



Template: Disciplinary Checklist

(To be completed by the Chairperson during the meeting)

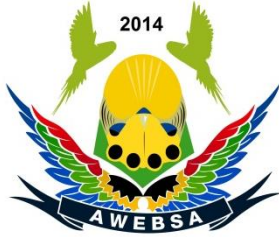
- | | Yes/No |
|---|---|
| 1. Accused notified in advance of the allegation(s) | <input type="checkbox"/> <input type="checkbox"/> |
| 2. Accused was informed of his/her right to representation, witnesses | <input type="checkbox"/> <input type="checkbox"/> |
| 3. Accused pleaded guilty to charge(s) | <input type="checkbox"/> <input type="checkbox"/> |
| 4. Accused and/or his representative was given the opportunity to defend the case | <input type="checkbox"/> <input type="checkbox"/> |
| 5. The complainant and accused were afforded an opportunity to call witness(es) | <input type="checkbox"/> <input type="checkbox"/> |
| 6. The complainant and accused were afforded an opportunity to cross examine each other and the witness(es) | <input type="checkbox"/> <input type="checkbox"/> |
| 7. If found guilty, testimony in mitigation and previous disciplinary action were considered | <input type="checkbox"/> <input type="checkbox"/> |
| 8. The action taken is in accordance with the Disciplinary Procedure | <input type="checkbox"/> <input type="checkbox"/> |

Chairperson

Date

Accused or representative

Date



Template: Alleged misconduct at Shows

Name of Complainant: _____

Details of Complaint:

Check list – what type of complaint is it:

| | Yes/No |
|---|---|
| 1. Alleged incorrect disqualification of exhibit by judge | <input type="checkbox"/> <input type="checkbox"/> |
| 2. Incorrect closed coded ring | <input type="checkbox"/> <input type="checkbox"/> |
| 3. No closed coded ring | <input type="checkbox"/> <input type="checkbox"/> |
| 4. Possible tampering with closed coded ring | <input type="checkbox"/> <input type="checkbox"/> |
| 5. Suspected cutting of or tampering with feathers | <input type="checkbox"/> <input type="checkbox"/> |
| 6. Unbecoming behaviour at the show by a member | <input type="checkbox"/> <input type="checkbox"/> |
| 7. Trying to influence a judge during judging | <input type="checkbox"/> <input type="checkbox"/> |

Show Manager

Date



Template: Allegation of misconduct dealt with

Dear _____

1. Thank you for your letter dated _____ containing allegations of misconduct.
2. The matter has been investigated by the Disciplinary Committee and are hereby informed that the complaint has been dealt with as follows:

3. Thank you for your interest in making our Association responsible and accountable for our actions.

Yours faithfully

Secretary

Date



Template: NOTICE TO ATTEND A DISCIPLINARY MEETING ACCUSED

To: _____

You are hereby requested to attend a Disciplinary Meeting to be held as follows:

Date: _____ Time: _____

Venue: _____

The alleged misconduct is as follows:

You are entitled to:

- be represented by a fellow member of the Association;
- call witnesses (it is your responsibility to inform the Chairperson of the Disciplinary Committee of the names and details of the witnesses in order for them to be notified);
- to cross examine complainant and the witness(es) testifying on behalf of AWEB SA; and
- defend the allegations.

The Disciplinary Committee shall be: _____

Secretary

Date



Template: Invite to attend meeting (witness)

To: _____

Matter: _____

You, as witness, are hereby requested to attend a Disciplinary Meeting to be held as follows:

Date: _____

Time: _____

Venue: _____

You will be required to:

- testify on the details of the alleged misconduct and answer any questions requiring clarification posed by the Disciplinary Committee; and
- be cross examined by the accused or his representative.

The Disciplinary Committee shall be: _____

Secretary

Date



Template: Minutes of meeting and findings

Name & Ring Code of member: _____

Club: _____

Date: _____

Present: _____

Alleged Offence: _____

Summary of Defence: _____

AWESBA RULE 15 of 2014: DISCIPLINARY PROCEDURE: TEMPLATES

Disciplinary sanction: _____

Chairperson: _____

Date: _____

Complainant: _____

Date: _____

Member: _____

Date: _____

Representative: _____

Date: _____



Template: Notification to accused of findings and right to appeal

Dear: _____

Following the disciplinary meeting held on:

Date: _____

Time: _____

Venue: _____,

the Disciplinary Committee found as follows after considering all the evidence presented:

- that you are guilty of misconduct in that you:

- that you are not guilty of the allegations of misconduct levied against you.

The following sanction(s) has/have been imposed on you:

- _____

Should you disagree with the sanction you must appeal in writing to the Governing Body within seven days (7) of receipt of this letter.

Chairperson of Disciplinary Committee

Date

Acknowledgement:

I, _____, acknowledge receipt of the findings and sanction of the Disciplinary Committee

- I accept*/do not accept* the sanction as imposed by the Disciplinary Committee
- I wish to appeal*/not to appeal the decision of the Disciplinary Committee*

* Delete which not applicable (if you accept the sanction then part two needs not be completed)

Member

Date