

TIFAM Disciplinary Procedure

For individual members, affiliated clubs, officials, volunteers, participants and TIFAM representatives

Preamble

Disciplinary authority carries a duty of care. TIFAM exercises that authority to protect safety, welfare, fair competition, public confidence and the dignity of every person involved in its activities. A disciplinary process serves the organisation through measured judgement, reliable evidence and proportionate action.

Fair procedure governs every stage. A complaint begins an inquiry; proof establishes responsibility. Each respondent receives clear notice of the allegation, a genuine opportunity to answer, consideration by impartial decision-makers and written reasons for any formal finding or sanction. The balance of probabilities provides the standard for internal decisions.

Safety and safeguarding may require immediate protective action. Interim suspension, removal from an activity or restriction of duties may therefore arise before a final decision where risk demands it. Such measures protect people, evidence and the orderly conduct of TIFAM activities while the enquiry proceeds.

Accountability protects the whole sporting community. Honest complaints, safeguarding reports and witness evidence deserve respect and protection. Malicious allegations, retaliation, intimidation, concealed evidence and deliberate obstruction breach the trust on which fair discipline depends.

Sanctions serve protection, correction and organisational integrity. Minor misconduct may call for guidance, education or a formal warning. Proven grave conduct may lead directly to suspension or expulsion, subject to the appeal rights contained in this procedure. Sporting success, seniority, office or reputation grants exemption from none of these standards.

Through this procedure, TIFAM joins firmness with fairness. Responsibility follows proven conduct, dignity remains present throughout the process, and every decision must serve safety, truth and the proper administration of the sport.

1. Authority

This procedure is adopted under clause 4.2 of the TIFAM Constitution.

It governs sporting registration, affiliation, appointments, representative duties and participation in TIFAM-sanctioned activities.

The procedure shall be read with:

- the TIFAM Constitution;
- the TIFAM Code of Conduct;
- the TIFAM Safeguarding Policy;

- the TIFAM Child Safeguarding Statement;
- TIFAM shooting-safety rules;
- applicable Traditional Archers International sporting regulations;
- applicable Irish law.

Irish law prevails where a conflict arises.

A disciplinary decision terminating sporting registration or participation rights does not automatically remove statutory company membership. Any removal of a company member or director must also follow the TIFAM Constitution and the Companies Act 2014.

2. Purpose

This procedure provides a fair, clear and proportionate process for dealing with alleged misconduct.

Its purposes are to:

- protect safety and welfare;
- safeguard children and adults at risk;
- preserve fair play;
- protect complainants, respondents and witnesses;
- maintain confidence in TIFAM;
- establish consistent investigation and hearing arrangements;
- distinguish genuine complaints from malicious allegations;
- provide appropriate sanctions;
- provide an independent right of appeal.

An allegation alone establishes no misconduct. A sanction may follow only after an admission or a finding made under this procedure.

3. Scope

This procedure applies to:

- TIFAM members and registered archers;
- prospective members participating in TIFAM activities;
- affiliated clubs;
- directors and officers;
- instructors, coaches and course leaders;
- referees, judges, marshals, range captains and Safety Officers;
- volunteers, employees and contractors;

- competitors and event staff;
- parents, guardians, supporters and spectators where participation rights are involved;
- persons acting for, representing or publicly identifying themselves with TIFAM.

It covers conduct connected with:

- courses and ranges;
- training and competitions;
- local, regional and national events;
- international events and exchanges;
- demonstrations, meetings and ceremonies;
- official travel and event accommodation;
- TIFAM-related social functions;
- TIFAM communication systems;
- social-media or online activity bearing a clear connection with TIFAM;
- conduct while wearing TIFAM clothing or displaying its name, badge or insignia.

Conduct outside an official activity may fall within this procedure where it creates a serious safeguarding concern, threatens another participant, damages sporting integrity or causes substantial harm to TIFAM.

4. Definitions

For this procedure:

Board means the TIFAM Board of Directors.

Code means the current TIFAM Code of Conduct.

Complainant means a person or body raising an alleged breach.

Respondent means the person or affiliated club against whom the allegation is made.

