



[Insert Name]

[Address Line 1]

[Address Line 2]

[Address Line 3] [Post Code]

[Insert Date]

To: *(Member)*

Re: Advice of Complaint

The General Manager has **received (or made)** a complaint regarding your behaviour/conduct on **[insert date]** at **[insert location]**.

The Executive Management Committee has determined that a Disciplinary Committee shall hear and determine the complaint.

The members of the Disciplinary Committee are:

You are asked to attend before the Disciplinary Committee as follows:

Details are:

Venue:

Date:

Time:

You are entitled to bring legal representation or a support person with you.

You will be asked whether you accept or deny the allegation.

If you accept the substance of the complaint, you will be invited to make submissions on what penalty, sanction, or orders if any, the Disciplinary Committee should impose on you.

If you deny the substance of the complaint the Disciplinary Committee will decide whether to hear the complaint or adjourn the hearing (if it is necessary for witnesses to be called).

If the complaint is found proven you will be invited to make submissions on what penalty, sanction or orders if any, the Disciplinary Committee does impose on you.

Kind Regards,

Name

Position

members@whangamataclub.co.nz

404 Port Road, Whangamata

07 865 8705