

## **NOTIFICATION OF A DISCIPLINARY ENQUIRY**

**MEMBERS NAME:** \_\_\_\_\_

**BSA NO:** \_\_\_\_\_

Please be advised that you are requested to attend a Disciplinary Enquiry at the date and time stated below and kindly note the following:

**TIME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**VENUE:** Offices of \_\_\_\_\_

**ALLEGED OFFENCE:**

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEMBER / PERSON LAYING THE CHARGE:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**CHAIRPERSON FOR THE ENQUIRY:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Please note further that:**

- You have the right to be represented by a fellow member of the club.
- You have the right to question witnesses.
- You have the right to call witnesses.
- You have the right to an interpreter who will be provided or arranged by agreement.
- You have the right to appeal against outcome of hearing within 3 working days.
- You do NOT have the right to legal representation.
- You have the right to lodge written objection against the chairperson hearing the matter and that such objection must be lodged WITHIN 3 DAYS of receipt of this Notice.

**The procedure that will be followed is as follows:**

1. The member / person laying the charge will lead evidence and call witnesses.
2. You will be entitled to respond and also question these witnesses.
3. You will then be entitled to present your response to the charges and call witnesses.
4. The member / person laying the charges will be entitled to respond and also question these witnesses.
5. The chairperson may ask any witnesses questions for clarification.
6. The chairperson will then decide whether or not you are guilty or not guilty.
7. Should you be found guilty, you will be requested to make submissions on the appropriate sanction.
8. The chairperson will then decide on what sanction to impose and inform you in writing.

\_\_\_\_\_  
INITIAL HERE

**I ACKNOWLEDGE RECEIPT OF THE NOTIFICATION OF THE ENQUIRY TO BE HELD AND UNDERSTAND MY RIGHTS**

\_\_\_\_\_  
**MEMBER CHARGED**

\_\_\_\_\_  
**CLUB REPRESENTATIVE**

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**I HAVE WITNESSED THE ABOVEMENTIONED MEMBER BEING INFORMED OF THE ENQUIRY TO BE HELD AS WELL AS BEING INFORMED OF HIS/HER RIGHTS**

\_\_\_\_\_  
**SIGNED**

\_\_\_\_\_  
**DESIGNATION**

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_