

BLACKBURN YOUTH DARTS ACADEMY DISCIPLINARY POLICY AND PROCEDURE

STATEMENT OF POLICY

1. The aim of the Blackburn Youth Darts Academy Disciplinary Policy is to help and encourage Students and Parents to improve, achieve and maintain standards of conduct, attendance and respect to all. It also enables management to deal effectively with those students and parents who do not comply with the Academy standards of conduct, attendance and Behavioural agreements in the Academy. Equally, the policy and procedure are designed in a manner which is non-discriminatory, and which is fair, consistent and effective. It must also be applied in a timely manner and without undue delay.
2. All Committee Members have a responsibility for ensuring that students and parents are made aware of the Disciplinary Policy and Procedure. All Students and Parents are to be informed of the standards of conduct and what is expected of them under the JDC behavioural agreement and the Committee should ensure that these standards are fully understood by all. Action taken under this policy must reflect fully the process detailed in the Procedural Appendix attached to this policy.
3. Matters relating to or arising under the Disciplinary Policy and Procedure must always be treated as confidential. Failure to do so may itself constitute grounds for initiating disciplinary action.

KEY PRINCIPLES

4. At each stage of the Disciplinary Procedure attached to this policy, the Student has a right to be accompanied by a parent. The employee will also be informed in writing of:
 - The nature of the complaint or allegation against them; and
 - The stage at which the matter is being considered.
5. The Student/parent will also be reminded that they will be given a full opportunity to state their case and if action is taken, what improvement is required. They will also be reminded of their right of appeal.
6. Committee Members whose responsibilities require them to participate in or hold disciplinary meetings will be given appropriate training to enable them to undertake their role effectively and dispassionately.
7. Students/Parents should make every effort to attend meetings or interviews relating to the application of the Disciplinary Procedure. If an individual is unable to attend, they will need to give notice and the reasons why they are unable to attend. The meeting will then be re-scheduled to a mutually convenient time. Unless the reasons are exceptional, the re-arranged meeting must take place within 10 working days. However, where a Student/Parent fails to attend such meetings more than once without compelling reasons, then meetings may be held in the Students/Parents absence. Where this measure is invoked, the Student/Parent will be informed of this in writing.
8. Those responsible for making arrangements under the Disciplinary Policy and Procedure must ensure that any necessary, reasonable adjustments required by the academy or other attending have been addressed. This may relate to disability or to the requirements of religious beliefs.
9. Should a Student/parent have an objection to the person or persons appointed to investigate or hold meetings in connection with the disciplinary matter they must raise this objection in

writing, clearly stating the reasons to the Committee. Such objection must be made within two working days of the notification about the matter under investigation being brought to their attention.

10. The nature of the disciplinary action taken will be determined according to the nature and seriousness of the alleged misconduct and a dispassionate assessment of the facts based on the balance of probabilities. Where misconduct is established and the sanction is a warning then subsequent misconduct within the currency of the warning may result in further and potentially more serious action which may ultimately result in expulsion. However, no employee will be dismissed for a first instance of misconduct but summary dismissal may occur where gross misconduct is established. Students/Parents have a right of appeal against any disciplinary warning or sanction.
11. Should a Student/parent raise a complaint under the Academy's Grievance Policy, or any other related policy, whilst the subject of action under the Disciplinary Policy and Procedure and the complaint relates directly or indirectly to the matter under investigation, then action under the Disciplinary Policy will be adjourned whilst an urgent enquiry into the complaint is carried out. If the grievance or complaint is rejected or found to have no bearing on the matter being investigated under the Disciplinary Policy, then the disciplinary proceedings will continue from the point at which they were adjourned.
12. Data relating to the application of this Policy and Procedure will be held and destroyed in accordance with the provisions of current data protection regulations (including the General Data Protection Regulations) and any Academy policy which derives from those regulations.
13. In accordance with the current equality legislation, this procedure will not discriminate, either directly or indirectly, on the grounds of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristics.
14. This policy and procedure will be reviewed periodically giving due consideration to any legislative changes.

APPENDIX

DISCIPLINARY PROCEDURE

The purpose of the Disciplinary Procedure is the achievement of positive improvements by Students and Parents where shortcomings or failures are identified. Any failure to attain required standards will be brought to the attention of the Student/Parent concerned at the earliest opportunity wherever possible via the informal procedure detailed below.

