



**FISH HOEK SURF LIFESAVING CLUB
DISCIPLINARY CODE AND PROCEDURE**

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1. DEFINITIONS

In this Code and Procedure, unless the context indicates otherwise:

- 1.1. "Club" means the Fish Hoek Surf Lifesaving Club;
- 1.2. "Disciplinary Committee" means a minimum of 5 persons appointed by the Executive Committee of the Fish Hoek Surf Lifesaving Club. The Disciplinary Committee consists of at least one Designated Safeguarding Official, a Chairperson as well as 3 other individuals. A minimum of one of these 5 individuals has to be appointed from the current Executive Committee. The Disciplinary Committee is responsible for deciding if evidence which has been gathered in an investigation, and has been presented to them by the Designated Safeguarding Officer is severe enough to warrant it being tested in a disciplinary hearing, with an understanding that a sanction in that hearing could result in the suspension or expulsion of the respondent from the Club;
- 1.3. "Discipline" means any action initiated by the Fish Hoek Surf Lifesaving Club and the Disciplinary Committee in response to unacceptable behaviour by a member or group of members in order to correct unacceptable behaviour or to effect compliance with the governing rules and regulations and/or statutory requirements;
- 1.4. "DSO" means the Designated Safeguarding Officer;
- 1.5. "Executive Officer" means a person who is a member of the Executive Committee of the Fish Hoek Surf Lifesaving Club;
- 1.6. "Hearing" means a meeting convened with the purpose of gathering information related to a disciplinary matter;
- 1.7. "Intermediary" means a person who handles all communication with the witness during a hearing which may be through closed circuit television or similar electronic media. They will also assist children when testifying.
- 1.8. "Major transgression" means those major or serious transgressions/offences which, when committed by a member or group of members, may require the conducting of a disciplinary hearing in terms of this procedure. Examples of major transgressions are detailed as 'Final Written' and 'Expulsion' transgressions in the Club's Rules and Regulations;
- 1.9. "Member" means any person, who is a member of the Club (regardless of whether they are registered for the season or not) including Parent/Guardian of a Micro Nipper, Nipper or Junior (under the age of 18), a Micro Nipper, Nipper, a Junior (over the age of 18), Senior, Master Lifeguard, an Honorary Member, a Life Member, duty members, patrollers, probationary members, technical officials, examiners, assessors, instructors, coaches, office bearers, administrators and any other members not already specified. A Member may be subjected to disciplinary action in relation to their contract of employment (refer to HR Disciplinary Procedure) and/or disciplinary action in relation to their ability to represent the Club in any active or inactive member capacity;

- 1.10. “Minor transgression” means those minor or less serious transgressions/offences which, when committed by a member or group of members, may require the conducting of a disciplinary hearing and, as a result, permits management to decide what level of formal disciplinary action to institute in terms of this procedure. Examples of minor transgressions are detailed as ‘Verbal’ and ‘Written Warning’ transgressions’ in the Club’s Rules and Regulations;
- 1.11. “Officer” means any person who is affiliated with a Club and elected, appointed or co-opted to an office in or a position on the Executive Committee or any sub-committees of the Club or a similar or corresponding office where of such a person is entrusted with duties or responsibilities or powers relating to the governance and administration of the Club or any part thereof;
- 1.12. “Respondent” means the person who is responding to allegations or charges as part of the disciplinary procedure.

2. APPLICATION OF THIS CODE

This code applies to all those that work/volunteer for Fish Hoek Surf Lifesaving Club and serves as a guide to all members. The Club shall undertake to ensure that all members will be made familiar with this procedure and the Club’s Disciplinary Rules and Regulations at the time of joining and periodically thereafter.

Members shall include any person representing or associated with Fish Hoek Surf Lifesaving Club which include but not limited to the following:

- 2.1. All Officers of the Club including the Executive Committee
- 2.2. Micro Nipper and Nipper Members
- 2.3. Junior, Senior and Master Lifeguards
- 2.4. Life Members
- 2.5. Social Members
- 2.6. Volunteers in Official Capacity
- 2.7. Coaches (Independent Contractors/Volunteers/Members)
- 2.8. Contractors
- 2.9. DSO
- 2.10. Other persons who have dealings with the Club e.g. duty members, patrollers, probationary members, technical officials, examiners, assessors, instructors, administrators etc.

