



GLOUCESTERSHIRE COUNTY DARTS ORGANISATION

CONSTITUTION

1.0 Name

- 1.1 The darts body is to be known as the Gloucestershire County Darts Organisation and shall be a full member of the United Kingdom Darts Association (UKDA).
- 1.2 The Gloucestershire County Darts Organisation is a member's only, not for profit, organisation.
- 1.3 The Gloucestershire County Darts Organisation shall hereinafter be represented in this document by the initials GCDO.

2.0 Rules

- 2.1 GCDO shall be governed by the contents of this Constitution.
- 2.2 The Gloucestershire Super League, which shall be an integral part of GCDO, shall comply with the contents of this Constitution plus any rules and regulations laid down in the Super League Rules.
- 2.3 GCDO shall comply with the rules and regulations of the UKDA.
- 2.4 All darts events under the jurisdiction of GCDO shall be organised in accordance with the UKDA playing rules.

3.0 Objectives

- 3.1 GCDO shall not control, organise or promote any darts function outside of the Gloucestershire County boundary without the prior permission of the neighbouring County Darts Organisations affected.
- 3.2 GCDO shall undertake to organise and control those sections of darts relative to GCDO's participation in the activities of the UKDA

4.0 Management

- 4.1 GCDO shall be managed by an Executive Council which shall comprise of Executive Officers who shall share functional responsibilities in the management of the organisation, and Executive Councillors who are officially appointed by a Super League team to represent that team on the Council.

5.0 Finances

- 5.1 The Executive Officers shall be jointly responsible for maintaining the organisation's finances in good order. They will ensure that the Treasurer produces balance sheets and statements at all meetings to verify any financial enquiries that may arise from the Executive Council or the membership.
- 5.2 All monies shall be made payable to GCDO and will be receipted and banked into an account in a national bank.

- 5.3 All cheques issued from GCDO accounts must be signed by any two (2) of the authorised signatories.
- 5.4 The Treasurer, or any other nominated Executive Officer, shall ensure that the GCDO bank mandate is amended as necessary immediately after the Annual General Meeting.
- 5.5 The three (3) Principal Officers, namely Chairperson, General Secretary and Treasurer, shall be jointly empowered to make any financial arrangements deemed necessary by the Executive Council, to ensure an overdraft facility, a loan, or to enter into a hire purchase agreement on behalf of GCDO.
- 5.6 Members of the Executive Council engaged on GCDO business, or attending a GCDO function for the purpose of organising that function, shall be entitled to claim reasonable “out of pocket” expenses, subject to the submission of a written claim and supported by the receipts covering the expenses incurred. Any disputed claim shall be decided at the discretion of the Executive Council.
- 5.7 GCDO shall be a non-profit making concern and no dividend will be paid to any members.
- 5.8 A decision to wind up GCDO must be made by the collective body of Executive Officers and Executive Councillors remaining at that time, and not by any individual.
- 5.9 In the instance of GCDO being wound up, the assets, funds, equipment and any proceeds derived from such winding up shall be transferred to another darts body and not to any members of GCDO.

6.0 Functional Responsibilities

- 6.1 The Executive Officers shall each be responsible for holding a functional office.
- 6.2 An individual Executive Officer may be elected to be responsible for more than one functional office, although no individual may hold more than one of the Principal Offices, i.e. Chair, General Secretary and Treasurer.
- 6.3 The functional offices number fourteen (14) and are listed as: Chair, Vice Chair, General Secretary, Assistant General Secretary, Treasurer, Super League Secretary, Minutes Secretary, Programme Organiser, Website Co-ordinator, Accommodation/Travel Organiser, Competitions Secretary, Press Officer, Fundraiser and Stage Manager.