15. This procedure should be used where the lapse in performance or conduct can reasonably be said to be minor and an isolated instance. Such matters should be addressed promptly by the Committee by way of an informal advisory discussion. The objective will be to ensure the Student/Parent recognises and accepts their shortcomings, offer encouragement and help to improve and secure a commitment to do so. A note of the discussion should be made for reference purposes and there should be no recourse to the formal procedure.
16. Examples where the Informal Procedure may be appropriate include, infrequent lateness, poor attendance without informing the Academy prior to sessions, carelessness, lack of effort, minor insensitive behaviour toward other students. The use of the Informal Procedure is simply an aspect of normal day to day management. The Committee should make it clear that if the required improvement does not take place, consideration will necessarily be given to the use of the Formal Procedure.

Formal Procedure

17. The Formal Procedure will be applied where a student/parent does not respond appropriately or adequately to informal action or the Committee considers that the breach of conduct that is believed to have occurred is too serious to be dealt with informally. Examples of behaviour that may constitute misconduct resulting in disciplinary action are set out at Annex A to this Appendix, as are examples of behaviour which may constitute gross misconduct. In using the Formal Procedure and determining whether the employee has committed 'misconduct' or 'gross misconduct', the burden of proof required on a dispassionate and objective assessment of the facts is the balance of probability.

Investigation

18. Before disciplinary proceedings can take place, a wholly impartial investigation must be undertaken to collect information relating to the allegations and to determine whether the case should proceed to a disciplinary meeting. An Investigating Officer will be appointed by the Academy Director, however sometimes in serious allegations or incidents, then the Academy Director may decide to lead the investigation themselves. The Investigating Officer should where possible meet the following criteria:
 - Be wholly independent and have no connection whatsoever to the matter under investigation;
 - Be able to undertake the investigation promptly and unless there is particular complexity or non-availability of key interviewees, complete enquiries and provide a report within 15 working days, indicating what action, if any, should be considered.
19. Upon receipt of the Investigating Officer's report, the Committee must meet and decide what action, if any, should be taken. Three courses of action are available:
 - There is no case to answer. In such circumstances, the Student/Parent concerned must be told immediately should that be the case;
 - That the matter can be resolved through guidance, counselling; and informally
 - That there is a case to answer and that a disciplinary meeting requires to be convened.

The Disciplinary Meeting (See also Annex B).

20. Before the disciplinary meeting the Student will be advised in writing of the purpose of the meeting and details of the complaint, incident or allegation being considered, covering all issues to be discussed. The individual will be given a minimum of 5 working days notice of the disciplinary meeting. If the individual's are not available to attend on the date proposed, the Academy will endeavour to offer an alternative reasonable date within 5 working days of the original date. Note: This meeting will normally only be re-arranged once, except in exceptional circumstances.
21. All relevant facts and evidence will be made available to the Student/Parent at least 5 working days prior to the disciplinary meeting. Additional information gathered by the Student/Parent that they wish to present at the meeting, must also be made available to the disciplinary panel at least 1 working day prior to the meeting. Either party may present evidence including details of previous relevant warnings, witness statements and have the opportunity to ask questions. An adjournment must be held in order that there can be a period of dispassionate reflection by the Disciplinary Panel to consider what action, if any, is to be taken. Where possible, both parties will be verbally informed of the outcome after the adjournment.
22. The Student/Parent will be advised in writing of the outcome of the disciplinary meeting within 7 working days unless a longer period is specified and can be justified. If disciplinary action is taken, the Student/Parent will be informed of the required improvements which are necessary and if applicable details of timescales for achievement, the duration of the warning and the consequence of a failure to improve performance as required. The letter must include the date of the disciplinary meeting, the reason for issuing the warning as well as details of any sanctions which may be imposed. The right of appeal will also be included.