3. POLICY STATEMENT

3.1. Disciplinary Committee

- 3.1.1. In order to ensure consistent and fair discipline within the Club and to promote disciplined behaviour amongst all members, it is the Club's policy to vest disciplinary action and accountability in the Disciplinary Committee appointed by the Executive Committee of the Club.
- 3.1.2. The Disciplinary Committee shall be primarily responsible for discussing and resolving disciplinary and safeguarding issues.
- 3.1.3. The Executive Committee may be requested to give guidance or assistance at any stage of the Disciplinary Procedure.

3.2. Fairness

Any disciplinary action must be substantively and procedurally fair:

- 3.2.1. Substantive fairness refers to the presence of a justifiable or legitimate rationale for a Club to initiate a disciplinary procedure, including the possibility of expelling a member if deemed appropriate.
- 3.2.2. Procedural fairness encompasses the adherence to appropriate protocols during the initiation and conclusion of the disciplinary procedure, as well as the actual process itself.
- 3.2.3. It is emphasized that all members have the right to seek satisfaction in the settlement of disputes. It is a legal offence to intimidate or prevent a person from exercising this right.

3.3. Disciplinary Action

- 3.3.1. The implementation of a Disciplinary Code and Procedure by the Club is essential for the efficient running of the Club's business as well as the safety and fair treatment of its members.
- 3.3.2. The aim is further to ensure that disciplinary action is timeous in response to transgressions of regulations, to commence and settle disciplinary action at the level where it occurred and to ensure that it is consistently applied.
- 3.3.3. While the Club gives its assurance that the primary purpose of this procedure is the constructive corrections of unsatisfactory behaviour, it must be noted that where certain major transgressions occur the disciplinary action taken against members may include suspension or expulsion.
- 3.3.4. Only the forms referred to in the Disciplinary Code and Procedure may be used.

- 3.3.5. It is the Disciplinary Committee's responsibility where necessary to guide, counsel and train the member in improving their behaviour and/or work habits. If no improvement occurs then the Disciplinary Committee shall implement the Disciplinary Procedure as set out below. It is also the Disciplinary Committee's responsibility to investigate alleged disciplinary issues, to establish the nature and extent of the offence and, where possible, the cause thereof.
- 3.3.6. The severity of the disciplinary action will depend upon the circumstances of each case and any mitigating and/or aggravating factors will be taken into account.
- 3.3.7. It is emphasized that the signing of disciplinary documentation does not signify guilt, nor does it prejudice the right of appeal as laid down in the Appeals Procedure.
- 3.3.8. All counselling or disciplinary action should be undertaken in private.

3.4. General Representation

- 3.4.1. The Club recognises the right of members to be represented during the stages of this procedure.
- 3.4.2. A member undergoing disciplinary action shall have the right to be represented during the stages of this procedure on the understanding that he/she may:
 - 3.4.2.1. Elect not to be represented; or
 - 3.4.2.2. Select one current member of the Club to be their chosen representative in terms of this procedure. This representative may not have a conflict of interest and/or be facing disciplinary action themselves;
 - 3.4.2.3. No person is entitled to legal representation as a right in any investigations, proceedings, or hearings of the Disciplinary Committee but for the purposes of a disciplinary charge and any disciplinary proceedings related thereto, a person may be assisted by any other person affiliated with a Club, excluding a person who is a member of the Disciplinary Committee.
 - 3.4.2.4. Responsibility for requesting representation shall lie with the member undergoing disciplinary action and not with the Club.

