

15. Procedure following a Disciplinary Hearing

- 15.1 The Chairman of the Disciplinary Panel shall report its findings as soon as reasonably practicable, which may be on the day of the hearing or later.
- In either case the Chairman of the Panel, Secretary, Equity Manager or Operations Manager will write to the relevant parties setting out the decision and brief reasons thereof, i.e.: Respondent, Complainant and Respondent's relevant Secretary of his Appropriate Authority the latter of which will be tasked with ensuring compliance with any findings and sentences if any.
- 15.2 The ABAE will be entitled to publish the decision of the Disciplinary Panel in such a manner as it considers appropriate, which may include [but not by way of limitation] on the official ABAE web site.
- 15.3 The Operations Manager shall maintain a record of all offences and punishments within the ABAE Case Management System which is managed by the Equity Manager / Administrative Support Officer.
- 15.4 All correspondence, documents, witness statements and minutes of the hearing shall be kept in the event they are required at a later appeal or otherwise. [see also paragraph 22]
- 15.5 A Disciplinary Record Sheet shall be completed by the Disciplinary Panel Chairman / Secretary who heard the final hearing / appeal whether this be at Club, Association or National level.
- 15.6 A copy of the Disciplinary Record Sheet [from all levels] shall be sent to the ABAE Operations Manager within 28 days of the final hearing.
- 15.7 All papers relating to cases shall be retained in secure conditions within the appropriate offices of the Appropriate Authority. In the case of National level hearings they shall be retained by the National Operations Manager [see also paragraph 22].