7.0 Elections

- 7.1 The Executive Officers shall each be elected to office in an Annual General Meeting and shall serve for a period of one (1) year.
- 7.2 An existing Executive Officer may stand for re-election without having to be nominated.
- 7.3 Any nomination for an Executive Officer must be made by a fully paid-up, properly registered member of GCDO and seconded by another fully paid-up, properly registered member 30 days prior to the Annual General Meeting. The General Secretary will collate the nominations and make them available to all members of the Executive Council within 16 days of receipt, i.e. 14 days prior to the meeting.
- 7.4 A nominee, who must be a fully paid-up, properly registered member of the organisation, must be present at the Annual General Meeting and must indicate his/her willingness to accept the nomination and stand for election.
- 7.5 The Executive Council shall be empowered to co-opt officers onto the Executive Council, but only in the event of mid-term vacancies occurring, and only of such numbers to maintain the number of

officers that were elected at the Annual General Meeting. A co-opted officer may stand for re-election at the next Annual General Meeting without having to be nominated.

- 7.6 The General Secretary and the Treasurer are the nominated representatives of GCDO at meetings of the UKDA and are empowered to speak and vote on behalf of GCDO and its members. Any Executive Council member may attend in place of either of these Officers should they be unable to attend.
- 7.7 Any Executive Council member found guilty of misbehaviour, or be deemed to be failing to carry out his/her elected responsibilities may be asked to resign from office and/or be subject to disciplinary procedures.

8.0 Meetings

- 8.1 Executive Council Meetings, which are synonymous with General Delegates meetings, shall be held at intervals and times as directed by the Executive Council. There will be a £10 fine for non-attendance the first time, £20 for the second time, £30 for the third time etc., unless a substitute is sent.
- 8.2 The quorum for an Executive Council shall be four (4) and, in those circumstances where any GCDO business is conducted with less than full attendance, that business shall be as valid as in a meeting with full attendance, always providing that there are four (4) or more persons present in that meeting.
- 8.3 The Annual General Meeting shall be held at the end of each season, at a venue and time determined by the Executive Council.
- 8.4 An Extraordinary General Meeting shall be called by the Executive Council to amend the GCDO Constitution, or to amend the GCDO Super League Rules, or to consider and decide upon any matter that is considered by the Executive Council to be too important to be left to the next appropriate meeting.
- 8.5 Members shall be given a minimum of fourteen (14) days' notice of any additional General Meetings.
- 8.6 Agendas for meetings shall be compiled by the General Secretary or Assistant General Secretary.
- 8.7 The Executive Council reserve the right to exclude any item from an agenda if it does not comply with any stipulated requirements and/or it is considered to be detrimental to the well-being of GCDO.

9.0 Voting

- 9.1 Each Executive Officer, including the Principal Officers, shall have the right to one (1) vote on any matters concerning GCDO business at any meeting at which they are present. Any person holding more than one (1) functional office will only be entitled to one (1) vote.
- 9.2 In the instance of a tied vote the Chairperson, or nominated person acting as Chairperson, shall have the right to a "casting vote", notwithstanding that that person may have already cast a deliberate vote.
- 9.3 Any Super League team owing monies to GCDO shall forfeit the right of their appointed delegate (Executive Councillor) to vote in an Executive Council meeting in which it is known that a debt is outstanding.

- 9.4 In order to secure the right to vote, the Executive Councillor, or any other Super League team member, shall ensure that all outstanding monies are paid to GCDO before attending a General Meeting or by 31st May in each season, which date shall be prior to the Annual General Meeting.
- 9.5 The whole of the membership, plus any Honorary Life Members, have the same full speaking and voting rights as any Executive Councillor at the Annual General Meeting or any Emergency General Meeting.
- 9.6 Any Super League team owing monies to GCDO shall forfeit the right of their team members to vote in any General Meeting in which it is known that a debt is outstanding.
- 9.7 At any General Meeting which is called specifically for the purpose of selecting a new county venue, members who have been selected to play, or as a reserve, or who has acted as a match official during that playing season shall be entitled to one (1) vote for the venue of their choice. Any person who qualifies in more than one way, i.e. Executive Council member and a county player, will only be entitled to one (1) vote.

10.0 Sponsorship

- 10.1 The three (3) Principal Officers, namely Chairperson, General Secretary and Treasurer, shall be jointly empowered to enter into negotiations and to formulate contractual arrangements with potential sponsors on behalf of GCDO.
- 10.2 In the instance of a member of GCDO being approached with an offer of sponsorship, or financial support of any kind, then he/she shall report all relevant details to the Executive Council which shall, after due consideration of those details, authorise the three (3) Principal Officers to follow up on the offer with any negotiations as deemed necessary.