3.5. Child Representation and Witnesses

- 3.5.1. If a person, under the age of 18 years old, is to give evidence in any hearing, whether as the applicant or the respondent, the parent or legal guardian of the child must be present during the entire proceedings. If the parent / legal guardian cannot be present at the time when the child is to testify, then the matter must be adjourned to a time when the parent / legal guardian is present. If the child is the respondent and the parent / legal guardian, in the opinion of the DSO, is being intentionally obstructive with regard to availing themselves for

the hearing, the DSO is to suspend the child from the Club until such time as the parent/legal guardian can make themselves available.

- 3.5.2. Any child under the age of 13 years old must testify through the intermediary system.
- 3.5.3. A person over the age of 13 may apply to use the intermediary system. The application to the chairperson must be made within 48 hours of the start of the enquiry and a copy of the application must be forwarded to the opposing party at the same time. The opposing party has 24 hours to lodge any objections and then the chairperson of the Disciplinary Committee will have sole rights to decide on this application. The chairperson must consider certain factors when deciding on this application:
 - 3.5.3.1. Nature of the evidence to be given;
 - 3.5.3.2. The age of the witness;
 - 3.5.3.3. The relationship between the opposing party and the child;
 - 3.5.3.4. Considerations submitted in the application and opposition.

4. DISCIPLINARY PROCEDURE

4.1. Stage 1: Verbal Warning

(Must be discussed and issued in private)

- 4.1.1. Where counselling or training has failed, or where discipline has been breached, a Verbal Warning may be given.
- 4.1.2. An exact account of the offence shall be recorded. The respondent shall be requested to sign the warning after the content has been explained to him/her. The respondent's superior must also sign. A copy is handed to the respondent and a copy is kept on file by the Disciplinary Committee.
- 4.1.3. Should the respondent refuse to sign acceptance of the written warning then the respondent's superior issuing the warning shall call upon an independent witness to sign and confirm that the warning has been issued. If possible, mention should be made of the member's reasons for refusing to sign. The procedure shall still continue.
- 4.1.4. Should the member deny that he/she committed the offence, or wish to challenge the fairness of the disciplinary action, he/she should lodge an appeal in accordance with the Appeals Procedure.
- 4.1.5. Where two Verbal Warnings, issued for any reason, are still valid and the Club has cause to issue a third Verbal Warning, the Disciplinary Committee, if warranted, may proceed to the Written Warning stage.
- 4.1.6. Verbal Warnings shall remain valid for six (6) months.

4.2. **Stage 2: Written Warning**

(Must be discussed and issued in private)

- 4.2.1. If a Verbal Warning is inappropriate in terms of the Code, the Disciplinary Committee may take the next step in the Disciplinary Procedure, which is a Written Warning.
- 4.2.2. Written warnings may be issued in the event of an individual failing to respond to other forms of corrective action.
- 4.2.3. An exact account of the offence is to be recorded. The member shall be requested to sign it after the content has been explained to him. The Chairperson must also sign. A copy is handed to the respondent and a copy is kept on file by the Disciplinary Committee.
- 4.2.4. Should the respondent refuse to sign acceptance of the written warning then the Disciplinary Committee issuing the warning shall call upon an independent witness to sign and confirm that the warning has been issued. If possible, mention should be made of the member's reasons for refusing to sign. The procedure shall still continue.
- 4.2.5. Should the member deny that he/she committed the offence, or wish to challenge the fairness of the disciplinary action, he/she should lodge an appeal in accordance with the Appeals Procedure.
- 4.2.6. Where two Written Warnings, issued for any reason, are still valid, and the Club has cause to issue a third Written Warning, the Disciplinary Committee shall, if warranted, proceed to the Final Warning stage.
- 4.2.7. Written warnings shall remain valid for a period of nine (9) months from date of issue.

4.3. **Stage 3: Final Written Warning**

(Must be discussed and issued in private)

- 4.3.1. If a Verbal Warning or Written Warning is inappropriate in terms of the Code, the Disciplinary Committee may take the next step in the Disciplinary Procedure, which is a Final Written Warning. Should the offence allow for and require more severe action, the Disciplinary Committee may proceed to stage 3.
- 4.3.2. The Manager shall record an exact account of the offence and shall request the respondent to sign it after explaining the contents to him/her. The Chairperson must also sign. A copy is handed to the respondent and a copy is kept on file by the Disciplinary Committee.
- 4.3.3. Should the respondent refuse to sign acceptance of the written warning then the Disciplinary Committee issuing the warning shall call upon an independent witness to sign and confirm that the warning has been issued. If possible, mention should be made of the member's reasons for refusing to sign. The procedure shall still continue.