Warnings and Penalties

23. The outcome of the disciplinary meeting will generally fall into one of the following categories:
 - Case dismissed - no further action required
 - Verbal warning
 - First written warning
 - Final written warning
 - Dismissal
24. The above sanctions may be applied as follows:
25. Verbal Warning: In cases of an initial or minor issue, the verbal warning is appropriate.
26. First Written Warning: If the issue is more serious or if there is a still an active Verbal Warning in place and insufficient improvement has been made or further misconduct occurs, a First Written Warning will normally be issued. A first written warning will normally be valid for 6 months from the date of the disciplinary meeting.
27. Final Written Warning: If the issue is even more serious or if there is a still an active First Written Warning in place and insufficient improvement has been made or further misconduct occurs, a Final Written Warning will normally be issued. A final written warning will normally be valid for 12 months from the date of the disciplinary meeting. In exceptional cases validity may be longer.
28. Dismissal with Notice: If within 12 months of the issue of a Final Written Warning further misconduct occurs or insufficient improvement has been made, the Student/Parent will normally be dismissed with notice. The Student/Parent will be provided with written reasons for dismissal, the date on which the expulsion shall commence, and the right of appeal. Dismissal with notice may be given without previous written warnings for matters relating to gross misconduct. Blackburn Youth Darts Academy reserves the right to make a refund payment to

the Student/Parent for pre – paid sessions that the Student/Parent will no longer be able to attend.

29. Summary Dismissal: Where behaviour or misconduct is sufficiently serious to constitute gross misconduct, the Student will normally be summarily dismissed - i.e. without notice. The Student/Parent will be provided with written reasons for dismissal, the date on which the Student Membership will terminate and the right of appeal.

Expiry of Warnings

30. A record of any disciplinary sanction will be placed on the Student's personal file. A sanction will be considered to be spent and the record removed from the file provided that the Student's conduct has been considered to be satisfactory throughout the period following the imposition of the sanction.

Dismissal

31. The decision to dismiss a Student may only be taken by a person designated by Blackburn Youth Darts Academy to have such authority or the instruction of a person so designated. No dismissal may take place without consultation with and the involvement of a senior manager / Director.
32. Where dismissal occurs, whether with notice or summary, following the establishment of gross misconduct, the Student and their Parent/s will be provided with a letter setting out the Academy's decision. The letter, which must be sent to the Student by recorded delivery, must give details of those present at the disciplinary meeting, details of the allegation(s) or incident and the evidence presented, the terms of the decision to dismiss and the reasons and the date on which the Student Membership will terminate and if a dismissal with notice, the notice period. In all cases, the right of appeal will be specified.

Appeals

33. Any Student/Parent who receives a disciplinary warning, other sanction or notice of dismissal has the right of appeal. Appeals must be lodged in writing with Head Office (contact point to be specified in the letter of notification) within 5 working days of the date of the written notice of the sanction. This period may be extended only in exceptional circumstances. The notice of appeal must state the grounds of the appeal.
34. Appeals will be heard within 10 working days of the receipt of the notice of appeal by the Academy Director and Academy Secretary. Where possible, all appeal panels will include a senior manager / representative. Both parties to the appeal must provide a full written statement of the case including the grounds upon which the appeal is made/resisted together with copies of any documents to which reference will be made. All documents, if any must be notified to all parties, 5 working days before the hearing takes place. The Appeal Hearing will follow the procedure set out in Annex C to this Appendix.
35. The decision of the Appeal Hearing is final.

Criminal Offences

36. Disciplinary action should not be taken automatically against a Student/Parent because he/she has been arrested, charged or convicted of a criminal offence, as the matters may not be Academy -related and may have no relevance or impact within the Academy, unless it involves Child Safeguarding issues. Each case must be carefully considered by the Committee according to the particular circumstances.

37. Disciplinary action may be considered in circumstances where, for example, the Student/Parent has been convicted and the nature of the conviction or sentence or both:
- Impairs the business or reputation of Blackburn Youth Darts Academy and/or;
Makes the individual unsuitable for continued Student Membership given the nature of the business of the Academy.
 - Would be unacceptable to other Students/Parents.
38. Should disciplinary action be progressed, the normal investigative policy and procedure of investigation is to be followed to address the issue, as described in the Policy and Procedure.

