

3. Disciplinary procedure initiated by an Appropriate Authority

[The Discipline 'flow chart' provided within the ABAE Discipline & Appeals Procedures will aid the implementation of the following process]

After referral to the appropriate Case Management Referral Panel and their subsequent resolution resolving to commence disciplinary proceedings against any Respondent, they will notify the Secretary [in the case of the Council or Board – the Equity Manager and / or the Operations Manager] and / or the Disciplinary Officer [see 2.3 above].

After due deliberation, the Case Management Referral Panel may feel that it appropriate to recommend that an 'Interim Sanction' is justified. In this case, such imposition of an 'Interim Sanction' must be ratified by the Appropriate Authority as soon as practicable before the 'Interim Sanction' is imposed.

Note: Referral to the Case Management Referral Panel may be by meeting, telephone or any other appropriate electronic means.

- 3.3 The Secretary, Equity Manager, Operations Manager or Disciplinary Officer will formulate the Notice of Charge which shall identify the matter complained of and/or the relevant Rules that have allegedly been breached and shall detail the particulars of the specific charge[s].

It should be noted that offences are not restricted to breaches of rules within the ABAE Rule Book. Many offences are embraced by the term 'Prejudicial to the good name' and/or 'Bringing the name of the ABAE into disrepute'.

A typical charge could read:

'That on the 1st of January 2007 at a tournament held at the Barchester Sports Centre, Whitchurch, Salop you brought the name of the ABAE into disrepute, in that you used obscene language to an appointed ABAE referee'

- 3.4 The Notice of Charge shall be served on the Respondent by the Secretary, Equity Manager, Operations Manager or Disciplinary Officer as soon as practicable after the Appropriate Authorities' resolution and in any event within 28 days. Such notice may be served by electronic means [evidence of receipt must be obtained by similar means] and/or by 'recorded' delivery.
- 3.5 The Secretary, Operations Manager or Equity Manager will ensure that a Disciplinary Panel is formed from within his Authority. At Association level, in an endeavour to ensure 'consistency' it is recommended that a trained member of the National Discipline and Appeals Panel is present whether as a Panel member or advisor. In cases at National level, the Equity Manager or Operations Manager shall facilitate the appointments.
- 3.6 All correspondence with the Respondent will be conducted through the Secretary / Operations Manager / Equity Manager of the Appropriate Authority.
- 3.7 Appropriate 'Case Management' shall be carried out at all levels of the ABAE [see paragraphs 15.3 to 15.7 – 19.3 to 19.7 and paragraph 22 outlining appropriate action regarding recording and secure storage at Divisional / Regional Association and National level]