



DEFAULTERS POLICY

PREAMBLE

All AOA activities are conducted for the enjoyment of its members and from time to time, individual club members may behave in a way that brings discredit to themselves, the club or frustrates attempts by Leaders to provide a safe and enjoyable event. Where individuals or groups of AOA members, their guests or visitors behave in a way that may give rise for concern, this policy may be invoked to deal with these events. This policy is aligned with the club rules which are displayed on the rear cover of each edition of Action Insight magazine.

POLICY

1. Definition

An individual has defaulted when any of the following acts has been proven to have occurred:

- An individual arrives more than 20 minutes late for a scheduled event without due cause.
- An individual fails to arrive at the published start point without valid reason or due cause (cancels without notice).
- An individual is not adequately equipped, supplied, shod, physically conditioned or is of difficult disposition for an event and is likely to cause injury or harm to themselves or others; or considerable inconvenience to the Leader or disharmony to the group.
- Cancels from an event without due notice and without valid reason leading to considerable inconvenience for the Leader or group.
- Fails to adequately respond to a Leader's valid and lawful request or instruction that is given in the best interest of the group's needs.
- Acts in a way that may bring discredit to the Club by their acts, deeds, gestures, or language.

2. Action to be taken

- a. In the event that an individual may have defaulted, the Leader or Committee member present is to deal with the incident in the best way possible in the first instance and is to record *all relevant details* of the incident in writing. These details should be forwarded to the Club President by electronic mail or post at the earliest convenience.
- b. Follow-up details and supporting written evidence and witness statements should be sought by the President where required.
- c. All information is to be presented at the next scheduled Committee meeting for review and discussion and all relevant information is to be treated as Confidential. A Letter of Explanation is to be sent to the offending party(ies) seeking an explanation of events and a *written* reply is to be requested within 7 days .
- d. Where the majority of Committee members agree that an individual has defaulted, the decision is to be notated in the minutes of the next Committee meeting and within a Defaulters List. An appropriate penalty shall be agreed upon that is consistent with the severity of the event(s) taking into account any record of previous defaults. Penalties that may be applied may include, but are not limited to, a Request for an Apology, a Letter of Warning, a Letter of Suspension for a specified time, or Termination of club membership. In the event that a member is expelled from the Club, a pro-rata membership fee is to be repaid. All correspondence is to be held by the Secretary and is to be treated as confidential. Clauses 5.8 and 5.9 of the AOA Constitution are to be observed.



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- e. In all cases, the correspondence is to acknowledge that the defaulter may appear before a Committee meeting or at a Special General Meeting to present their case; in accordance with Clause 3.7 of the AOA Constitution.
 - f. Entries on the Defaulters List are to be maintained for five (5) years.