- 4.3.4. Should the employee deny that he either committed the offence, or wish to challenge the fairness of the disciplinary action taken, he should lodge an appeal in accordance with the Appeals Procedure.
- 4.3.5. Where a Final Written Warning, issued for any reason, is still valid, and the Club has cause to issue a further warning, the Sub Committee shall discuss the matter and, if warranted, may immediately proceed to stage 4.
- 4.3.6. Written warnings shall remain valid for a period of nine (9) months from date of issue.

4.4. Stage 4: Suspension/Expulsion

(Must be undertaken in private)

- 4.4.1. In the event that a major transgression is discovered, the Chairperson of the Executive Committee and a DSO must be notified within 24 hours. Failure by any DSO or Chairperson of the Executive Committee to attend to a major transgression that has been brought to their attention, is in itself a major transgression.
- 4.4.2. Where the offence warrants suspension or expulsion and a Final Written Warning is inappropriate, the Disciplinary Committee shall arrange that a hearing be held.
- 4.4.3. The respondent may be suspended until a decision has been reached. The member is to be advised of the reasons for suspension. He/she shall report to a designated Executive Officer whilst on suspension unless notified to the contrary.
- 4.4.4. A disciplinary hearing shall be convened and the respondent shall be notified of the offences together with their rights of representation. The Disciplinary Committee needs to schedule a meeting where an official from the Club shall present evidence on behalf of the Club at the disciplinary hearing.
- 4.4.5. At the end of the disciplinary hearing the Chairperson of the Disciplinary Committee shall make a recommendation and submit this together with all relevant information to the Executive Committee.
- 4.4.6. The Executive Committee shall convene a meeting to decide on the appropriate disciplinary action to be taken.
- 4.4.7. The Disciplinary Committee shall inform the respondent in writing of the Club's decision.
- 4.4.8. If as a result of a disciplinary hearing, a member is found guilty of committing a major transgression, although a lesser penalty such as a written warning may be imposed, the penalty could include: -
 - 4.4.8.1. the expulsion of an individual member, either with or without a ban on future membership: Provided that in the event of an expulsion without a ban on future membership any future

application for membership shall only be considered after the lapse of three (3) years: Provided further that such future application may only be considered by a Club if the Executive Committee gave its prior approval for such consideration;

- 4.4.8.2. the imposition of a fine;
- 4.4.8.3. the suspension of a member, provided that:-
 - 4.4.8.3.1. the period of suspension shall be for a specific period of time but may not be longer than three (3) years;
 - 4.4.8.3.2. the suspension may be a suspension of membership, in which event the member concerned shall for the time being forfeit all the rights and privileges of their membership;
 - 4.4.8.3.3. the suspension may be a complete or partial suspension of privileges, in which event the member concerned either shall for the time being forfeit all the rights and privileges of their membership or shall for the time being forfeit such rights and privileges of their membership as was determined by the Disciplinary Committee;
- 4.4.8.4. The disqualification of an individual shall result in their exclusion from participating in any activities held at the Club, under the Club's control, or organized by Lifesaving South Africa, for a period of one (1) year. Additionally, it may lead to the loss of any credits, awards, or positions obtained by or granted to the individual in relation to the misconduct they were found guilty of. However, this disqualification shall not otherwise impede their rights, privileges, duties, and obligations as a member.;
- 4.4.8.5. the carrying out of a maximum of five (5) extra patrol duties, if applicable;
- 4.4.8.6. the reprimand of a person;
- 4.4.8.7. a demotion from a leadership position;
- 4.4.8.8. the issue of a written warning; and
- 4.4.8.9. the issue of verbal warning;
- 4.4.9. Provided that, in addition to any of the foregoing sanctions, the Club may also impose a condition that the person or member concerned attend suitable counselling or workshops to the satisfaction of the Convenor of the Disciplinary Committee or to the satisfaction of an officer nominated by him for the purpose of monitoring compliance with such a condition:
- 4.4.10. Provided further that if such a condition is not complied with to the satisfaction of the Chairperson of the Executive Committee or their nominee, the matter shall be referred back to the Disciplinary Committee for a reconsideration of the sanction imposed.

