

Clydesdale Cricket Club - Disciplinary Procedure

Adopted 17 January 2012

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.

It is expected that members' behaviour will be consistent with the Club's values and of a standard set out in the Club's codes of conduct. If a member's behaviour is inconsistent with the codes of conduct the Club can take disciplinary action against that member as detailed in this procedure.

Making a Complaint

If a person has a grievance against a member or members of the Club where their behaviour has fallen short of the standards reasonably expected, they may make a complaint to the Disciplinary Chair.

The complaint should be;

- made in writing, which may be by email, so an appropriate record can be kept.
- Complaints should be made as soon as possible after the alleged incident.

If there is an incident in the bar requiring immediate attention, please make the bar staff or Club officials aware as soon as possible.

Complaints can be received from anyone, for example, members, the Executive committee, visitors to the Club, or from the public regarding members' behaviour when they are representing the Club.

In each case records will be kept in line with the Club's Privacy Policy and will be deleted after the appropriate time.

Disciplinary Procedure

Following receipt of a complaint the Disciplinary Chair will consider what action is required depending on the significance of the complaint.

- If the Chair decides no action is required, they will write to the complainer detailing the reasons behind their decision;
- If the Chair decides that the complaint requires action, they will initiate a Disciplinary Committee to investigate the complaint;
- The complainer will be invited to explain their grievance to the Disciplinary Committee;
- The member(s) will be invited to a hearing and will be provided with details of the complaint, the investigation, and any supporting evidence.

When considering the complaint, the Chair will consider seriously any behaviour that impacts on members having the ability to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse as well as consideration of physical damage to the Club's property.

Disciplinary Chair

The Disciplinary Chair shall be appointed and verified by a general meeting of the Club. Should the Chair step down from post the Executive Committee can appoint a new Chair to be ratified at the next general meeting. The Chair's responsibility will be to operate the disciplinary procedure set out herein. The issuing of codes of conduct remains the responsibility of the Executive Committee.

Disciplinary Panel and Committees

The Disciplinary Chair shall recruit members to the panel. The disciplinary panel will be made up of Hockey, Cricket, and non-playing members. For each complaint, the Chair will select a Disciplinary Committee of not less than three members and not more than nine in the ratio of 1:1:1 from Hockey, Cricket, and non-playing members to investigate.

If there is found to be a conflict of interest or a panel member is directly involved in an incident, they will be replaced by a different panel member for that case.

Sanctions

Following a confirmed breach of the code of conduct the Disciplinary Committee will consider what sanction is appropriate. The Committee will take into account the nature of the complaint, the attitude of the member and the impact on the complainer and on the Club and its reputation. In considering this the Committee will consider the values of the Club and the Club's equality statement.

The Committee will consider remedial actions that the member may be asked to take such as training courses to change future behaviour or reparations to make amends such as a financial contribution toward the cost of repairs if the complaint involved damage to the Club's property.

Disciplinary Panel Decision

The Chair has the right to adjourn a hearing if the disciplinary panel require to conduct further investigations / gather additional evidence.

When the Chair has concluded their investigations, the proposed Sanction will be communicated to the President and Secretary of the Executive before being communicated to the members under investigation.

The Executive may ask for the panel to review the sanction if they feel there is evidence the panel has not considered i.e. a right of appeal to the level of sanction.

Notice of the decision will be confirmed in writing thereafter.

Appeals Procedure

The following matters may be appealed by the member in question

- A Disciplinary Committee's decision that a breach has been made
- Any punishment applied to a member

Appeals should be submitted in writing to the Club Secretary within seven days following receipt of notice of a relevant decision to the Disciplinary Chair.

The Appeal will be heard by a panel of three members of the Members forum selected by the Chair of Member's forum. The appeals panel will meet to discuss the Appeal as soon as possible and not less than seven days from receipt of the Appeal.

Recording of Decision.

All records of the Disciplinary Chair and Committees will be shared with the Executive Committee on a need-to-know basis and kept by the Club's Secretary. Records will be retained in line with the Club's Privacy Policy.