Disciplinary Panel means the impartial panel appointed to determine a formal complaint.

Appeal Panel means the independent panel appointed to determine an appeal.

Interim measure means a temporary protective restriction imposed before a final finding.

Safeguarding concern means information suggesting that a child or adult at risk has suffered, or may face, abuse, neglect, exploitation or another form of harm.

Substantiated means proved on the balance of probabilities.

Day means a calendar day unless this procedure states otherwise.

5. Governing Principles

Every case shall follow these principles:

5.1 Safety

Immediate safety and safeguarding needs receive priority.

5.2 Fair notice

The respondent receives clear written details of the allegation, the main evidence and the possible sanctions.

5.3 Opportunity to respond

The respondent receives reasonable time and a genuine opportunity to answer the allegation.

5.4 Impartiality

A person with a material conflict of interest shall take no part in investigating or deciding the case.

5.5 Presumption pending decision

An allegation carries no presumption of guilt.

5.6 Proportionality

Any measure or sanction shall reflect the seriousness of the conduct, actual or potential harm, intention, previous conduct and relevant mitigating circumstances.

5.7 Written reasons

Formal findings, sanctions and appeal decisions shall state the reasons supporting them.

5.8 Confidentiality

Information shall be shared only where required for fair procedure, safety, safeguarding, insurance, governance or legal compliance.

5.9 Timely handling

Cases shall proceed as promptly as fairness and the circumstances permit.

5.10 Protection from retaliation

A person who raises a genuine concern, gives evidence or assists the process shall receive protection from intimidation or retaliation.

6. Misconduct

Misconduct includes a breach of:

- the TIFAM Constitution;
- the TIFAM Code of Conduct;
- the Safeguarding Policy;
- shooting-safety requirements;
- applicable sporting regulations;
- event or venue instructions;
- a reasonable direction from an authorised official;

- a disciplinary sanction or interim measure.

Misconduct may occur through personal action, publication, omission, encouragement, assistance, concealment or retaliation.

7. Examples of Misconduct

Misconduct includes:

7.1 Safety breaches

- dangerous shooting;
- deliberate sky drawing;
- uncontrolled release;
- nocking outside an authorised shooting position;
- refusal to obey an emergency command;
- shooting while the target area is occupied;
- unsafe equipment use;
- knowingly concealing an equipment defect;
- entering a controlled area before shooting has stopped;
- repeated refusal to follow marked routes;
- shooting at wildlife, livestock, signs, trees or unauthorised objects;
- refusal to follow a lawful direction from a referee, Range Captain or Safety Officer.

7.2 Abuse and aggression

- verbal abuse;
- threats or intimidation;
- physical violence or attempted violence;
- serious aggressive behaviour;
- bullying or humiliation;
- harassment or sexual harassment;
- hazing or initiation practices;
- unwanted physical contact;
- discriminatory conduct or language.

7.3 Safeguarding misconduct

- grooming;
- sexualised communication with a child;

- secret communication between an adult leader and a child;
- a serious breach of professional boundaries;
- failure to report a safeguarding concern;
- interference with a safeguarding report;
- retaliation against a child, parent, guardian, reporting person or witness;
- conduct contrary to the Child Safeguarding Statement or Safeguarding Policy.

7.4 Alcohol, drugs, smoking and vaping

- shooting or performing an official role while impaired;
- consuming alcohol before or during shooting;
- possessing, supplying or using illegal drugs at a TIFAM activity;
- smoking or vaping on a TIFAM-sanctioned course;
- smoking or vaping within a TIFAM-controlled shooting, waiting, practice, registration or briefing area;
- refusing a lawful instruction concerning impairment or prohibited substance use.

7.5 Sporting integrity

- cheating;
- falsifying scores;
- altering scorecards;
- falsely claiming qualifications;
- supplying false membership information;
- impersonating an official;
- attempting to influence a decision through gifts, threats, friendship or status;
- concealing a conflict of interest;
- interfering with competition records.

7.6 Defamatory conduct and malicious rumours

For this procedure, the panel decides whether conduct breached the Code. It does not determine civil liability for defamation.