- 4.4.11. Should the respondent deny that he/she either committed the offence or wish to challenge the fairness of the disciplinary action taken, he should lodge an appeal in accordance with the Appeals Procedure.

4.5. Hearings

- 4.5.1. A hearing may be convened at any stage of the Disciplinary Procedure when it is considered that this will be constructive in correctly assessing the disciplinary action required. However it must be convened when a respondent faces potential suspension, expulsion or demotion from a leadership position.
- 4.5.2. The respondent must be given at least 3 clear working days notice before the hearing, i.e. if the notice of the enquiry is handed to the respondent on a Monday the enquiry may only take place on the Friday. The bundle of evidence must be provided to the respondent or their representative at least 3 clear working days before the hearing takes place.
- 4.5.3. An interpreter can be arranged to attend the hearing at the respondent's cost.
- 4.5.4. Where a witness is unable to attend, the disciplinary hearing may be adjourned or a written statement from such persons could be accepted.
- 4.5.5. A disciplinary hearing may be conducted in the absence of a member should he/she fail to attend after due notification or should he/she misbehave or become disruptive during the hearing.
- 4.5.6. The member shall have the right to state their case and present documentary and other evidence in support thereof. He/she shall also have the right to cross-question their accusers and witnesses and bring their own witnesses.
- 4.5.7. With exception of the time during cross-examination, requests to adjourn proceedings for caucus by the individual or their representative shall not be unreasonably withheld.
- 4.5.8. The individual and their representative shall be informed of the charges that will be brought against him/her and be given the details of such charges. All supporting evidence will be presented when giving evidence.
- 4.5.9. Recording of the proceedings is at the discretion of each party present and transcription of that recording shall be the responsibility of the party requiring the transcription. All recordings made by the chairperson are for the chairpersons notes only and create no obligation for the chairperson to provide a copy of such recording to either party.
- 4.5.10. Where the member is found guilty of the transgression(s) then the chairperson shall call for the member's transgression record to assess any relevant previous history. The chairperson shall also investigate

as to whether there are any mitigating and aggravating factors, which should be taken into account before a penalty decision is taken.

- 4.5.11. Although the validity of warnings may have expired the presiding chairperson may consider them if they indicate an ongoing propensity or trend towards a line of misconduct which has bearing on the case at hand.
- 4.5.12. Where the penalty imposed is a verbal, written or final warning, then, the warning form shall be completed as prescribed in this procedure.
- 4.5.13. Where the penalty is suspension, expulsion or demotion from a leadership position, then a letter to this effect shall be prepared and be given to the member. All documents or copies thereof shall thereafter be filed on the member's file.

4.6. Appeals against Disciplinary Action at Stages 1, 2, and 3

- 4.6.1. A respondent who wishes to appeal against disciplinary action imposed on him, shall furnish a notice of appeal in writing to the Chairperson of the Disciplinary Committee within three (3) full working days from the date of being informed of the disciplinary action taken.
- 4.6.2. The notice of appeal must set out the nature of and grounds for the appeal and must be signed and dated by the respondent. (In the case of a minor, the parent can sign on behalf of the respondent). New evidence shall not be accepted as grounds for appeal unless there are good reasons why it was not put forward during the disciplinary hearing.
- 4.6.3. The Chairperson shall immediately inform the Disciplinary Committee and Chairperson of the Executive Committee.
- 4.6.4. The Disciplinary Committee will consider the appeal within ten (10) working days of the appeal being lodged.
- 4.6.5. They may convene a hearing if this is deemed necessary. They shall, in the light of the facts, decide whether the disciplinary decision is fair and, if not, shall take appropriate action.
- 4.6.6. The decision shall be recorded in writing and be distributed to the respondent and a copy kept on file by the Disciplinary Committee.
- 4.6.7. The decision of the Appeals committee shall be final.