Suspension

39. Suspension is not in itself regarded as a disciplinary action and does not involve any prejudgement, or imply that any misconduct has taken place. It is a neutral act to enable an investigation of the allegations made. A short period of suspension may be helpful or necessary, although it should only be imposed after careful consideration. It should also be kept under review and brought to an end as quickly as possible allowing for full investigation.
40. In cases of alleged gross misconduct or when other circumstances dictate that it is inappropriate for the Student/Parent to remain at the Academy, the Committee will consider whether suspension is appropriate in the circumstances. Where it is found there is a case to answer, a formal disciplinary meeting will be convened. Examples of circumstances that may warrant suspension include, fighting or violence between Students, Bullying, threatening behaviour, alleged criminal offences or sensitive situations.
41. A Student suspended from the Academy will be given written confirmation of the suspension and the reason for this action. Whilst on suspension, a Student/Parent must remain contactable and must be available to attend for any investigation/disciplinary meeting, unless mutually agreed otherwise. A Student that is suspended from the Academy shall, throughout the period of suspension not need to pay subscription. If any fees need to be refunded on the decision that dismissal is necessary, after a full investigation and disciplinary hearing have taken place, this shall be done via cheque sent to the student's/Parent's address via recorded delivery once the time for appeal has lapsed.
42. Whilst a Student is on suspension, they should not attempt to contact other Students connected to the case. This can lead to instant dismissal from the Academy.

ANNEX A

MISCONDUCT LIKELY TO RESULT IN DISCIPLINARY ACTION

43. When conduct is unsatisfactory this is usually referred to as 'misconduct' and can vary in its degree of seriousness. Where an incident is very serious it is known as 'gross misconduct', and one incident can be sufficient to warrant dismissal. The following list illustrates behaviour likely to constitute misconduct and gross misconduct, but it is neither exclusive nor exhaustive and there may be other matters, which are sufficiently serious to warrant inclusion.

Misconduct

44. Misconduct is defined as behaviour which, in the view of Blackburn Youth Darts Academy, would not normally destroy the relationship of trust between the Academy and the Student/Parent; however, the behaviour is serious enough to warrant action short of dismissal. The following list illustrates conduct likely to amount to misconduct, but again this list is neither exclusive nor exhaustive:

- absenteeism and lateness, e.g. frequent late arrival at the Academy; failure to comply with requirements to notify sickness absence;
- dishonesty
- refusal to obey a lawful and reasonable instruction of the Academy Coaches or Committee Members;
- unauthorised copying of copyright or licensed material, e.g. Academy Documents, Policies, marketing materials, web and social media avenues, videos or photographs, event tickets
- unreasonable or unacceptable conduct, e.g. abusive language or behaviour;
- misuse of facilities, loss, damage or misuse of Academy property or equipment through wilfulness, negligence or carelessness;
- breach of Academy regulations, e.g. financial regulations, health and safety, confidentiality of personal records;
- incapability as a result of being under the influence of alcohol or illegal drugs at work;
- abuse of the email, social media and/or other online systems.

45. The distinction between misconduct and gross misconduct is often a matter of degree and some of the examples under misconduct may be of such an extreme nature that they amount to gross misconduct. Alternatively, there may be instances when examples demonstrated under Gross Misconduct, depending upon all of the circumstances, may amount to misconduct.

Gross Misconduct

46. Gross misconduct is defined as behaviour, which in the view of Blackburn Youth Darts Academy fundamentally destroys the trust between Student/Parent and the Academy and thereby warrants immediate dismissal. The following list illustrates conduct likely to amount to gross misconduct, but this list is neither exclusive nor exhaustive:

- theft or misappropriation or malicious damage to property of the Academy, fellow Students, Volunteers, Committee Members or the venue
- physical violence towards Students, volunteers, committee members, parents, service users, service providers or other members of the public;
- serious incapability as a result of being under the influence of alcohol or illegal drugs at the Academy (Students);
- discriminatory behaviour relating to sexual orientation, race, gender, disability, religion or belief against other Students, parents, committee members, volunteers, service users and providers or members of the public. Blackburn Youth Darts Academy operates a zero-tolerance approach;
- fraudulent or false claims of harassment or victimisation;
- Bribing or attempting to bribe another individual, or personally taking or knowingly allowing another person to take a bribe;

- serious breach of Academy regulations, e.g. financial regulations; code of conduct, Behavioural Agreement, DRA regulations.
- serious negligence which causes substantial loss, damage or injury;
- non-compliance with health and safety rules and regulations where it endangers the well-being of the Students or others;
- unauthorised use of materials, equipment, facilities or labour for private purposes and/or personal gain;
- unauthorised deliberate access to information held by the Academy whether held on electronic or manual systems;
- unauthorised disclosure of information classified as confidential by the Academy;
- falsification or omission of information for personal gain, for example, on an application form, medical questionnaire, etc.;
- Threatening behaviour to other Student's, Parents, Committee Members, Volunteers or members of the public whilst attending Academy events, Sessions at the official Academy venue or other venues where the Academy is in attendance.
- victimisation or bullying (either in person or via email, etc.); and
- improper use of position as a Blackburn Youth Darts Academy for personal gain.

