



Complaints & Disciplinary Policy 2015

1. Introduction

Like any organisation, it is important that there is a formal complaints and disciplinary process to deal with issues and resolve them within the club.

Complaints and disciplinary issues will be dealt with by the Executive Committee (EC) with a minimum of 3 members including President or Vice-President.

2. Principles

The policy is based on the following principles:

- All parties will be treated fairly and equally
- All parties will be given the opportunity to be heard and present their case
- The accused is innocent until proven guilty

3. Complaints Process

In the event of an incident and until the matter is heard, Club Officials can take immediate action to prevent the situation escalating.

Any club member or official can make a written or verbal complaint about any incident relating any other club member regardless of whether action was taken at the time.

On receipt of each the complaint, the EC will, where practicable, make every effort to resolve disputes by informal discussion. If the matter cannot be resolved informally then a formal EC hearing will be held to resolve the matter.

4. Disciplinary Process

- All parties will be called to a hearing within 14 days of receipt of the formal complaint
- If any party is under 18 years of age then they must be accompanied by an adult
- All parties are allowed to bring witnesses to support their case
- Notes will be taken during the hearing
- The EC President or Vice-President will announce the decision within 5 days or as soon as practical
- The powers of EC include the following:
 - issue verbal/written reprimand
 - suspension for a specified period of time
 - expulsion