4.7. Appeal Against Disciplinary Action at Stage 4

- 4.7.1. A former Club member/respondent who wishes to appeal against the disciplinary action taken e.g. suspension, demotion, expulsion etc shall furnish a notice of appeal in writing to the Chairperson of the Disciplinary Committee within three (3) full working days of the date of being informed that he has been dismissed.
- 4.7.2. The notice of appeal must set out the nature of and grounds for the appeal and must be signed and dated by the former respondent. (In

the case of a minor, the parent can sign on behalf of the respondent). New evidence shall not be accepted as grounds for appeal unless there are good reasons why it was not put forward during the disciplinary hearing.

- 4.7.3. The Chairperson shall inform the Disciplinary Committee and Chairperson of the Executive Committee and shall review the appeal within ten (10) working days of the appeal being lodged.
- 4.7.4. The appeals committee must include at least three (3) impartial people, two of which must have at least 5 years' experience within the Club.
- 4.7.5. The Club shall review the decision to dismiss in the light of any new and relevant information and their verdict shall be conveyed to the appellant in writing. A hearing may be convened by the Club if deemed necessary by the Disciplinary Committee.
- 4.7.6. A fellow member from within the Club may represent the appellant at the appeal review or hearing.
- 4.7.7. The appellant shall be entitled to a copy of the finding and sanction of the disciplinary hearing, which should be obtained from the chairperson.
- 4.7.8. The decision of the Appeals committee shall be final.

5. CRIMINAL OFFENCES

- 5.1. Where a member(s) is alleged to have committed a criminal offence, which affects their good standing with the Fish Hoek Surf Lifesaving Club and criminal charges have been laid against him/her, the offence may be treated as a major transgression in terms of this procedure.
- 5.2. A disciplinary hearing as provided for in this procedure shall be convened and the chairperson shall be required to make a finding and penalty decision independently of any criminal proceedings.
- 5.3. Should any Member who is not in a fiduciary position but is still registered as a Member of Fish Hoek Surf Lifesaving Club, be found to have any charges reflected on the Sexual Offences or Child Protection Registers, these findings will be dealt with as follows:
 - 5.3.1. Notice will be given to the individual directly.
 - 5.3.2. Notice of actions to be taken by the Club shall be given to the DSO and Chairperson. (Example of notice: XXXXXX has been found, subject to records received, to be unsuitable to hold any positions where they have access to Minors / Vulnerable Persons / Monies. Please confirm their removal from YYYY position).
 - 5.3.3. Refusal to remove yourself from the position, if so requested, shall be construed as an act of disobedience to an official request and further disciplinary action may be undertaken.

6. CRIMINAL CLEARANCE FINDINGS

- 6.1. Fish Hoek Surf Lifesaving Club requires all persons employed in either paid or voluntary capacities dealing with minors and vulnerable persons to be cleared in respect of: Criminal Charges – Police Clearance; as well as against the Sexual Offences and Child Protection Registers. In the Act of Good Governance persons who hold a fiduciary position e.g. Club Chairperson, Treasurer may not have a criminal record for financial crimes, nor may be an unrehabilitated insolvent.
- 6.2. Should any Member be found to have any charges reflected on the various registers these findings will be dealt with as follows:
 - 6.2.1. Notice will be given to the individual directly.
 - 6.2.2. Notice of actions to be taken by the Club shall be given to the DSO and Chairperson. (Example of notice: XXXXXX has been found, subject to records received, to be unsuitable to hold any positions where they have access to Minors / Vulnerable Persons / Monies. Please confirm their removal from YYYY position).
 - 6.2.3. Refusal to remove yourself from the position, if so requested, shall be construed as an act of disobedience to an official request and further disciplinary action may be undertaken.