ANNEX B

CONDUCTING A DISCIPLINARY MEETING

48. A disciplinary meeting will normally be held by a panel consisting of a senior manager/Committee Member, who has not been previously involved in the matter, who will act as the Panel Chair. They will where possible be accompanied by another appropriate Senior manager / representative of the Committee.
49. The Disciplinary meeting follow the following stages:
- Opening the meeting by Panel Chair
 - Summary of allegation by the investigating officer, including calling of any witnesses
 - Student, then the Disciplinary Panel, will have the opportunity to ask questions
 - Student to present their answer to the allegations
 - Opportunity to ask questions
 - Consideration of the facts
 - Opportunity for Student/Parent to make a final statement
 - Adjournment
 - Action to be taken (if any)
 - Establishment of a review date (if appropriate)

Opening the Disciplinary meeting

50. All Student's are entitled to be accompanied by their Parent/s. Where a Student is not accompanied, the Hearing will be adjourned and the Committee will make a decision on the matter.
51. Those 'hearing' the disciplinary must introduce those present and outline the reasons for the disciplinary meeting taking place (the reason/s outlined in the invite to disciplinary letter) and the format the meeting will take.

Summary of Allegations

52. At this stage the investigating officer(s) should summarise their findings. The investigating officer(s) should adhere to the facts and not introduce opinions, hearsay or issues that have not previously been mentioned. All documentation that will be used as evidence (including previous relevant warnings and witness statements where applicable) will already have been made available to the individual prior to the disciplinary meeting taking place (copies will have been sent with the invite to disciplinary meeting letter).
53. Should a new matter arise during the course of the disciplinary meeting then the Disciplinary Panel should adjourn in order that consideration may be given to the appropriateness of the introduction of this new matter. To avoid unnecessary duplication of the process as well as ensuring fairness, it may be more beneficial to adjourn the disciplinary meeting in order that further investigations may be carried out in relation to the new matter.
54. The aim of the disciplinary meeting is to seek verification and clarification about the issues of concern, through questions. Where it is appropriate to call witnesses, either party may call and question them.

After the investigating officer has stated the outcome of their investigation the Student/Parent will be given the opportunity to ask questions and respond.

55. If the disciplinary meeting is dealing with multiple issues, each issue should be addressed in turn and the Student their parent shall be allowed to respond in relation to each issue as it is addressed.
56. The investigating officer may remain present during the disciplinary meeting to allow for any questions.

Adjournment

57. Before any decision is taken, it is necessary to adjourn the disciplinary meeting to give adequate consideration to the facts as they have been presented and the responses that have been given to the allegations, including any mitigating circumstances. At this stage all parties will be asked to leave the Academy. The panel must then decide the facts of the case, and whether the behaviour requires disciplinary action to be taken and if so, at what level.
58. The disciplinary meeting may also be adjourned to consider other issues, e.g. to direct further investigations to take place or to investigate new information/facts that have been brought to light.
59. There is no set time for an adjournment and adjournments can be called at any time during the disciplinary meeting, by either party.
60. Taking disciplinary action is not a matter to be taken lightly and should only be taken if it is to be constructive in attempting to produce the desired behaviour. The Panel will also need to consider, if disciplinary action is to be taken, whether any other sanctions will be attached to the warning.

Action

61. When the disciplinary meeting is reconvened the Panel Chair should explain that consideration has been given to all of the issues raised at the beginning of the meeting, and all of the facts and issues raised during the course of the meeting.
62. The Chair of the meeting, Shall then send a letter containing the panel's decision to the Student/Parents within 5 days via recorded delivery.
63. It is important that where a warning/sanction is given, the Student is informed of the length of time it will remain on their record, their right of appeal, the procedure that will be followed in relation to confirming the action in writing and any arrangements for the review of sanctions imposed.

