

DISCIPLINARY PROCEDURE OF DURBANVILLE SHOOTING CLUB

1. Due to the potential hazard posed by the non-compliance of the Code of Conduct and Safety Regulations, the Range Officer will be required to take immediate action. The Range Officer's instructions are final at the time given and can be challenged during a disciplinary enquiry.
2. The decision of the Range Officer will be conveyed verbally to the person allegedly transgressing the Code of Conduct immediately after the transgression is noted. The person transgressing the Code of Conduct is expected to desist immediately and to follow the Range Officer's instruction.
3. The decision and judgement of the Range Officer will depend on the nature and potential hazard of the transgression of the Code of Conduct. The judgement of the Range Officer will take the form of one of the following:
 - Censure, where the person at fault is verbally instructed to comply with the Code of Conduct immediately.
 - Expulsion from the Range, where the person is verbally instructed to make his weapon safe and to vacate the range.
 - Expulsion from the Shooting Club premises, where the person at fault is verbally instructed to make his weapon safe and to vacate the range. Due to the severity of the incident, the person is further instructed to vacate the premises of the Club.
4. If it is the Range Officer's opinion that the transgression was grossly negligent, extremely severe or of a potentially hazardous nature, the name of the person committing the transgression will be forwarded, in writing, to the Chairman of the Durbanville Shooting Club. This document will contain the date of the incident, a description of the incident, details of action required and taken, and a motivation of what disciplinary action should be taken against the person in question.
5. The Chairman, or his proxy, will convene a quorum/disciplinary enquiry whereby the member and the Range Officer will be able to state their cases. The Committee will decide, based on the merits of the case, if action is required and what form of action is required. During the proceedings all parties will be given the opportunity to call witnesses and cross-question them.
6. The Member will be entitled to submit a written appeal, stating his reasons for considering the action by the Committee being too harsh and request an appeal hearing. If sufficient grounds exist to motivate an appeal, this hearing will have to be considered by a quorum of the Committee, and the final ruling made will be enforced.

The appropriate documentation (see forms A, B, C & D) is to be used during the implementation of the abovementioned proceedings.

Signed:

Chairperson: _____
Name

Witness: _____
Name
Member of Executive Committee

Date: _____

Date: _____