11.0 Membership

- 11.1 A darts team wishing to become a full member of GCDO shall apply to the Annual General Meeting for acceptance into GCDO.
- 11.2 Once accepted by means of a vote, the team shall pay an annual entrance fee of £25, a guarantee fee of £25 and an insurance levy. The entrance fee entitles the team to play in the Super League and to nominate or appoint a manager to represent that team as an Executive Councillor of GCDO.
- 11.3 All team members shall complete a Super League Registration Form and the team is jointly responsible for paying the appropriate team and individual player registration fees, as laid down in the Super League rules, in a timely manner. Failure to pay in full and on time could lead to suspension of voting rights as detailed in rules 9.4 and 9.6 above.
- 11.4 A full member Super League team may enter itself, or any of its registered players, in all darts events or tournaments organised by GCDO, subject to any UKDA constraints relating to players who play for another county and/or age restrictions.
- 11.5 The GCDO Executive Council reserve the right to refuse to accept a player's Super League registration if it is deemed to be in the best interests of GCDO to do so.

12.0 Eligibility of Players and Officials

- 12.1 No person who is, or becomes, a member or official of, or plays for, any outside darts body shall be eligible to be an Executive Councillor or to play in any GCDO Super League team, County team, or in any match, tournament or event organised by the GCDO on behalf of any other darts body.

- 12.2 For the purpose of this rule, an outside darts body is any darts body other than the GCDO, a member of the GCDO, or a league affiliated to a member of the GCDO, or any team not selected by the GCDO which plays in any formal match, tournament or other event.
- 12.3 The Executive Council shall have the power to declare any match, tournament or event as an 'Open' event to which the rule on eligibility will not apply. This power shall be exercisable notwithstanding that the match, tournament or event has already taken place. Moreover, a person shall not become ineligible under this rule as a result of playing in any event organised by:-
- 12.3.1 World Darts Federation (WDF) and its members.
 - 12.3.2 England Darts Organisation (EDO) and its members.
 - 12.3.3 Welsh Darts Organisation (WDO) and its members.
 - 12.3.4 Scottish Darts Association (SDA) and its members.
 - 12.3.5 Northern Ireland Darts Organisation (NIDO).
 - 12.3.6 UKDA, in which persons who are members or leagues affiliated to the GCDO are invited to represent their league, county or country or as a result of becoming an official of the UKDA or the WDF.
- 12.4 Any dispute concerning the 'eligibility' of any person under this rule may be referred in writing at the instance of any officer, league delegate or by the person concerned to the General Secretary for inclusion on the agenda of an Executive Council Meeting at any time: such an item will not be subject to the normal 14 days' notice. Prior notice of such meetings and the subject matter thereof shall be given to the person concerned and all Executive Council members. At any such meeting, the person concerned shall be given reasonable opportunity of being heard. The decision of such a meeting that a person is 'ineligible' shall be found by a unanimous agreement of the Executive Council.
- At such a meeting, any written report received by the General Secretary that the person concerned is, or has been, a member or official or had played for an outside darts body and that person fails to attend to refute the allegation therein, the meeting may infer therefrom that the allegation is well founded, providing always that he/she has been given notice in writing of the allegation and when it is being heard.
- 12.5 Any person who is, or becomes, 'ineligible' under this rule shall remain ineligible for a period of 18 months. This period shall commence from the date when he/she was last a member or official or played for an outside darts body. The Executive Council may reduce this time period if they consider it in the interest of the GCDO to do so.
- 12.6 If circumstances arise where a decision is required concerning the 'eligibility' of any person under these rules pending reference to an Executive Council meeting, the Chairperson shall, upon making such enquiries as he/she shall deem fit, including where reasonably practicable, of the person concerned, have power to decide the matter pending a decision of the Executive Council. If for any reason it is not reasonably practicable to obtain a decision of the Chairperson that same power shall be exercisable by any of the other Executive Officers.

13.0 County Selection

- 13.1 A selection committee consisting of the Men's Team Manager, Ladies' Team Manager, Men's Captain and Ladies' Captain will be responsible for selecting teams to play for Gloucestershire. The Super League Secretary will be present in an advisory capacity and has a casting vote if required. If any selection team member should hold two (2) positions, one (1) place will then

be given to a team representative. County teams rather than squad to be selected with all teams being publicised with local media if possible.