Prohibited conduct includes:

- inventing an allegation about another person;
- knowingly repeating false information;
- circulating harmful gossip as established fact;

- publishing material intended to damage a person's reputation through deception;
- editing messages, photographs or recordings to create a false impression;
- encouraging another person to spread malicious material;
- using anonymous accounts for personal attacks;
- making a complaint for revenge or competitive advantage;
- presenting speculation as proven fact;
- supplying evidence known to be false;
- continuing publication after learning that the information lacks a proper factual basis.

Truthful safeguarding reports, genuine complaints, honest witness accounts and fair criticism made in good faith do not constitute misconduct.

7.7 Disreputable behaviour

Misconduct includes serious behaviour capable of bringing TIFAM or field archery into disrepute at a local, national or international event.

Examples include:

- drunken aggression;
- fighting;
- abusive treatment of event officials or hosts;
- serious indecent behaviour;
- discriminatory abuse;
- deliberate property damage;
- serious disruption of a ceremony, competition or meeting;
- conduct causing removal from a venue;
- malicious public attacks upon TIFAM members or partner organisations;
- serious criminal conduct bearing a clear connection with TIFAM.

Lawful opinions, ordinary disagreement and private conduct lacking a substantial TIFAM connection shall not amount to disreputable conduct.

7.8 Property, land and wildlife

- theft;
- fraud;
- deliberate property damage;
- damage to targets or course equipment;
- unauthorised entry onto neighbouring land;

- deliberate harm to wildlife or livestock;
- refusal to follow landowner restrictions;
- misuse of TIFAM property, records, money, status or insignia.

7.9 Obstruction and retaliation

- destroying, altering or concealing evidence;
- influencing or intimidating a witness;
- breaching an interim measure;
- disrupting a disciplinary hearing;
- refusing reasonable cooperation;
- identifying a complainant publicly for the purpose of causing hostility;
- making a malicious counter-allegation;
- punishing a person for raising a genuine concern;
- interfering with the work of the Disciplinary Panel or Appeal Panel.

7.10 Affiliated-club misconduct

An affiliated club may commit misconduct where its committee or authorised representative:

- permits repeated unsafe conduct;
- endorses abusive or discriminatory behaviour;
- conceals a serious incident;
- obstructs a safeguarding or disciplinary referral;
- ignores a required corrective action;
- knowingly permits an ineligible or suspended person to participate;
- repeatedly fails to apply TIFAM safety requirements.

8. Immediate Action at a Range or Event

A referee, Safety Officer, event organiser, Range Captain, instructor or other person responsible for an activity may take immediate action where reasonably required to protect safety, welfare or orderly event management.

Immediate action may include:

- stopping shooting;
- making equipment safe;
- closing a target, lane or course section;
- removing unsafe equipment;

- separating persons involved in an incident;
- directing a person away from the shooting area;
- directing a person to leave the event;
- contacting emergency services or An Garda Síochána.

A participant shall comply immediately with a safety direction. Any complaint or appeal concerning the direction may proceed after the area has been made safe.

Removal from the activity is a temporary protective measure. Suspension extending beyond the activity requires consideration under section 13.

9. Making a Complaint

A complaint should be submitted to the TIFAM Complaints and Disciplinary Officer or Secretary.

A complaint may also be given to:

- the Chairperson;
- an event organiser;
- a Safety Officer;
- the Children's Officer;
- the Designated Liaison Person.

A person receiving a complaint shall forward it promptly to the appropriate officer.

Where the complaint concerns the Complaints and Disciplinary Officer, it shall be sent to the Chairperson.

Where the complaint concerns the Chairperson, it shall be sent to the Secretary or another director free from conflict.

Where the complaint concerns several directors, the Board shall appoint an independent person to conduct the initial assessment.

10. Contents of a Complaint

A complaint should include:

- the complainant's name and contact details;
- the alleged conduct;
- the date and location;
- the persons involved;
- available witnesses;
- relevant documents, messages, photographs or recordings;
- any immediate safety or safeguarding concern;

- the outcome sought, where appropriate.

A verbal complaint may be accepted where age, disability, injury, language difficulty, distress or another reasonable circumstance makes written submission difficult.