7. GROUNDS FOR DISCIPLINARY ACTION

- 7.1. In relation to the offences stated in the table under sub-clause 6.3, the Club may suspend, demote or expel a member after the steps listed in the Disciplinary Action column of the table have been satisfied. However, as the table of offences is not intended to be exhaustive, the Club may exercise disciplinary action against a member who has committed an offence even though the offence has not been mentioned in the table.
- 7.2. When an offence is sufficiently serious to warrant the expulsion of a member, the Club may, in appropriate circumstances, give the member a Final Written Warning in preference to expelling them. Should the member thereafter receive another warning for any type of offence, the Club shall have the right to move to expulsion stage immediately.
- 7.3. The following are examples of offences which may lead to disciplinary actions such as suspension, demotion, expulsion, or a Verbal, Written or Final Written Warning.

STANDARD	OFFENCE	PENALTY			
		1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Member will render competent performance	Any loss caused to the Club or its members, LSA members or members of the public by reason of other members misrepresenting their expertise	Written Warning	Final Warning	Disciplinary Inquiry	
	Repeated inferior/unsatisfactory performance.	Verbal Warning	Written Warning	Final Warning	Disciplinary Inquiry
	Poor behaviour during training e.g. being consistently late, refusing to comply with reasonable instructions, being disruptive	Verbal Warning	Written Warning	Final Warning	Disciplinary Inquiry
	Poor behaviour during competition e.g. cheating, unsportsman-like behaviour, verbal abuse	Disciplinary Inquiry			
	Disrespect/insolence and or using abusive and/or insulting language towards superior and/or other Club members, LSA members or members of the public.	Disciplinary Inquiry			
Members shall obey all reasonable and lawful instructions and comply with Fish Hoek Surf Lifesaving rules.	Negligent failing to carry out all lawful and reasonable instructions or performance duties	Written Warning	Final Warning	Disciplinary Inquiry	
	Refusal to submit criminal clearances as per Safeguarding Policy clearances within the required timeframe.	Written Warning	Final Warning	Disciplinary Inquiry	

STANDARD	OFFENCE	PENALTY			
		1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
	Intimidation and/or sexual harassment of fellow Members, customers, employee and or suppliers of the Club at any time	Disciplinary Inquiry			
Members shall adhere to agreed hours of duty	Should a member be AWOL from duty he/she would be required to produce a valid reason on request	Verbal Warning	Member is required to fulfil the equivalent number of missed hours, plus an additional 50%, during their subsequent scheduled duty period.	Final Warning	Disciplinary Inquiry
	Should a member be AWOL for 2 consecutive scheduled duties or fail to fulfil the required make-up duty	Disciplinary Inquiry			
Members shall maintain sound working relationships with Club members, members of the public as well as other outside parties	Assault/ fighting	Disciplinary Inquiry			
	Intimidation	Disciplinary Inquiry			
	Victimization	Disciplinary Inquiry			

STANDARD	OFFENCE	PENALTY			
		1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
Members shall not endanger the safety of other Club members or members of the public and shall adhere to safety standards	Negligently causing injury to others or self	Written warning	Final Warning	Disciplinary Inquiry	
	Deliberately causing injury to others	Disciplinary Inquiry			
	Failure to notify management of a medical condition and/or treatment	Written warning	Final Warning	Disciplinary Inquiry	
Members shall diligently look after the assets and business of Fish Hoek Surf Lifesaving Club	Negligent damage of equipment and/ or materials (NB: Can include being required to compensate cost of damage or repair)	Written Warning	Final Warning	Disciplinary Inquiry	
	Improper storage or failure to store craft or negligent damage to craft.	Written Warning	Final Warning	Disciplinary Inquiry	
	Improper use of the Clubhouse e.g. leaving personal effects and clothing lying around littering, breaking glasses, littering water wastage in showers	Written Warning	Final Warning	Disciplinary Inquiry	
Members shall obey all policies with regards to Information technology	Viewing pornographic sites anytime which includes amongst others, pornography, child pornography, sexually offensive material, etc.	Disciplinary Inquiry			
	Downloading or posting of any copyrighted material from any source to lifesaving's networks	Disciplinary Inquiry			

