



Complaints, Appeals and Discipline Procedure

This procedure should be used if any club member feels that they have suffered discrimination in any way, or that the Club Rules, Policies or Code of Conduct has been broken.

Any complaint should be submitted in writing to the club secretary. This complaint should detail the following:-

- Details of what occurred
- Where and when it took place
- The names of any witnesses and any statements
- The name (s) of any others who were involved or treated in a similar way
- Details of any former complaints made about the incident including dates
- When and to whom any previous complaints were made
- What solution to the incident you would like to see

On receiving a letter of complaint the Secretary notify the Chairperson and a meeting will be arranged within 14 days upon receipt of the complaint. The Secretary will notify the complainer of receipt of their complaint and the date of the meeting

A group made of the Vice Chairperson, the Secretary, and two other Committee members will examine the complaint. They will decide if any investigation is required and if so they will notify any person they wish to interview to get further details.

The member whom the complaint was made against will be notified at this time of the complaint and will be given equal opportunity to answer the complaint.

The committee has the power to take appropriate disciplinary action, including warnings, suspension, and removal of club coach status or termination of club membership. The committee will notify the SCA of any serious complaint or Child protection issues

The outcome of any disciplinary hearing will be notified in writing to both the complainer and the member against whom the complaint was made within 7 days of the hearing.

There will be a right of appeal to the club committee following any disciplinary action being taken. This should be lodged in writing within 7 days to the Secretary. An appeals committee made up of the Chairperson, Treasurer and two other committee members, who were not involved in the disciplinary hearing, Will examine the grounds for appeal within 7 days and notify the appellant of their decision within 7 days.

The decision of the appeals committee will be final.