TIFAM may create a written record and ask the complainant to confirm its accuracy.

Anonymous information may be considered. The available response may be limited where the information cannot be tested fairly.

11. Safeguarding and Criminal Concerns

A safeguarding concern shall be referred promptly to the Designated Liaison Person under the TIFAM Safeguarding Policy.

Club officials and disciplinary panels shall not investigate suspected child abuse. Responsibility for such investigation rests with Tusla and An Garda Síochána.

Where suspected child abuse or a serious criminal offence arises:

- immediate protective action may be taken;
- the Designated Liaison Person shall be consulted;
- the appropriate statutory authority may be informed;
- the internal investigation shall be paused or limited where continuation could interfere with an external investigation;
- records and evidence shall be preserved;
- interim restrictions may remain in place.

TIFAM may later consider breaches of its Code where doing so remains fair and does not interfere with a statutory process.

A decision by a statutory authority to take no further action does not automatically prevent TIFAM from examining whether its own Code was breached. The internal standard of proof differs from the criminal standard.

12. Initial Assessment

The Complaints and Disciplinary Officer, Secretary, Chairperson or another director appointed by the Board shall conduct an initial assessment.

The assessment shall consider:

- whether the complaint falls within TIFAM's authority;
- whether immediate protective action is required;
- whether safeguarding procedures apply;
- whether referral to an external authority is required;
- whether informal resolution is suitable;

- whether a formal investigation is required;
- whether the complaint contains enough information to proceed;
- whether a conflict requires appointment of an independent person.

The initial assessment is not a final determination of the facts.

13. Interim Measures

The Board may impose an interim measure where a serious allegation creates an immediate risk concerning:

- safety;
- safeguarding;
- welfare;
- evidence;
- witnesses;
- event management;
- TIFAM's lawful operation.

Possible measures include:

- temporary suspension;
- exclusion from a range or event;
- restriction from coaching, officiating or volunteering;
- supervised participation;
- a communication restriction;
- temporary removal of access to children;
- temporary withdrawal of representative duties;
- preservation of equipment, documents or digital records.

In an urgent case, the Chairperson acting with one other director may impose an interim measure.

The Board shall review an urgent interim measure within seven days.

The respondent shall receive written notice stating:

- the reason;
- the scope;
- the effective date;
- the review arrangements;
- the method for submitting representations.

An interim measure is protective and carries no finding of misconduct.

A prolonged interim measure shall be reviewed at reasonable intervals.

14. Informal Resolution

A minor matter may be addressed through:

- guidance;
- an agreed apology;
- mediation;
- additional training;
- a conduct agreement;
- correction of a record;
- another proportionate measure accepted by the parties.

Informal resolution requires voluntary participation.

It is unsuitable for allegations involving:

- serious violence;
- serious safety misconduct;
- child abuse;
- grooming;
- serious sexual misconduct;
- grave discrimination;
- deliberate fabrication of a safeguarding allegation;
- organised malicious rumours;
- serious retaliation;
- serious fraud or corruption.

Failure to reach an informal resolution does not determine the formal case.

15. Formal Investigation

A formal investigation shall begin where the allegation is serious, repeated, disputed or unsuitable for informal resolution.

The Board may appoint:

- the Complaints and Disciplinary Officer;
- a director free from conflict;
- an external investigator;

- another suitably experienced person.

The investigator shall gather relevant information fairly.

The investigator may:

- request written accounts;
- meet the complainant and respondent;
- speak with witnesses;
- inspect records;
- review messages, photographs, videos or score records;
- examine relevant policies and event instructions.

The investigator shall avoid reaching a final disciplinary decision unless also appointed to a role expressly permitted under this procedure.

16. Formal Notice

The respondent shall receive written notice containing:

- a clear statement of each allegation;
- the relevant Code or policy provisions;
- the main evidence;
- the possible sanctions;
- the response deadline;
- the proposed hearing arrangements;
- information concerning representation or support.

At least fourteen days shall ordinarily be allowed for a response.

A shorter period may apply where urgent safety or safeguarding circumstances require it, provided the respondent retains a fair opportunity to answer.

