

The club expects that officials, competitors and supporters will act in a reasonable fashion and uphold the club's reputation at all times, in accordance with the club code of conduct. However, on occasions the unexpected can happen and escalation will then occur. For the avoidance of doubt, the process that will be followed is set out below.

This document is complimentary to the club complaints procedure and grievance policy.

## **MINOR MISCONDUCT**

This behaviour is considered a nuisance. Examples might include horseplay, littering and minor behavioural offences. The behaviour contravenes the club's Code of Conduct for reasonable behaviour.

When such behaviour is reported to a club official it should be dealt with immediately - without escalation - with a verbal warning. Assuming the behaviour ceases, no further action will be taken.

## **MISCONDUCT**

This behaviour is a breach of the club's Code of Conduct that requires further investigation by the Coordinator of the relevant activity. Examples might include ignoring instructions from officials or coaches, disrupting the smooth running of events etc. It also includes cases of minor misconduct that may have continued despite a verbal warning from a club official.

Such cases must be reported in writing and passed to any member of the Club Committee for assessment. The Committee will then seek any additional clarification / confirmation of the complaint. After due deliberation the Committee will decide one of three options:

1. No case to answer - no further action
2. Verbal warning - caution
3. Further action required – disciplinary hearing

## **GROSS MISCONDUCT**

The club's Committee will deal with serious cases of misconduct. Examples might include, but is not limited to, behaviour that may bring the club into disrepute, behaviour that endangers others and drug abuse.

The Committee will inform the individual(s) concerned that they are considering a case of gross misconduct within 7 days of receipt of a complaint. The Committee will seek any additional clarification / confirmation of the complaint and then meet and deliberate.

The following options will be considered:

1. No case to answer - no further action
2. Verbal warning - caution
3. Further action required – disciplinary hearing

The club will inform the individual in writing of its decision within 7 days. Evidence of written warnings and suspension will appear on a member's club records and remain there for a period of 12 months.

## **DISCIPLINARY HEARING**

The Club Chairman will nominate one Committee Member to accompany him/her on the hearing. The Complainant will be invited to present the case to the hearing. The Club member being investigated

will be invited to attend and will be allowed to bring a companion of his/her choice to accompany him/her at the hearing. Note: the companion will not be entitled to speak or ask questions at the hearing unless specifically requested by the Chairman. All other attendees are entitled to participate at the hearing but all questions will be put through the Chair. If at any time the Club member wishes to take time out to consult with his/her companion, the Chairman can suspend the hearing to allow this to take place.

Once the case has been heard the Chairman and his/her nominated Committee Member, will deliberate alone and the Chairman will decide;

1. No case to answer - no further action taken
2. Verbal warning - caution
3. Written warning
4. Temporary suspension from the club for a fixed period
5. Permanent expulsion from the club

Due consideration will be given to younger athletes (under 16) before escalating any issue to a disciplinary hearing. If a hearing is deemed absolutely necessary, a parent / carer must be present at the hearing.

## APPEALS

After due process has been followed and a decision has been taken, the Club Member can appeal in writing to the Chairman within 7 days stating clearly the basis for the appeal. The Chairman will then pass the appeal to 2 Life Vice Presidents to hear, where 1 will act as Appeal Chair. The Club Chairman will attend the hearing and present the reasons for the decision and sanctions. The Club Member will be invited to attend and can bring a companion to accompany him/her. Note: the companion will not be entitled to speak or ask questions at the hearing unless specifically requested by the Appeal Chair. All other attendees are entitled to participate at the hearing but all questions will be put through the Appeal Chair. If at any time the Club member wishes to take time out to consult with his/her companion, the Appeal Chairman can suspend the hearing to allow this to take place.

Once the appeal has been heard 2 Life Vice Presidents will deliberate alone and the Appeal Chair will decide;

1. Decision upheld
2. Appeal upheld

Depending upon the circumstances and any new evidence arising, the Appeal Chairman has the right to change any sanction imposed at the Disciplinary Hearing.

The Appeal Chairman's decision is final in all circumstances.

## RECORDS OF HEARINGS AND APPEALS

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

## NOTIFICATION TO UK ATHLETICS (UKA) AND ENGLAND ATHLETICS (EA)

Where appropriate the Appeal Chairman, once the Appeal is closed, will inform EA/UKA;

- Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a

sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

- Appeal Panel - details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

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