



## REMENHAM SECURITY & DISCIPLINARY PROCEDURE

1. Our appointed professional Security Team are primarily responsible for security of the club premises and grounds during the Regatta period. This includes all aspects of maintaining public order and discipline within the club's regatta area.
2. "**Discipline**" is a generic term bearing the common meaning ascribed thereto, and is used in this summary to encompass situations involving (without limitation) offensive or drunken behaviour, violence, as well as to enforce the Remenham Club published rules on dress code, prohibiting the "passing on" or resale of tickets or membership badges, etc. The Security team all have a copy of the Remenham Club "**Card of Arrangements**" which they can refer to, refer members and/or guests to, or they can refer the matter onwards by speaking to a club officer.
3. Disciplinary breaches are dealt with in the first instance by the Security team and Club Officers are only called upon if the matter is serious and/or controversial.
4. A report is written up at the end of each day by the supervising member of the Security Team and the cumulative report (the "**Regatta Security Report**") is then submitted at the end of the Regatta to the President (who is responsible for and the point of liaison with the Security Team)
5. The Regatta Security Report is circulated by the President to the Chairman and the Hon. Sec. (together the "**Disciplinary Sub-Committee**") and appropriate sanctions are agreed upon by the Disciplinary Sub-Committee in response to any incidents raised or highlighted in the Regatta Security Report (each an "**Incident**"). The Disciplinary Sub-Committee may seek corroborative evidence of allegations and/or involve external advisers (on a strictly confidential basis) in relation to the Incident, at their sole discretion.
6. Once appropriate sanctions have been agreed by the Disciplinary Sub-Committee, the relevant Club representatives of the member involved in the Incident will be contacted and advised of the situation and Disciplinary Sub-Commission's findings. The timing of such notification will vary dependent on the gravity of the Incident, with timely collaboration and cooperation with the Founding Clubs recommended at an early stage if the incident is serious and/or urgent. A hard copy of the Regatta Security Report will be made available (on a redacted basis, with any information which may identify an individual omitted to preserve confidentiality) upon request at the next meeting of the Remenham Club Management Committee thereafter.
7. A letter is written to the member involved (copied to their Founding Club representative) outlining the Incident reported in the Regatta Security Report, and the findings of the Disciplinary Sub-Committee in response to such Regatta Security Report, and describing the sanctions determined by the Disciplinary Sub-Committee. All letters will contain information about how a member may appeal the findings and conclusions of the Disciplinary Sub-Committee should he/she so wish, including details of any time limits for such an appeal.
8. If the member validly exercises his right to appeal the findings of the Disciplinary Sub-Committee, an appeals panel will be convened (the "**Appeals Panel**") as soon as reasonably practicable thereafter. The Appeals Panel shall be comprised of three officers of the Club's management

committee or full committee, not including officers who also serve on the Disciplinary Sub-Committee, or representatives or officers from the relevant member's Founding Club.

9. The Appeals Panel shall be entitled (but are not obliged) to schedule a meeting with the member concerned to consider the Incident, or may exercise their discretion to request and review written statements from the member involved, and/or any third party witnesses, and/or the Security Team, when reaching their conclusion.
10. The Appeals Panel shall publish their conclusions in writing to the member involved (copied to his/her Club representative) as soon as reasonably practicable, and the Club's Membership Secretary advised if withdrawal of membership privileges is ordered.