



## CADAC Guidance for Bailiffs on Club waters

This policy document is to assist our Bailiffs in the policing of the club waters, we recognise this can be difficult at times and hope that this guidance will reduce the potential for confrontation at the waters. Bailiffs are an important part of the club, helping to enforce the club rules. As such, a Bailiff is also a representative and the public face of the club, therefore this position carries certain special responsibilities and a consistent approach to rule enforcement is essential.

1. Bailiffs should carry their Club membership, ID and Bailiff card when attending waters.
2. The Bailiff's ID should be shown by the bailiff to the angler when first approaching the person – it is important the individual is made aware of the Bailiff's identity at the outset of the conversation.
3. It is important the Bailiff obtains the name and membership details of the angler before proceeding any further.
4. Once the Bailiff has obtained the angler's name, the Bailiff should inform the individual of the club rule that is being broken, ask for the matter to be resolved if possible and inform the individual if the incident will be reported to the committee for consideration.
5. The Bailiff should complete a report form and hand to a committee member for consideration at the next convened committee meeting following the incident.
6. The Committee shall consider any action to be taken against the member on the basis of the Bailiff's report to committee.
7. The member will be notified by the Committee of the outcome of this review and the course of action decided upon by the Committee. The Bailiff will also be notified of this decision by the committee – it is important the Bailiff is de-briefed on the decision taken by majority vote of the committee.
8. It is only the committee that will decide whether an individual will be banned from the club – as stated above; any decisions on the course of action will be decided at the next committee meeting following receipt of the Bailiff's report. The role of the bailiff is to inform the member of the infringement and report the facts to the committee in an impartial manner.
9. For serious incidents where there has been landowner complaint or a breach of rule likely to result in landowner complaint, such as leaving litter, damage to property or danger to fish and there is a likelihood a ban being imposed (subject to the committee decision) CADAC membership cards (not EA licence) should be taken from the member and passed to the Committee with the report. The angler should leave the water and await result of the Committee decision before fishing any Club waters again. Lack of cooperation in this may hinder his/her chance of appealing against any future imposed ban.
10. Most minor infringements will normally be rectified immediately by the angler e.g. a 3rd rod reeled in on the spot, and the angler would be left fishing having been assisted to comply with the club rules. For minor infringements it is still important that a record of the infringement is lodged with a note of whether the angler cooperated or was obstructive etc., as in cases of repeated similar infringements, this evidence could result in escalation of redress action by the Committee if appropriate.
11. The angler has the right to appeal against a disciplinary decision by the committee, in writing to the club Chairman within 14 days. The Chairman's decision is final.