



THE BRITISH INTERNATIONAL CLAY TARGET SHOOTING FEDERATION

*Affiliated to the Federation
Internationale de Tir aux Armes
Sportives de Chasse (FITASC)*



DISCIPLINARY AND APPEAL PROCEDURES

PREAMBLE

For the purposes of these Rules and Procedures “Participation” shall mean any ISSF and/or FITASC event or related activity including squad training sessions or camps, competition or championships, domestic or international, in which the BICTSF participates or sanctions and for which it is responsible for the selection of all participating GBR athletes, coaches and staff members. Participation at the Olympic Games is subject to separate selection, disciplinary and appeal procedures administered by the British Olympic Association (BOA).

A TEAM MANAGER’S RESPONSIBILITIES

- 1.1
The manager of an international team has special responsibilities both to the BICTSF and all team members. In other participation activities, the national coaches or other Team Officials assume such responsibilities (see clause 2.9 below).
- 1.2
The manager is ultimately responsible for team conduct, order and discipline in consultation with other Team Officials.
- 1.3
The manager acts ‘in loco parentis’ for all juniors as classified by the ISSF/FITASC and shall issue such instructions as necessary to remind all athletes of their personal obligations and conduct while representing the BICTSF.
- 1.4
The Team Manager or other Team Officials have the authority to issue oral and written warnings, withdraw from competition and/or repatriate athletes or staff if deemed appropriate and will deal with all complaints or disputes in the first instance. A decision by the manager either to withdraw from competition and/or repatriate an athlete is final and cannot be appealed. Either party on return to the UK may invoke the BICTSF Disciplinary and Appeal Procedures.
- 1.5
The manager shall inform and consult with either the BICTSF Chairman or a Senior Officer of the Board in all cases involving serious misconduct involving the possible withdrawal from competition or repatriation of a team member(s) but is ultimately responsible for such decisions taking into account local conditions and logistics. In all cases he shall also consult with other Team Officials before making a final decision.
- 1.6
The manager shall, whenever necessary, complete a written disciplinary report following each international competition to include a statement of facts, including the athlete’s comments. A copy shall be given to the athlete who will be asked to sign it off as a true record. If the record is disputed then this will be recorded including the fact that the athlete has not signed for this reason.
- 1.7
In addition, any disciplinary meeting between athlete and a team manager shall be recorded and a copy of the tape (whenever possible) shall be given to the athlete (on request) together with the statement of facts.
- 1.8
All statements and records shall be forwarded to the BICTSF in accordance with Clause 1.2 above.
- 1.9
The same procedures and authority shall apply, in the absence of a Team Manager, if conducted by the National Coach or any other Team Official acting in such a capacity at any BICTSF participation activity.



The BICTSF has the right to undertake reasonable disciplinary measures on the following basis:

MINOR DISCIPLINARY MATTERS

2.1
Minor matters will be dealt with informally, which may include an informal verbal warning, from the Team Manager, National Coach, Team Official or Discipline Representative as applicable. The circumstances may be recorded and reported and held on file by the BICTSF.

2.2
All disciplinary records will be maintained and kept by the BICTSF for a period of six years. They shall be available for inspection, only in relation to themselves, by athletes on request at any reasonable time. All such records are otherwise confidential and will only be released either to the BICTSF Chairman or the Chairman of a Disciplinary Hearing Panel as required under these procedures.

FORMAL PROCEDURES

Formal procedures will comprise three stages, as follows:

- Verbal Warning
- Written Warning
- Disciplinary Hearing

Verbal Warning

3.1.1
Any complaint in respect of alleged breaches of an athlete's obligations, including personal conduct or performance will be considered and dealt with by the Team Manager, National Coach or any other Team Official, as applicable.

3.1.2
The athlete should be advised of the reason for the verbal warning, the necessary steps they need to take to correct the matter and an appropriate timescale for compliance. The athlete should have a right of reply to the allegations.

3.1.3
A statement of facts, including the athlete's comments, will be recorded in writing with a copy provided to the athlete who will be asked to sign it off as a true record. If the record is disputed then this will be recorded including the fact that the athlete has not signed for this reason.

3.1.4
Any disciplinary meeting between the athlete and the Team Manager, National Coach or any other Team Official, as applicable, shall be recorded and a copy of the tape shall be given to the athlete (upon request) together with the statement of facts.

3.1.5
All statements and recordings shall be retained by the BICTSF, see clause 1.2 above.

Written Warning

3.2.1
Any complaint in respect of alleged breaches of an athlete's obligations, including personal conduct or performance that is considered either too serious to be dealt with by a verbal warning or is either repeated, not improved within the stipulated deadline or further misconduct following a previous verbal warning may be dealt with (at the discretion of the Team Manager, National Coach or any other Team Official as applicable.) by a formal written warning.

3.2.2
The matter will be considered and dealt with by the Team Manager, National Coach or any other Team Official as applicable who will hold a meeting with the athlete (and any other person involved, if the complaint concerns personal conduct) to discuss it. The athlete should have a right of reply to the allegations. The athlete may have someone of his or her choice present as a witness to the conduct of the meeting. The Team Manager, National Coach or any other Team Official shall previously have given the athlete a copy of the BICTSF Disciplinary and Appeal Procedures.



3.2.3

If the Team Manager, National Coach or any other Team Official as applicable upholds the complaint then the athlete should be advised both orally and in writing of the reason for the written warning, the necessary steps they need to take to correct the matter and an appropriate timescale for compliance.