STANDARD	OFFENCE	PENALTY			
		1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
	Disclosing confidential information through the use of the internet, emails	Disciplinary Inquiry			
	Viewing, accessing, creating, transmitting printing or downloading material that is derogatory, defamatory, obscene or offensive or anything that may be construed as harassment or disparagement based on race, colour, nationality origin, sexual orientation, age, religious or political beliefs	Disciplinary Inquiry			
	Improper or unauthorised use of Fish Hoek Surf Lifesaving Club assets or affiliated member's assets	Disciplinary Inquiry			
	Hacking – unauthorised attempts to break into the Club's IT system at anytime	Disciplinary Inquiry			
Members will give Fish Hoek Surf Lifesaving Club honest service	Bringing Fish Hoek Surf Lifesaving Club into disrepute or any behaviour which would blemish the Club's image; any behaviour which may disadvantage the Club or its members	Final Written	Disciplinary Inquiry		
	Unlawful and/or unauthorised possession of property belonging to the employer or fellow Members	Disciplinary Inquiry			
	Theft, fraud, falsification or destruction of records, bribery.	Disciplinary Inquiry			

STANDARD	OFFENCE	PENALTY			
		1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE
	Unauthorised intentional, disclosure of confidential information	Disciplinary Inquiry			
	Use of time and equipment to make excessive personal calls, personal emails, playing games, use of lifesaving equipment for nonwork-related output or activity	Written Warning	Final Warning	Disciplinary Inquiry	
	Failure to disclose knowledge of fraud, falsification or destruction of records or property, bribery etc.	Disciplinary Inquiry			
Members shall not possess or consume alcohol or illegal drugs while on duty	Unauthorised possession of drugs and/or alcohol whilst on duty	Final Warning	Disciplinary Inquiry		
	Using alcohol and/or drugs whilst on duty	Disciplinary Inquiry			
	Under the influence of drugs whilst on duty	Disciplinary Inquiry			
	Smelling of alcohol	Final Warning	Disciplinary Inquiry		

FORM IR 1: Disciplinary Warning

Verbal Warning
 Written Warning
 Final Written Warning

Issued in terms of 6.3 of Club's Disciplinary Code being (e.g. theft or member being AWOL) _____

MEMBER DETAILS	
Surname (Mr/Mrs/Miss)	
First Name	
Member Number	
Member Type (e.g. Junior)	

Any un-expired Warnings on File? Yes: No:

If YES, provide details: (*type of warning, code contravention, date issued*)

REASON FOR WARNING (IN FULL):

Issued By (Print Name)			
Member Number			
Member Type (e.g. Junior)			
Signature			
Date of Issue		Time of Issue	

I, the undersigned, understand the contents of this warning and the reason for its issue, and acknowledge receipt thereof. I further understand that I can appeal against this warning within three (3) days of the date hereon.

Signature: _____ Date: _____

Witnesses:

(1) _____ Signature: _____

(2) _____ Signature: _____

FOR ADMIN USE ONLY:

Received by (Print Name)	
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Form IR2: Appeal against Disciplinary Action imposed

MEMBER DETAILS	
Surname (Mr/Mrs/Miss)	
First Name	
Member Number	
Member Type (e.g. Junior)	

In accordance with the provisions of the Disciplinary Code and Procedure, I hereby appeal against the Disciplinary Action imposed on me on (insert date) __/__/20__, being (state nature of disciplinary action)

(e.g. Final Written Warning / Dismissal for Failure to follow instruction or neglect of duties)

The nature of and grounds for the appeal are as set out below:

I, the undersigned, declare that the statements contained in this appeal are, to the best of my knowledge and beliefs, true and correct.

Signature: _____ Date: _____

FOR ADMIN USE ONLY:

Date of Receipt	
Received by (print name)	
Signature	

(signed by):

CHAIRMAN:

DATE:

Name

CLUB ADMINISTRATOR:

DATE:

Name