Disciplinary Meeting Notes

64. The notes of the meeting will be held on file. All of the documentation in relation to a Disciplinary meeting will be marked confidential.

ANNEX C

APPEALS PROCEDURE

65. Appeals will normally be heard by a more senior manager to the person taking the first instance disciplinary action. A Student may choose to appeal if, for example:
- They think a finding or penalty is unfair
 - New evidence comes to light
 - They think the Disciplinary Procedure was not used correctly
66. An appeal may be heard as a paper-based exercise where the manager hearing the appeal will consider the circumstances of the case and the details of the Student's appeal (which must be submitted in writing). The procedure for an Appeal Hearing is as follows:
- The manager will outline the circumstances of the disciplinary action first, explaining the reasons for the actions that have been taken.
 - The Student will then be able to explain the reasons for their appeal
 - The manager may then wish to ask the appellant any questions about their appeal case.
 - The manager will then consider the information they have heard and reach their decision.
67. The decision of the panel will be communicated to the Student in writing no later than 5 working days after the Appeal Hearing date.

ANNEX D

SUSPENSION LETTER (D1)

Dear

IN STRICTEST CONFIDENCE - SUSPENSION FROM DUTY

Further to our meeting held on (date) this letter is to confirm that you are suspended from duty with effect from (date).

You are suspended as a result of the following alleged incident/allegation made against you to allow a full investigation to take place.

(Details of the allegation/incident to be included here)

You are suspended subject to the following conditions:

The suspension will be for as short a time as possible. Should your period of suspension extend beyond 4 weeks, we will advise you of this fact and give you an indication of the likely length of your suspension.

Suspension does not constitute disciplinary action.

Whilst on Suspension subscriptions shall not need to be paid, any subscriptions pre – paid shall be held and refunded if the decision of dismissal is made after a full investigation and hearing has taken place.

You are obliged to keep us informed of your whereabouts during your suspension so that we can contact you to assist any investigations or to advise you of the next steps. You are obliged to make yourself available to attend any meetings.

At the end of your suspension, you will be sent a letter, either advising you to return to the Academy on a specific date or to inform you of the arrangements for a disciplinary meeting.

During the period of suspension, you are expressly forbidden from entering any Academy premises or contacting people at the Academy.

Any queries on this suspension should be made to The Academy Director in Writing to Blackburn Youth Darts Academy, the Cabin End, Windsor Road, Knuzden, Blackburn, BB1 2DQ, Or via email: keith@blackburnyouthdartsacademy.co.uk

Yours sincerely

(Manager)

EXTENSION OF SUSPENSION LETTER (D2)

IN STRICTEST CONFIDENCE

Dear

NOTICE OF EXTENSION OF SUSPENSION FROM DUTY

Further to my letter of (date) and following our discussion on (date), I am writing to inform you that the initial 4-week period of suspension, due to end on (date) will be extended. The extension to your period of suspension is due to the fact that investigations are still being carried out.

This extension to your suspension will be for a further 4-week period in the first instance, and is due to end on (date). Should I need to extend your suspension again, I will notify you of that fact prior to (date).

This further period of suspension is subject to the conditions outlined in my letter of (date).

Yours sincerely

(Manager)

NOTIFICATION OF DISCIPLINARY MEETING (D3)

IN STRICTEST CONFIDENCE

Dear

NOTIFICATION OF DISCIPLINARY MEETING

Further to (include details of the incident including the date) you are required to attend a disciplinary meeting on (date time venue).

The disciplinary meeting will be conducted by (name and title of manager) accompanied by (name and title of accompanying manager and/or Also in attendance will be (names of investigating manager).

I enclose the documents which will be referred to at this meeting.

If you have any documentation that you wish to put forward as part of the investigation, please provide this at least 1 working day prior to the meeting.
Via keith@blackburnyouthdartsacademy.co.uk

I would be grateful if you would contact me to confirm that you will be attending on the above email address.

On arrival please report to the bar.

Yours sincerely

(Academy Director)

NO FURTHER ACTION REQUIRED (D4)

IN STRICTEST CONFIDENCE

Dear

At your disciplinary meeting held on (date), we considered the facts surrounding (give details of the incident).

