

St Albans Fencing Club

Exclusion Policy

V5 27/10/2022



St Albans Fencing Club (SAFC) is a [British Fencing \(BF\)](#) affiliated club with a requirement to protect the welfare of their members, fencers and visitors. In some circumstances this may involve the exclusion of someone from the club and/ or its fencing sessions. Such exclusion will be carried out fairly and without discrimination. The committee or a nominated delegate may refuse entry to a session or remove membership if, but not limited to:

- i. The conduct of the person is not deemed in line with BF or club policies or behaviours.
- ii. The person is of a character to bring the club or the sport into disrepute.
- iii. There are not sufficient facilities or resource to admit the person.
- iv. The person does not meet child protection and vulnerable adult rules or regulations.
- v. Notice of the exclusion will be emailed to the excluded individual using the email address provided at sign in.
- vi. An excluded individual can appeal by emailing the club secretary, or in exceptional circumstances the chairman or welfare officer via the web site contact point.
- vii. Details of any exclusion (name and brief description of reason) will be passed to British Fencing.
- viii. An excluded fencer or attendee of the club shall have the right of appeal. The excluded individual may appeal against the decision by serving a Notice of Appeal via email or via the contact page on the club web site within seven calendar days of receiving the written decision.
- ix. The appeal process will be dealt with by the Club Secretary, unless the club secretary is directly involved serving the exclusion or in the direct background of the exclusion. In exceptional circumstances the club chairman or welfare officer will deal with the appeal. Here after in this document the responsible club officer is referred to as the Club Representative.
- x. The Notice of Appeal must state the grounds on which the exclusion is challenged. The Club Representative shall acknowledge a Notice of Appeal within seven calendar days of its receipt.

xi. The Club Representative, shall appoint an Appeal Panel of three members who have not been involved directly in the events giving rise to the Hearing. The Club Representative shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Club Representative of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel. The Club Representative, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:

- 1.The composition of the Panel has changed, in which case the Club Representative shall provide details of the new Appeal Panel.
- 2.The composition of the Panel has not changed, in which case the Club Representative shall give reasons why it has not accepted the Objection.

xii. Within fourteen calendar days from the date the Club Representative responds to the Objection above (as appropriate), the Club Representative shall give such directions to all parties that include:

- 1.The date and place at which the Appeal Panel will meet to determine the Appeal.
- 2.Whether the appeal will proceed by way of written submissions or an oral hearing.
- 3.Whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

xiii. The Appeal Panel shall meet on the date fixed by the Club Representative. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate. Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- 1.Quash the original decision.
- 2.Confirm the original findings.
- 3.Request that the case be reheard.
- 4.Increase the original sanction.
- 5.Abate the original sanction.

xiv. The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

xv. The appellant may have a Supporter accompany them at the appeal meeting. This individual must be nominated in advance and be named.

xvi. The decision of the Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

xvii. The Panel Chair, once the Appeal notice has expired will inform BF of the appeal outcome.

xviii. The procedures described in this Appeals Process assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain. When dealing with a complaint, the Club Representative or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Representative reasonably believes is competent to provide such advice and/or BF's legal representative service for affiliated members.

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