



# Ring Rowing Club

## Complaints, Disciplinary and Appeals procedure Policy and Procedure

Version	Date	Author	Changes
1.0	15/01/2022	Ring Rowing Club	New Version
Approved: Ring Rowing Club			

The Club is required to ensure that it has adequate disciplinary, complaints and appeals procedures in place. This document represents the working disciplinary procedures of Ring Rowing Club.

### Complaints / Disciplinary Procedures Dealing with a complaint

All complaints should be submitted in writing to the Club Secretary Or both the Safeguarding officer or the DLP (in the instance of a child protection issue). If the complaint is submitted at Club level it is the responsibility of the Club to deal with the complaint. If the complaint is submitted at NGB Level the NGB must take responsibility to deal with the complaint. If, in the opinion of the Chairperson / DLP, there are grounds for concern, the Statutory Authorities should be contacted (the investigation of suspected child abuse is the responsibility of the statutory authorities will not be undertaken by the Children's Officer or other Club Volunteers / Officials). The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by the Club.

### Disciplinary Committee

The Disciplinary Committee will consist of:

- (a) The Chairperson (who shall be Chair)
- (b) The Secretary (who shall be Secretary)
- (c) The Child Protection Officer

The committee will be made aware of the issue of confidentiality.

## **Role of the Disciplinary Committee**

It is the responsibility of the Disciplinary Committee to resolve problems relating to the conduct of the members of Ring Rowing Club. A complaint of any incident of suspected misconduct, including bullying will be dealt with by the Disciplinary Committee.

## **Disciplinary Procedures**

The Disciplinary Committee will inform the individual with details of the complaint made against him / her and afford him / her, the opportunity of providing a response either verbally or in writing. The Disciplinary Committee will meet with all parties involved, affording each party the same rights and opportunities. The Disciplinary Committee will provide a written report outlining the following:

- the procedure followed;
- the findings;
- the conclusions;
- the disciplinary actions to be taken ,if any.

All parties will receive a copy of this report and it will be kept on record. The Disciplinary Committee will, as soon as possible, inform Ring Rowing Club Committee of the progress and conclusions of the disciplinary process. Sanctions Where it has been established that an incident of misconduct has taken place, the Disciplinary Committee will notify the member of any sanction being imposed. The notification will be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parent(s) / guardian(s).

## **Appeals Process**

If the member against whom the complaint was made is unhappy with the decision of the Disciplinary Committee he / she will have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee).

The Appeals Committee will consist of:

- (a) The Vice Chairperson (who shall be Chair)
- (b) The Assistant Secretary (who shall be Secretary)
- (c) The Treasurer or Assistant Treasurer
- (d) The Safety Officer

Any appeal should be made in writing within 10 days after issue of the decision of the Disciplinary Committee. The Chairperson of the Appeals Committee should be a member of the Executive Committee. The Appeals Committee have the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee.

## **Procedure •**

A code of conduct reflecting a child centred ethos is in operation within the club; this code has been disseminated throughout the club and is applied to all.

- The Club Executive Committee deals with all disciplinary problems. Clearly defined procedures are in place to resolve problems relating to the conduct of its members. This includes bullying.
- The Executive Committee will initiate establish a standing sub-committee to conduct an investigation following a complaint into any incident of suspect misconduct that does not relate to child abuse. The sub-committee will report back to the Executive Committee of progress of the disciplinary procedures.
- Written confidential records of all complaints are safely and confidentially kept and Club procedures are defined for the possession of such records in event of the election of new officers.
- The sub-committee will furnish the individual details of the complaint being made against him / her and afford him / her, the opportunity of providing a response either verbally or in writing.
- Where it is established that an incident of misconduct has taken place the sub-committee will notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parent(s) / guardian(s).
- If the member against who the complaint has been made is unhappy with the decision of the Disciplinary Committee s/he should have the right to appeal the decision to the Executive Committee. Any appeal must be in writing and must be received by the Secretary at the latest seven days after the Disciplinary Committee decision.
- The Executive Committee will have the power to conform, set aside or change any sanction imposed by the Disciplinary Committee.
- If any party is not satisfied with the Disciplinary Committee decision or appeal, the matter can be referred to the NGB. However, efforts to resolve the issue will be exhausted before the NGB is engaged in attempts to resolve the matter(s).

If any issues involve a committee member or their family, they must step aside from any involvement of the above process.

In the event of inability to resolve issues, and if both parties are agreed, there is the option to involve an independent accredited mediation service who would operate objectively to help resolve the issue for the benefit of all. This may be invoked before bringing the issue to the NGB, to resolve issues at a local level.

**Non Child Welfare Process**, which can be any of the following: abuse of Rules, safety concern/issue, verbal harassment, bullying, disrespect to coaches or other members.

1. Verbal Warning Followed by a Formal Verbal Warning by 2 committee members
2. First Written Warning
3. Final Written Warning/Suspension
4. Dismissal

Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Ring Rowing Club Disciplinary Committee