3.2.4

The Team Manager, National Coach or any other Team Official as applicable will advise the athlete that any failure to comply with the terms of the written warning or make the required improvement in performance within the stated timescale may render the athlete liable to a full Disciplinary Hearing.

3.2.5

A statement of facts, including the athlete's comments, will be recorded in writing with a copy provided to the athlete who will be asked to sign it off as a true record. Any formal written warning will either be handed personally, or sent, to the athlete who will be asked to sign a duplicate copy acknowledging its receipt. In addition, any disciplinary meeting between athlete and Team Manager, National Coach or any other Team Official as applicable shall be recorded and a copy of the tape shall be given to the athlete (on request) together with the statement of facts.

3.2.6

The athlete shall have a right of appeal concerning the imposition of a written warning to a Disciplinary Hearing Panel - see clause 3.3 following.

Disciplinary Hearing

3.3.1

Any complaint in respect of either alleged breaches of an athlete's obligations, including personal conduct or performance or an act of gross misconduct that is considered either too serious to be dealt with by a written warning or, is repeated or further misconduct following a previous written warning may be dealt with (at the discretion of the Team Manager, National Coach or any other Team Official as applicable or at the written request of the athlete) at a formal Disciplinary Hearing.

3.3.2

The Board of the BICTSF may, on the recommendation of the Team Manager, National Coach or any other Team Official as applicable, immediately suspend an athlete from international competition and associated activity pending the outcome of a Disciplinary Hearing. Any suspension will include withdrawal of all the athlete's associated privileges received from the BICTSF and its component bodies and other applicable supporting agencies.

3.3.3

The athlete will be advised in writing of the reasons for any suspension from international competition and associated activity pending a Disciplinary Hearing.

3.3.4

The BICTSF will endeavour to hold a Disciplinary Hearing within 21 days of the alleged matter (or request by the athlete for a Hearing) or as soon thereafter as practicable.

3.3.5

The Panel shall comprise a representative of the athlete's discipline National Governing Body, a Director of BICTSF (being a second person) and an independent legally qualified person as Chairman.

3.3.6

The athlete may be represented and formal Minutes of the proceedings will be taken. In addition, any disciplinary hearing shall be recorded and a copy of the tape shall be given to the athlete (on request) together with a copy of the Minutes.

3.3.7

If the Panel does not uphold the alleged disciplinary breach then it will lift the suspension on the athlete and inform the relevant agencies (through either the Designated Official or the athlete's discipline National Governing Body as applicable) of the facts in order that the athlete's privileges and other benefits, including those foregone during suspension, can be reinstated.

3.3.8

If the disciplinary breach is upheld by the Panel then it can impose any of the following sanctions on the athlete, dependent on the severity of the matter:

- A reprimand, if the athlete either fails to correct the breach within a stated period or there is repeated misconduct that would mean the automatic suspension of the athlete from international participation and activity with immediate effect.



- A formal recommendation by the BICTSF to British Shooting or a Home Country equivalent that the athlete should be removed from either the World Class or similar funded programme with immediate effect.
- Exclusion of the athlete from consideration for selection for any BICTSF international participation activity (a ban) for a given period up to and including a lifetime period.
- The BICTSF must confirm any ban within a reasonable period (not exceeding 30 days) after the Disciplinary Hearing. All such communications and decisions of the Panel shall be in writing, signed by the Chairman of the Disciplinary Panel.

3.3.9

Each party shall be responsible for their own costs and expenses related to a Disciplinary Hearing. Lottery funding received from the World Class Programme and Athletes Personal Awards and similar funding from Home Country equivalents shall not be used for this purpose under the conditions of grant.

APPEAL PROCEDURE

4.1

The athlete always has the right of appeal against either a written warning or the sanctions imposed by a Disciplinary Hearing to a panel appointed by the Board of Directors of the BICTSF, acting as an Appeal Board, whose decisions shall be final and binding without further appeal.

4.2

Notice of an appeal by the athlete against either a written warning or the sanctions of a Disciplinary Hearing should be made in writing to the Chairman of the BICTSF not later than 30 days after either the written warning or Disciplinary Hearing, after which any appeal will be considered out of time.

4.3

The Chairman of the BICTSF must arrange an Appeal Board that shall consist of three (3) members selected by all Board Members, always to include the Chairman acting in that capacity. Appeal Board members shall not have participated in the previous Disciplinary Hearing subject to appeal. The Chairman may decide (or if so requested by the athlete) to co-opt up to 2 (two) additional non-voting members (not being BICTSF Board Members or employees) acting as experts, one of whom shall be a legally qualified person to advise the Board. The Chairman shall have the final and casting vote.

4.4

Advice should, whenever possible, be taken from the Sports Disputes Resolution Panel (SDRP) prior to any appeal hearing and the matter may, in agreement with both parties, be resolved with their assistance in an appropriate capacity.

4.5

The athlete has the right to be represented at the Appeal Hearing and may present evidence either orally or in writing.

4.6

Each party shall be responsible for their own costs and expenses related to the Appeal Hearing. Lottery funding received from the World Class Programme and Athletes Personal Awards and similar funding from Home Country equivalents shall not be used for this purpose under the conditions of grant.

4.7

The Appeal Board Hearing should take place as soon as possible and after the BICTSF Chairman receives written notice of an appeal.

4.8

The Appeal Board can, by majority decision, uphold, vary or dismiss the sanctions of the Disciplinary Hearing. Its decisions must be forwarded to the Athlete in writing no later than seven (7) days after the Appeal Hearing and are final and binding.

4.9

Copies of the Appeal Board decision will be forwarded to a senior officer of the athlete's discipline National Governing Body and the BICTSF.