- 13.2 Super League Team Managers are entitled to nominate players for consideration by the Selection Committee but only players who are officially registered with GCDO and who have played in two (2) out of the last four (4) Super League matches will be eligible for selection.

14.0 Inter-County Matches

- 14.1 During a National League match, all decisions regarding players shall be made by the Team Manager, assisted by the General Secretary. In the event of the Team Manager not being present, the General Secretary shall deputise for that match only.
- 14.2 In the event of an “incident” occurring in an event in which a GCDO team is participating then the General Secretary, or a Principal Officer deemed to be responsible for the GCDO party, shall be empowered to suspend any player, or any official, or any outside person from all GCDO activities pending the result of a Disciplinary Hearing.

15.0 Disciplinary Proceedings

- 15.1 Anyone seen fighting or causing trouble at either a National League or Super League match will be subject to disciplinary proceedings in accordance with the code shown at Annexe ‘A’ of this Constitution.
- 15.2 Any member of GCDO reported to have behaved in a manner prejudicial to the reputation of GCDO, or the sports of darts, at any of their games and associated events, or travelling to or from such events, will be subject to disciplinary proceedings in accordance with Rule 15.1 above.
- 15.3 Any player qualifying through the GCDO internal play-offs for a regional or national event, i.e. National Finals, etc will be liable for the cost of the entry fee(s) should they fail to attend the event without good cause. Disciplinary proceedings as per Rule 15.1 above will apply.

16.0 Protests

- 16.1 Any protest concerning a decision or function organised by GCDO must be presented, in writing, to the General Secretary within seven (7) days of the event and be accompanied by a deposit of £10. The deposit is refundable if the protest is upheld by the Executive Council, but will be absorbed into the funds if not sustained. The Executive Council’s decision will be final.

17.0 Amendments and Additions

- 17.1 At the Annual General Meeting, or an Emergency General Meeting, these rules can be amended or new rules added as long as each proposition is proposed and seconded by properly registered, fully paid-up members of GCDO .
- 17.2 The Executive Council have the power to recommend amendments or additions to these rules at any time, such recommendations being put before the Annual General Meeting or an Extraordinary General Meeting for a simple majority approval.
- 17.3 The Executive Council have the power to temporarily incorporate any UKDA directive into the GCDO Constitution or Super League Rules, pending majority approval at a General Meeting.

DISCIPLINARY PROCEEDINGS

1. Introduction

- 1.1 This Disciplinary Code forms part of the terms and conditions of membership of the Gloucestershire County Darts Organisation (GCDO). It also forms part of the terms and conditions of participation in tournaments, competitions and other events organised and/or sanctioned by GCDO (GCDO Events). Anyone who applies for membership of GCDO and/or who participates in a GCDO Event, whether as a darts player or as an official, shall be deemed to have accepted this Code and agreed to be bound and to abide by its provisions and all decisions made hereunder.
- 1.2 GCDO may from time to time supplement, amend or vary this Code. Such changes shall be deemed to be effective and binding on each member, player and official on the date of publication of the changes by GCDO.
- 1.3 Although both genders participate in the sport of darts, for ease of reference only “he” and “his” shall be used in this Code, but such references shall be deemed to refer to “she” and “hers” as appropriate.
- 1.4 GCDO shall recognise, and take all steps necessary to give effect to, (a) disciplinary decisions made by a Disciplinary Committee or Appeal Committee under this Code; and (b) disciplinary decisions made by UKDA in accordance with the provisions of the Disciplinary Proceedings, and recognised as such by the UKDA

2. Disciplinary Offences and Disciplinary Complaints

- 2.1 Each member, player and official is responsible and accountable for his own conduct in connection with the sport of darts. He must conduct himself at all times in accordance with the highest standards of disciplined and sporting behaviour. Any conduct that falls below these standards and that harms or undermines the sport of darts in any way shall constitute a Disciplinary Offence under this Code.
- 2.2 It is not possible to draw up a definitive and exhaustive list of types of conduct, behaviour, statements or practices that may amount to a Disciplinary Offence under this Code. For purposes of illustration only, and not by way of limitation, each of the following types of behaviour may constitute a Disciplinary Offence under this Code:-
 - 2.2.1 Acts/omissions that breach the GCDO and UKDA playing rules, the eligibility rule, the policy on drugs, or any other rule, including the rules specific to any particular GCDO or UKDA event;

