee (CDS) to support the organisation's Code of Conduct.
2. The TBA Committee will appoint a person to Chair to the CDS. This position will be appointed annually after each AGM.
3. The Chair (CDS) will coopt 3-4 members to form a Subcommittee if an issue requires investigation.
4. The Chair (CDS) has the right and duty to appoint a temporary Chair in situations where they believe they have direct or indirect involvement in a case.

### Procedures

1. If a member believes that they have been on the receiving end of poor behaviour at the table, they should call the Director immediately. The Director is empowered by Law 91 (Laws of Duplicate Bridge) to assess the evidence and take a range of actions. Law 92 outlines a contestant's right of appeal to any ruling made at the table.
2. All incidents that a Director or other Committee member has to deal with concerning unacceptable or disruptive behaviour are to be recorded with as much detail as possible in a Conduct & Discipline Record book. This must include dates, times, people present, as near as possible what was said, and any action taken at the time of the incident.
3. Verbal complaints given to a Director or Committee Member are also to be recorded with as much detail as possible.
4. All formal complaints, including by email, are reviewed by the Chair (CDS).
5. The Conduct & Discipline Record Book is reviewed weekly by the Chair (CDS) or whenever it is brought to his/her attention if the matter cannot wait.

6. When a complaint or behaviour warrants closer investigation, the Chair (CDS) will co-opt three or four members to the CDS. Each person co-opted should have no direct or indirect involvement in the case.
7. When a matter is put to the Chair (CDS), both Complainant and person who the complaint is about have access to the Chair (CDS) to put their perspectives.
8. The CDS has the power to issue a verbal warning to the person or persons concerned and if accepted unconditionally the matter is now closed.
  - a) A written apology may be considered appropriate in some cases.
  - b) The complainant is informed verbally of the outcome.
  - c) The issuing of the verbal warning is recorded & the offender is sent a written notification.
9. If the verbal warning is not accepted the matter is referred on to the TBA Committee for further consideration and action.
  - a) The TBA Committee is not constrained by the decision of the CDS and may elect to dismiss the incident.
  - b) The TBA Committee has the power to reprimand, require a written apology, suspend the playing rights for a fixed period, or expel a member for unbecoming or improper conduct judged to have prejudiced the best interests of the Association.
  - c) If playing rights are suspended or the person is expelled, this will only apply to the TBA clubrooms and TBA events. The person is at liberty to apply for membership at another affiliated club of his/her choosing.
  - d) If the player concerned becomes a home club member elsewhere his/her rights to play at the TBA Clubrooms are withdrawn for the period of their suspension or indefinitely if expelled.
10. The Committee shall not impose a penalty under the Code of Conduct Policy until it has: notified the member in writing of the alleged conduct; given such member an opportunity to offer an explanation, verbally or in writing, to a Committee meeting to be held not less than seven (7) days after delivery of the notice; and, at least two thirds of the Committee members present consider the explanation unsatisfactory.
11. A member suspended for more than two (2) months or expelled shall be notified in writing promptly. The member may, in accordance with Clause 14.4 of the Constitution\* initiate the process for calling a Special general meeting.
  - a) The Committee shall convene a Special General Meeting within four (4) weeks of receiving an appeal. If a quorum is not present, the appeal shall be referred to the next Annual General Meeting.
  - b) The voting relating to the appeal shall be by secret ballot.
  - c) Any decision of the Special General Meeting shall be final.
12. In the event of a serious offence or continued repeat offences the Chair or CDS will refer the matter to the TBA Committee with consequences as detailed in clause 9 above.
13. Unacceptable behaviour issues referred to the TBA by an affiliated club will first be reviewed by the Chair (CDS) who in consultation with the affiliated club will decide the next course of action.
14. A table of Penalty Guidelines has been developed as an attachment to these procedures for the Committees reference.

*\*14.4 of the Constitution: The Committee shall, on written requisition of not less than fifteen (15) members eligible to vote, convene a Special General Meeting of the Association.*

**Document information**

Date originally approved	
Next review date	February 2027
Responsible person	Secretary

*GA Mander*

Secretary's signature  
On behalf of the Committee

10.3.25<sup>m</sup>

Date