

# **RAME GIG CLUB**

## **Discipline Procedure**

### **Applicability**

This procedure applies to all members of Rame Gig Club.

### **Administration**

This procedure will be reviewed periodically to reflect changes in legislation, revised guidance from National Governing Bodies or as a result of lessons learnt.

### **Procedure - Adult**

This procedure will be used as a result of alleged breaches of our policies or misconduct/indiscipline that cannot be addressed by club officials at the time of the alleged incident. It will also be used where an investigation, resulting from receipt of a formal complaint, establishes that formal disciplinary action is required.

### **Stage 1 - Investigation**

The investigation will be conducted by an independent club member appointed by the Committee, who will need to balance the need to reach a conclusion quickly against the need to be thorough and fair. The aim of the investigation is to ascertain all the facts and determine whether or not there are grounds for formal disciplinary action. The investigator will need to establish:

- What were the circumstances
- What happened
- Where the incident occurred
- Who was involved
- Were there any witnesses

### **Stage 2 - Outcome**

On completion the investigator will make a report including any recommendations to a disciplinary panel appointed specifically by the Committee to deal with the alleged disciplinary offence. The panel will consist of a maximum of 3 independent club members, 1 of which must be a committee member. The panel will decide on what action should be taken.

There are 3 courses of action where it is decided that formal disciplinary action is required:

- An oral warning
- Written warning
- Suspension from rowing/the use of club facilities

The individual concerned will be provided with a written statement.

### **Stage 3 - Appeals**

Individual's have the right of appeal which will be considered by the Chair or Deputy Chair and one other member of the committee. Their decision will be final.

### **Procedure - juniors**

Any misdemeanours and general misbehaviour will be dealt with by the coach and reported verbally to the Child Protection Officer. The Child Protection Officer will advise the Committee if he/she deems it appropriate. Persistent misbehaviour will result in suspension from rowing/use of club facilities. Parents/guardians will be informed at all stages.

Suspensions can be appealed; the final decision will be taken by the Chair or Deputy Chair and one other member of the committee.

### **Procedure – Parent/Guardians**

Any misdemeanours or breaches of club policies will be dealt with initially by the coach and reported verbally to the Child Protection Officer. The Child Protection Officer will advise the Committee if he/she deems it appropriate. Persistent concerns or breaches will result in the parent/guardian being asked not to attend training sessions or competitions, and ultimately resulting in their child being suspended from rowing/use of club facilities.

Suspensions can be appealed; the final decision will be taken by the Chair or Deputy Chair and one other member of the committee.

12<sup>th</sup> January 2018