

# Solihull Cycling Club – Complaint & Disciplinary Procedure

## Introduction

- 1.1 It is a requirement of British Cycling that all “Go Ride” registered clubs have a defined complaint and disciplinary procedure that applies to all members.
- 1.2 The Committee wish to make it clear that it is hoped that all but the most serious of issues can be resolved by an informal approach, which has served the club well for so many years.

## Misconduct

- 2.1 ‘Misconduct’ means any conduct that could bring the club or its members into disrepute.
- 2.2 While it is not possible to set out a definitive list of examples of misconduct, the following types of behaviour would be viewed as unacceptable:
  - (a) a significant breach of club rules;
  - (b) a breach of the Code of Practice for Sport Coaches;
  - (c) serious or repeated disobedience of the reasonable directions of club officials;
  - (d) dangerous riding or compromising the safety of others;
  - (e) verbal or physical abuse of any kind;
  - (f) carrying out any acts and/or making any statements that are discriminatory in any way
  - (g) in respect of any person in a position of trust or authority over another person either directly or indirectly:
    - (i) abusing that trust or authority in any way
    - (ii) failing to observe confidentiality
    - (iii) failing to act with respect towards those persons
    - (iv) acting in contravention of the Protection of Children and Vulnerable Adults Policy;
    - (v) failing to act in a professional manner

## Reporting a Complaint/Misconduct

- 3.1 In the event of any person wishing to make a complaint this should be made to either the Chairman or one of the [Club’s Welfare Officers](#) as soon as practical. The person making the complaint can decide whether they wish to do this verbally or in writing.

## Investigations

- 4.1 The Chairman will decide on what investigation may take place but will normally ask the Club Welfare Officer(s) to carry out an investigation, with any club members who may be either directly or indirectly involved being obliged to cooperate.
- 4.2 Having investigated the matter the Club Welfare Officer(s) will make a recommendation to the Club Committee on what actions should be taken. The Club Committee will then make a decision on any action to be taken and this will be communicated to all parties.
- 4.3 In certain instances, the Club Chairman may decide that the matter is best dealt with by a smaller number of committee members who shall act on behalf of the committee as in paragraph 4.2.

- 4.4 The Club Chairman will decide on whether to make public the details of the complaint, investigation and any subsequent actions.
- 4.5 If for any reason the Club Welfare Officer(s) believe they may not be the most appropriate person(s) to carry out the investigation then the Club Chairman will nominate an alternative person or persons.

#### Appeals

- 5.1 The committee's decision may be appealed against, by individuals directly affected, by means of a written appeal to the Club Chairman, within 10 days of being notified of the Committee's decision, giving clear and sufficient details of the reason for the appeal.
- 5.2 Should the Club Chairman consider it appropriate, he/she will then nominate three club members to hear the appeal and their majority decision shall be binding on all parties.