Relevant evidence may be redacted where necessary to protect a child, witness, confidential information or personal data. Redaction shall not deprive the respondent of a fair understanding of the case.

17. Response

The respondent may:

- admit or deny each allegation;
- provide a written account;
- submit relevant documents;
- identify witnesses;

- raise a procedural concern;
- identify a conflict of interest;
- explain mitigating circumstances;
- request a reasonable adjustment;
- attend the hearing with one representative or support person.

A support person may assist the respondent but shall not obstruct proceedings.

18. Disciplinary Panel

The Board shall appoint a panel of three impartial persons.

At least one panel member should possess suitable disciplinary, governance or sporting experience.

For a serious or sensitive case, the Board may appoint an independent external chairperson or panel member.

A person shall withdraw where:

- they witnessed the incident;
- they conducted the investigation;
- they advised a party on the merits;
- they possess a close personal or financial connection;
- their impartiality could reasonably be questioned.

The Children's Officer or Designated Liaison Person shall not sit on the panel where their prior safeguarding involvement creates a conflict or risks disclosure of protected information.

19. Hearing Procedure

The hearing may take place in person or electronically.

The Panel Chairperson shall:

- introduce the parties;
- explain the procedure;
- identify the allegations;
- confirm the evidence;
- permit the respondent to answer;
- allow relevant questions;
- maintain respectful conduct;
- adjourn where fairness requires it.

The panel may receive written statements and other relevant evidence.

Questions may be directed through the Chairperson where direct questioning could cause intimidation or distress.

Hearings shall take place privately.

Audio or video recording requires the Chairperson's permission.

20. Absence from a Hearing

A respondent may request one reasonable postponement where a genuine reason prevents attendance.

The panel may proceed in the respondent's absence where:

- proper notice was given;
- a reasonable opportunity to attend or respond was provided;
- postponement would create unfair delay;
- proceeding remains fair.

The panel shall consider any written response submitted by the respondent.

21. Standard of Proof

The panel shall decide the facts on the balance of probabilities.

An allegation is substantiated where the panel concludes that the alleged conduct more likely occurred than failed to occur.

Serious allegations require careful and persuasive evidence proportionate to their gravity.

An allegation alone is insufficient.

22. Findings

The panel may find that a complaint is:

- substantiated;
- partly substantiated;
- unsubstantiated;
- incapable of determination from the available evidence;
- malicious or knowingly fabricated.

An unsubstantiated complaint does not automatically amount to a false or malicious complaint.

A finding of malicious fabrication requires evidence that the complainant knowingly invented, altered or falsified material.

Where the allegation is unsubstantiated, the case shall close and interim restrictions shall end unless a separate safety or safeguarding basis remains.

23. Decision

The panel shall issue a written decision stating:

- the allegation considered;
- the evidence examined;
- the finding on each allegation;
- the reasons for the findings;
- any Code or policy provision breached;
- the sanction;
- the effective date;
- the appeal procedure.

The respondent shall receive the full decision, subject to lawful redaction.

The complainant may receive confirmation of the outcome. Privacy and safeguarding considerations may limit the detail disclosed.

24. Sanctions for Individuals

The panel may impose one or more of the following:

- advice or corrective guidance;
- a written warning;
- a final written warning;
- an apology;
- required training;
- a conduct agreement;
- supervision;
- repayment or repair of damage;
- correction or cancellation of a score;
- restriction from a role, range, event or activity;
- removal from an appointed or volunteer role;
- suspension of sporting registration;
- suspension of participation rights;
- withdrawal of eligibility to represent TIFAM;
- termination of sporting registration;
- expulsion from TIFAM-sanctioned activities;

- recommendation concerning statutory company membership;
- referral to another sporting body or lawful authority.

A written warning shall ordinarily remain active for twelve months.

A final written warning shall ordinarily remain active for twenty-four months.

The decision may specify another period where justified.