- 2.2.2 Acts or statements that are, or conduct that is, discriminatory by reason of gender, sexual orientation, race, nationality, ethnic origin, colour, religion or disability;
- 2.2.3 Any conduct, behaviour, statements or practices, whether inside or outside the matchplay area, during a GCDO/UKDA Event or otherwise, that is unsporting, offensive, indecent, violent and/or insulting, and/or that brings, or may bring, into disrepute the sport of darts, a GCDO/UKDA Event or the GCDO/UKDA and/or any sponsor or commercial partner of the GCDO/UKDA or a GCDO/UKDA Event; and/or
- 2.2.4 Reneging on any commitment made to participate in particular GCDO/UKDA Event(s) for which GCDO has incurred a monetary cost.

3. Commencement of Disciplinary Proceedings

(a) Making a Complaint

- 3.1 Any act or omission by a member, player and/or official that constitutes or is capable of constituting a Disciplinary Offence shall in the first instance be considered by the Disciplinary Officer of the GCDO (the Disciplinary Officer), acting either on his own motion or on referral or complaint from a third party
- 3.2 The Disciplinary Officer shall have sole discretion to determine whether or not to charge a person with a Disciplinary Offence. In exercising such discretion, the Disciplinary Officer shall be entitled to undertake such investigations as he may deem necessary and every member, player and/or official (whether or not they are the subject of the complaint) shall be obliged to cooperate with such investigations. A failure to cooperate with such investigations may itself constitute a Disciplinary Offence under this Code.
- 3.3 If the Disciplinary Officer decides to charge a person with a Disciplinary Offence, under this Code, then he shall send a notice to the Chairman of the Disciplinary Panel (see clause 4.1 below), with a copy to the person being charged (the Defendant), which notice shall specify the following:
 - 3.3.1 the name of the defendant;
 - 3.3.2 full details of the alleged Disciplinary Offence, including date and place and names of any witnesses and any specific GCDO/UKDA rules alleged to have been broken (if applicable); and
 - 3.3.3 that the complaint is being referred to the Chairman of the Disciplinary Panel for consideration under clause 5 of this Code.

(b) Interim Suspensions

- 3.4 Where the Disciplinary Officer believes that it is necessary, in the best interests of the sport, that the Defendant should be suspended from any participation in the sport pending adjudication of the charge:
 - 3.4.1 The Disciplinary Officer shall include in the notice referenced at clause 3.3 above, a request for an interim suspension, stating the reasons why such a suspension is necessary in the best interests of the sport, provided that in cases of extreme urgency the application may be made orally; and
 - 3.4.2 The Chairman of the Disciplinary Panel shall rule on the request. Where practicable, he shall give the Defendant an opportunity to be heard prior to making his ruling.

- 3.5 Any interim suspension imposed pursuant to clause 3.4.2 above, shall be binding upon notification to the Defendant, and shall remain in effect until the Disciplinary Committee convened to hear the complaint against the Defendant makes its own determination (which may include an interim ruling lifting the suspension pending its final decision).