Having considered all the relevant information relating to this matter, I can confirm the decision made verbally to you on (date) that no action is to be taken.

Yours sincerely

(Manager)

VERBAL WARNING (D5)

IN STRICTEST CONFIDENCE

Dear

VERBAL WARNING

Further to the disciplinary meeting held on (date), I am writing to confirm the issue of a verbal warning.

The warning was issued (date), following (describe the incident)

This warning will remain active for a period of 6 months from the date of the meeting. Should you be found to repeat the type of behaviour leading to this incident during this 6 month period, you are warned that further disciplinary action, including dismissal, could be taken, for recurring problems.

Should there be no repeated or similar actions within the next 6 months, the warning will be made void and removed from your personnel file.

You have the right of appeal against this verbal warning. If you wish to exercise this right, you should write to Blackburn Youth Darts Academy, The Cabin End, Windsor Road, Blackburn, BB1 2DQ detailing the grounds of your appeal within 10 working days from the receipt of this letter.

Yours sincerely

(Academy Director)

FIRST WRITTEN WARNING (D6)

IN STRICTEST CONFIDENCE

Dear

FIRST WRITTEN WARNING

Further to the disciplinary meeting held on (date), I am writing to confirm the issue of a first written warning. The warning was issued (date), following (describe the incident).

This warning will remain active for a period of 12 months from the date of the meeting. Should you be found to repeat the type of behaviour leading to this incident during this 12 month period, you are warned that further disciplinary action, including dismissal, could be taken, for recurring problems.

Should there be no repeated or similar actions within the next 12 months, the warning will be made void and removed from your personnel file.

You have the right of appeal against this first written warning. If you wish to exercise this right, you should write to Blackburn Youth Darts Academy, The Cabin End, Windsor Road, Blackburn, BB1 2DQ, detailing the grounds of your appeal within 10 working days from the receipt of this letter.

Yours sincerely

(Academy Director)

FINAL WRITTEN WARNING (D7)

IN STRICTEST CONFIDENCE

Dear

FINAL WRITTEN WARNING

Further to the disciplinary meeting held on (date), I am writing to confirm the issue of a final written warning. The warning was issued (date) following (describe the incident).

This warning will remain active for a period of 12 months from the date of the meeting. Should you be found to repeat the type of behaviour leading to this incident during this 12 month period, you are warned that further disciplinary action, including dismissal, could be taken, for recurring problems.

Should there be no repeated or similar actions within the next 12 months, the warning will be made void and removed from the personnel file.

You have the right of appeal against this final written warning. If you wish to exercise this right, you should write to Blackburn Youth Darts Academy, The Cabin End, Windsor Road, Blackburn, BB1 2DQ, detailing the grounds for you appeal within 10 working days from the receipt of this letter.

Yours sincerely

(Academy Director)

DISMISSAL (D8)

IN STRICTEST CONFIDENCE

Dear

DISMISSAL

Further to the disciplinary meeting held on (date) at which the panel considered (details).

I am writing to confirm the decision to dismiss you from Blackburn Youth Darts Academy with effect from (date of the meeting).

Any Pre-Paid Subscriptions shall be refunded to you by cheque enclosed with this letter.

You have the right of appeal against this dismissal. If you wish to exercise this right, you should write to Blackburn Youth Darts Academy, The Cabin End, Windsor Road, Blackburn, BB1 2DQ detailing the grounds of your appeal within 10 working days from the receipt of this letter.

Yours sincerely

(Academy Director)

SUMMARY DISMISSAL (D9)

IN STRICTEST CONFIDENCE

Dear

Further to the disciplinary meeting held on (date) at which the panel considered (describe)

I am writing to confirm the panel's decision to summarily dismiss you from Blackburn Youth Darts Academy with effect from the date of the meeting.

If any pre-paid subscription have been made, these shall be refunded to you via cheque enclosed with this letter.

You have the right of appeal against this dismissal. If you wish to exercise this right, you should write to Blackburn Youth Darts Academy, The Cabin End, Windsor Road, Blackburn, BB1 2DQ detailing the grounds of you appeal within 10 working days from receipt of this letter.

Yours sincerely

(Academy Director)