JERSEY PETANQUE ASSOCIATION

Complaints & Disciplinary Procedure & Process

1. Complaints must be made formally, in writing, to the secretary of the Jersey Pétanque Association (JPA)
2. Complaints should clearly state the detail of the alleged breach of club/Association rules or the conduct that is alleged to be injurious or contrary to the interests of the club/Association or to the game of pétanque
3. The person or persons against whom the complaint is made will be informed and will be given full details of the complaint or allegation before any investigation is carried out
4. On receiving a complaint, the JPA will convene a meeting of the Association's disciplinary committee, which shall comprise a Chairman and not less than 4 other members appointed by the Management Committee (MC). The Chairman of the JPA shall not be a member of the Disciplinary Committee. For the avoidance of doubt, members of the MC may be members of the Disciplinary Committee. No person with a close interest in the matters that are the subject of the complaint may sit on the Disciplinary Committee hearing the complaint.
5. Any person having any involvement or vested interest must declare that interest or involvement and, if deemed necessary, step down from the committee. Failure to declare such an involvement or vested interest could constitute grounds for appeal
6. The disciplinary committee will impartially examine the evidence presented by both parties
7. All JPA members are obliged to cooperate with any investigation. Failure to do so could result in disciplinary action, being a breach of their conditions of affiliation/ membership
8. Evidence, both written & oral will be taken and a written record will be kept of the proceedings of all meetings
9. All evidence will be taken in the strictest confidence
10. Any individual alleged to have committed a breach or infringement of the rules or codes or whose conduct is alleged to have been injurious or contrary to the interests of the game or club or Association will have the right to have a "friend" supporting them at any meeting or hearing
11. All complaints must be made no more than one calendar month after the alleged offence, infringement, act or omission was committed or disclosed
12. Any person against whom an allegation is made shall have notice of that allegation at least 14 days before any hearing or meeting is held
13. After both sides of any dispute, allegation, infringement, or omission have been given the opportunity to state their case, the disciplinary committee will give its judgement within 14 days
14. Appeals, which must be in writing, must state the grounds on which the appeal is being made and must be made within one calendar month of the disciplinary committee's judgement being received
15. Appeals will be allowed in the case where new evidence is cited or that there was a significant cause for concern that the original investigation was flawed
16. The appeals panel will be convened by the JPA Management Committee
17. The disciplinary committee will have the power and authority to impose the following penalties which will be commensurate with the offence:
    - No action
    - No action other than offer words of advice
    - Issue a warning
    - Issue a second and final warning
    - Ban from competition for a period specified by the panel
    - Suspend membership of the Association for a specific period
    - Withdrawal of licence
    - Expulsion from club or Association