4. Composition of the Disciplinary Committee

- 4.1 The GCDO Executive Council shall designate individuals of suitable experience and standing to form a Disciplinary Panel. For the avoidance of doubt, members of the GCDO Executive Council may be members of the Disciplinary Panel. The GCDO Executive Council shall designate one of the members of the Disciplinary Panel to serve as Chairman of the Disciplinary Panel.
- 4.2 When the Chairman of the Disciplinary Panel receives a complaint he shall convene a Four person Disciplinary Committee from the members of the Disciplinary Panel to hear the complaint.
- 4.3 No person with a close interest in the matters that are the subject of the complaint may sit on the Disciplinary Committee hearing the complaint.
- 4.4 Once the Disciplinary Committee has been convened, its Chairman shall send a written notice to the Defendant, (a) identifying the members of the Disciplinary Committee and specifying a deadline by which any challenges to its composition, based on clause 4.3 above, must be made; (b) specifying a venue, date and time at which attendance is required for a hearing on the complaint; and (c) if he deems it necessary or appropriate, requiring the Disciplinary Officer to clarify or provide further detail regarding the complaint, and/or requiring the Defendant to respond to the charge, in writing, prior to the hearing.
- 4.5 If a member of a Disciplinary Committee is unable or unwilling, for whatever reason, to hear the complaint, then the Chairman of the Disciplinary Panel may, at his absolute discretion (a) appoint another member of the Disciplinary Panel as a replacement; or (b) appoint a new Disciplinary Committee.
- 4.6 A Disciplinary Committee shall be entitled to call on experts to provide specialist advice, including legal advice, without such experts sitting as members of the Disciplinary Committee. The costs of such experts shall be costs of the proceedings, for the purposes of clause 6.5 below.

5. Proceedings before the Disciplinary Committee

- 5.1 The Defendant must attend before the Disciplinary Committee for a hearing on the complaint. For the avoidance of doubt, however, provided that due notice of the hearing has been given, if the Defendant fails to attend, the hearing may proceed in his absence.
- 5.2 The procedures applicable in respect of the hearing before the Disciplinary Committee shall be determined by the Disciplinary Committee as it shall see fit, provided always that such procedures shall be consistent with the requirements of fairness. The procedures shall be advised to the parties at the beginning of the hearing, and the parties shall be entitled to propose amendments to the procedures in the particular circumstances of that case.

- 5.3 It is hereby acknowledged that requirements of fairness are not fixed, but depend for their content on the particular facts and circumstances of the case in question. Nevertheless, they shall usually include as a minimum the following:
- 5.3.1 The Defendant shall be entitled to be accompanied at the hearing by a person of his choice (such as a legal advisor, whose costs shall be costs of the proceedings for the purposes of clause 6.5 below), who may speak on behalf of the Defendant. The Defendant and his chosen person shall be entitled to be present for the whole of the hearing other than the private deliberations of the Disciplinary Committee.
 - 5.3.2 The Disciplinary Officer shall bear the burden of proving, on the balance of probabilities, that the Defendant has committed a Disciplinary Offence. The Disciplinary Officer may be assisted by legal counsel, whose costs shall be costs of the proceedings for purposes of clause 6.5 below.
 - 5.3.3 The Defendant may admit the charge at any time, in which case the Disciplinary Committee shall proceed immediately to hear submissions as to what sanctions (if any) should be imposed.
 - 5.3.4 In addition, the Disciplinary Officer may ask the Defendant questions . The Defendant may be required to answer such questions and to give such explanations for his conduct as requested by the Disciplinary Committee.
 - 5.3.5 The Disciplinary Officer may present oral, written or video evidence from third parties. In such a case the Defendant (or his representative) shall be given a reasonable opportunity to cross-examine (through the Chairman of the Disciplinary Committee) those who have given oral evidence and to make representations as to the contents of any written or video evidence.
 - 5.3.6 If the Disciplinary Officer establishes a *prima facie* case of a Disciplinary Offence, the Defendant shall be given proper opportunity to state his defence to the Disciplinary Committee before any decision is taken.
 - 5.3.7 The Defendant may present oral, written or video evidence from himself or from third parties as he thinks appropriate, in which case the Disciplinary Officer shall be given a reasonable opportunity (through the Chairman of the Disciplinary Committee) to cross-examine such witnesses and to make representations as to the contents of any written or video evidence.
 - 5.3.8 The Disciplinary Committee shall seek, where possible, to obtain first-hand evidence of matters in issue rather than hearsay evidence. However, formal legal rules regarding the admissibility of evidence shall not apply in proceedings before the Disciplinary Committee. Instead, the Disciplinary Committee shall decide in its absolute discretion what weight, if any, to give to evidence presented to it.
 - 5.3.9 The Disciplinary Committee shall decide all of the issues presented to it fairly and impartially.
- 5.4 The Chairman of the Disciplinary Committee shall be entitled to suspend or adjourn the hearing for the purposes of investigating any matters arising in the course of the hearing or for any other reason. Such suspension or adjournment shall last only for as long as shall be reasonably necessary.