25. Factors Affecting Sanction

The panel shall consider:

- seriousness;
- actual harm;
- potential harm;
- intention or recklessness;
- abuse of authority;
- repeated conduct;
- previous active warnings;
- the respondent's age and responsibility;
- cooperation;
- safeguarding implications;
- admission and remorse;
- efforts to repair harm;
- relevant personal or medical circumstances;
- consistency with comparable cases.

Sporting success, seniority or reputation shall provide no exemption.

26. Conduct Requiring Expulsion

Where the following conduct is substantiated, termination of TIFAM sporting registration and expulsion from TIFAM-sanctioned activities shall be imposed, subject to appeal:

- serious violence or a credible threat of serious violence;
- deliberate dangerous shooting creating a grave risk of injury;
- grooming, sexual abuse or serious sexual misconduct;
- a serious safeguarding breach involving a child or adult at risk;
- deliberate fabrication of a safeguarding allegation;

- deliberate defamatory conduct causing, or intended to cause, serious reputational harm;
- an organised or persistent campaign of malicious rumours;
- serious discriminatory abuse or harassment;
- grave retaliation against a complainant or witness;
- deliberate interference with evidence in a serious case;
- serious theft, fraud or corruption connected with TIFAM;
- serious disreputable conduct at a local, national or international event while representing TIFAM;
- repetition of serious misconduct following suspension or a final written warning.

Expulsion takes effect on the date stated in the written decision unless the Appeal Panel grants a temporary stay.

Where the respondent is also a statutory company member, the disciplinary finding shall constitute a recommendation to begin the removal process required by the TIFAM Constitution and the Companies Act 2014.

27. Directors and Company Officers

Removal from a TIFAM sporting, representative or volunteer role may take place under this procedure.

Removal from the legal office of director requires the separate process prescribed by the TIFAM Constitution and the Companies Act 2014.

A disciplinary panel may recommend such action but shall not replace a statutory company procedure.

28. Sanctions for Affiliated Clubs

An affiliated club may receive:

- a written warning;
- a corrective-action plan;
- required training;
- additional inspection or supervision;
- restriction on hosting sanctioned events;
- suspension of event-sanctioning rights;
- suspension of affiliation;
- withdrawal of affiliation.

A club sanction may arise where the club, its committee or a person acting with its authority:

- commits misconduct;

- endorses misconduct;
- conceals a serious breach;
- obstructs a review;
- ignores a corrective requirement;
- repeatedly permits unsafe or abusive conduct.

A sanction against a club does not automatically terminate the sporting registration of each individual member.

Individual misconduct shall be assessed separately.

29. Appeal

A respondent receiving a formal sanction may appeal within fourteen days of receiving the written decision.

The appeal shall state one or more of the following grounds:

- a material procedural error;
- a significant factual error;
- relevant evidence unavailable during the original process;
- a finding unsupported by the evidence;
- misapplication of the Constitution, Code, policy or rules;
- a disproportionate sanction;
- bias or a material conflict of interest.

Dissatisfaction alone is insufficient.

The appeal should identify the outcome sought.

30. Appeal Panel

The Board shall appoint an Appeal Panel whose members:

- took no part in the original investigation or decision;
- possess no material conflict of interest;
- can assess the stated appeal grounds impartially.

The Appeal Panel may determine the appeal through written submissions or a hearing.

An appeal ordinarily reviews the original decision rather than repeating the entire case. A fresh hearing may occur where fairness requires it.

31. Appeal Decision

The Appeal Panel may:

- uphold the decision;
- set aside a finding;
- vary a finding;
- reduce the sanction;
- increase the sanction;
- revoke the sanction;
- direct further investigation;
- order a fresh hearing.

Where an increased sanction is under consideration, the respondent shall receive notice and an opportunity to make submissions before the increase is imposed.

The Appeal Panel shall provide a written decision with reasons.

Its decision is final within TIFAM.

32. Effect of an Appeal

A sanction remains effective during the appeal unless the Appeal Panel or Board grants a temporary stay.

Safety and safeguarding restrictions shall ordinarily remain in place while an appeal is pending.

The appeal should be handled promptly.

33. Retaliation

Retaliation against a complainant, respondent, witness, official or person assisting the process is prohibited.

