



Snooker & Billiards Ireland

GUIDELINES FOR DISCIPLINARY SUB-COMMITTEE

Procedures:

1. Complaints must be made to an officer of the association within fourteen (14) days of the alleged incident or may be referred to the Disciplinary Sub-Committee by a meeting of the Control Council.
2. Following receipt of a complaint, the Hon. Secretary will consult with the Chairman and between them decide if it is necessary to convene a meeting of the Sub-Committee. If the incident warranted, the Chairman may decide to suspend the person/s until the result of the Disciplinary Hearing.
3. Matters to be dealt with will be referred to this Sub-Committee by the Hon. Secretary.
4. Once a decision to convene a meeting of the Sub-Committee is made, the Hon. Secretary will inform, in writing, the person against whom the complaint has been made. The person's affiliated Association and club will also be informed in writing. The person will be requested to attend the Disciplinary Sub-Committee meeting and, if they so wish may be accompanied by a person of their choice. The person against whom a complaint is being made will receive a copy of the complaint.
5. The Sub-Committee members will meet, at the earliest opportunity, to consider the matter. It will not be necessary to delay the start of an enquiry until the next Council Meeting.
6. The Sub-Committee may interview, or request written reports, from any person/s that they think may be able to assist the inquiry in hand.
7. The Sub-Committee will make recommendations to a full Council meeting. In exceptional circumstances, a special Council Meeting may be held to receive a report.
8. The Chairman, in consultation with the Hon. Secretary, may nominate any Council Member to this Sub-Committee should two or more of the original members be either involved in the matter of the inquiry or for any other reason be unavailable.
9. If a member is dissatisfied with a decision of the Council, he shall have the right to appeal, which must be sent in writing to the Council, within a period of 14 days from the date of the receipt of the decision. The Council will appoint an Appeals Committee to hear the Appeal. Members of this Committee shall not have taken part in the initial investigation and decision. The decision of the Appeals Committee shall be final and binding on all.

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