6. Decisions of the Disciplinary Committee

- 6.1 At the conclusion of the disciplinary hearing, the Disciplinary Committee shall confer in private in order to reach a decision. Decisions of the Disciplinary Committee shall be made by majority vote, without right to abstain.
- 6.2 Where the Disciplinary Committee is satisfied on the balance of probabilities that the Defendant has committed a Disciplinary Offence, then (subject to clause 6.4 below), the Disciplinary Committee shall impose such sanction(s) as it shall see fit (if any). In its discretion, it may invite further submissions from the parties as to what sanctions (if any) should be imposed prior to making that decision.
- 6.3 Subject to clause 6.4 below, a non-exhaustive list of the steps that may be decided upon by the Disciplinary Committee is as follows:
 - 6.3.1 take no further action;
 - 6.3.2 caution or reprimand the Defendant, or issue an oral or written warning;
 - 6.3.3 fine the Defendant in an amount proportionate to the seriousness of the offence (recommended maximum fine = £100);
 - 6.3.4 suspend the Defendant from participation in one or more GCDO Events or from membership of GCDO for a specified period; and/or
 - 6.3.5 expel the Defendant from membership of GCDO.
- 6.4 Where a complaint is upheld that the Defendant has reneged on a commitment to participate in UKDA Events for which GCDO has paid an entry fee, the sanction shall be that all costs incurred must be reimbursed to GCDO and a suspension from membership of GCDO will be enforced until such time as those costs are paid. Proof of mitigating circumstances will be required in order to justify the writing off of the costs incurred by GCDO.
- 6.5 In its decision, the Disciplinary Committee shall have discretion to impose any order that it shall see fit as to the costs of proceedings before it.
- 6.6 The Chairman shall inform the Defendant of the Disciplinary Committee's decision, including the reasons for it, in writing within 24 hours of the decision being made, and in any event prior to any public announcement being made. The decision shall be binding upon notification to the Defendant. GCDO may publicise the decision after it has been notified to the Defendant.
- 6.7 If no appeal is made against the decision within the fourteen (14) day deadline specified in clause 7.2.1 below, then the decision shall be deemed final.

7. Appeals from Decisions of the Disciplinary Committee

- 7.1 Either the Defendant or the Disciplinary Officer may appeal against any aspect of the decision of the Disciplinary Committee.
- 7.2 Such appeal shall be resolved by an alternative Disciplinary Committee, chosen by the Chairman of the Disciplinary Panel, in accordance with clause 4.2 above, as modified and/or supplemented by the following provisions:
 - 7.2.1 notice of the appeal, including a copy of the decision being appealed against, a specification of the particular aspect(s) of the decision being appealed against, and a

statement of the full grounds on which the appeal is based, must be filed with the Chairman of the Disciplinary Panel within fourteen (14) days of the date of the written decision;

- 7.2.2 the alternative Disciplinary Committee appointed to hear the appeal shall decide upon the procedures for the appeal, including but not limited to, the burden of proof to be applied and whether the appeal should proceed by way of *de novo* rehearing or some more limited standard of review;
- 7.2.3 the alternative Disciplinary Committee appointed to hear the appeal shall have the power to dismiss the appeal, or to confirm, quash, vary, increase or reduce any decision and/or sanction imposed, to overrule any finding made, and/or to take any other step that they consider is necessary in order to deal justly with the appeal in question; and
- 7.2.4 the decision of the alternative Disciplinary Committee appointed to hear the appeal shall be in writing, including a statement of the reasons for the decision. It shall be final and shall take effect upon notification to the parties. GCDO may publicise the decision after it has been notified to the parties.

8. Miscellaneous

- 8.1 Disciplinary findings or decisions made pursuant to this Code shall not be quashed or held invalid by reason only of any irregularity, omission, technicality or other defect in the procedures followed unless such irregularity, omission, technicality or other defect raises a material doubt as to the reliability of the findings or decisions or results in a miscarriage of justice.
- 8.2 In respect of any matter arising that is not provided for in this Code, the appropriate body shall take a decision according to general principles of justice and fairness.