Retaliation includes:

- threats;
- intimidation;
- punitive exclusion;
- malicious counter-allegations;
- interference with sporting opportunities;
- hostile public identification;
- repeated unwanted contact;
- action through another person.

A proven act of grave retaliation shall result in expulsion under section 26.

34. Confidentiality

All participants shall respect the confidentiality of the process.

Information may be shared where required for:

- fair procedure;
- safeguarding;
- safety;
- legal compliance;
- insurance;
- governance;
- enforcement of a sanction;
- referral to a sporting or statutory authority.

Confidentiality cannot guarantee secrecy where disclosure is required to protect a person or comply with law.

A confidentiality breach may itself constitute misconduct.

35. Records

TIFAM shall keep secure records of:

- complaints;
- initial assessments;
- interim measures;
- evidence;
- hearing records;
- decisions;
- sanctions;
- appeals;
- statutory referrals.

Access shall be restricted to authorised persons.

Records shall be retained according to TIFAM's data-protection and records-retention policy.

Where officers change, records shall transfer securely to their authorised successors.

36. Communication of Sanctions

TIFAM may inform persons who require the information to implement a sanction.

Recipients may include:

- event organisers;
- referees;
- affiliated clubs;
- insurers;
- landowners;
- partner sporting bodies;
- statutory authorities.

Only necessary and proportionate information shall be disclosed.

Public statements require Board approval and shall avoid unnecessary personal information.

37. Reasonable Adjustments and Support

TIFAM shall consider reasonable adjustments for a person affected by:

- age;
- disability;
- communication difficulty;
- language need;
- injury;
- distress;
- another relevant circumstance.

Possible adjustments include:

- additional time;
- accessible documents;
- remote attendance;
- breaks;
- a support person;
- suitable communication assistance.

An adjustment shall preserve the fairness of the process for every party.

38. Time Limits

TIFAM shall aim to:

- acknowledge a complaint within seven days;
- complete the initial assessment within fourteen days;

- give the respondent at least fourteen days to respond;
- issue a panel decision within fourteen days after the hearing;
- acknowledge an appeal within seven days.

These periods may be extended where the case involves safeguarding, an external investigation, several witnesses, illness, availability difficulties or another substantial reason.

A delay does not invalidate the process unless it causes material unfairness.

The parties shall receive notice of a substantial delay.

39. External Proceedings

TIFAM may pause, limit or continue its procedure where civil, criminal, safeguarding, employment or other regulatory proceedings arise.

The decision shall consider:

- safety;
- safeguarding;
- risk of interference;
- fairness;
- preservation of evidence;
- advice from the relevant authority.

TIFAM's sporting jurisdiction operates separately from a criminal or civil court.

40. Review

The Board shall review this procedure:

- annually;
- following a serious case;
- following a safeguarding incident;
- after a material legal change;
- after a change to the TIFAM Constitution or Code;
- where practical experience identifies a defect.

41. Legal and Regulatory Basis

This procedure should be read with:

- the TIFAM Constitution;
- the TIFAM Code of Conduct;
- the TIFAM Safeguarding Policy;

- the Children First Act 2015;
- *Children First: National Guidance*;
- Sport Ireland safeguarding guidance;
- the Equal Status Acts 2000–2018, as amended;
- the Safety, Health and Welfare at Work Act 2005, where applicable;
- the Companies Act 2014;
- the Defamation Act 2009, as amended by the Defamation (Amendment) Act 2026;
- applicable Traditional Archers International rules.

The Defamation (Amendment) Act 2026 amended Irish defamation law, with most provisions commencing on 1 March 2026. TIFAM disciplinary panels determine breaches of the TIFAM Code rather than civil defamation claims.

Legal advice should be obtained where a case involves serious safeguarding, employment, criminal, company-membership or civil-liability questions.

Sport Ireland's current guidance supports an impartial disciplinary body, written notification of sanctions and an appeal body independent of the original decision. (Sport Ireland) Tusla confirms that child-protection arrangements should sit within a separate Child Safeguarding Statement and related procedures. (Tusla) The legal-reference section also reflects the Defamation (Amendment) Act 2026 and its commencement on 1 March 2026. (Irish Statute Book)