

Brockworth Rugby Club

Mill Lane
Brockworth
Gloucester
GL34QH



Brockworth Rugby Club – Disciplinary Procedure

June 2025

General Disciplinary matters, applying to all matters of Brockworth Rugby Football Club, (referred to as 'the Club'), **will be dealt with by** the BRFC Management **Team** and, if appointed, a Disciplinary **Board**.

All members of the Club are required to fully comply with this code of conduct (and any other specific codes of conduct that may be published for specific sections of the Club) and be bound by its terms as noted below.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breaches of the Club's rules.

However, it is recognised and accepted that every member has the right to:

- expect fair, **swift** and consistent treatment
- receive adequate notice from the Club
- appeal against the Club's judgement or Disciplinary Committee's decision
- representation in any meetings or hearings

All disciplinary actions taken by the Club will be recorded in writing by the BRFC Management **Team** and may be referenced **for judicial precedent** at a future date if required.

1. Offences Leading to Disciplinary Action

The actions listed below by members may be interpreted by the BRFC Management Team to fall within this code of conduct.

“Misconduct” is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally result in a written warning from The BRFC Management Team, along with a request for appropriate corrective action to be taken.

Examples of offences that may be considered as misconduct include:

- Discourteous, crude or offensive behaviour
- Conduct of an unsafe nature
- Abuse or disregard for equipment or property
- Failure to comply with or adhere to the Club rules or code of conduct
- Any other actions judged by the BRFC Management Team of similar gravity to the above

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The above examples are not to be considered as fully inclusive or covering all possible offences.

Repetition of the above offences or failure to comply with any requests made by the BRFC Management Team may result in further disciplinary action.

“Serious Misconduct” is the carrying out of an offence of such gravity that in the opinion of the BRFC Management Team it warrants the formation of a Disciplinary Board to review the case.

Examples of offences, which may be considered as serious misconduct include:

- Repeated Misconduct offences as above
- Deliberate or consistent breaches of club rules
- Use of threatening or abusive behaviour
- Participating in sport whilst under the influence of drugs (where evidence is available)

- Malicious interference or damage to equipment or property
- Disregard for their own safety or the safety of other people
- Any other action, which in the opinion of the **BRFC Management Team** may bring the Club into disrepute, or which left unpunished, may result in detriment to the Club or its members

“Gross Misconduct” is action of such seriousness that the **BRFC Management Team** may require the immediate expulsion of the offender from the Club.

The **BRFC Management Team** may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision.

Expulsion means that the member is not allowed, under any circumstance (other than to attend a disciplinary hearing) to enter Club property or represent the Club in any sport or other activity.

Examples of gross misconduct are:

- Physical violence or assault towards others (at the Club or a Club related activity)
- Serious, threatening, intimidating or forceful behaviour towards others (at the Club or a Club related activity)
- Reckless disregard of safety and basic safety rules
- Theft or misappropriation of property
- The use or possession of illegal drugs whilst on Club property
- Being convicted of criminal offences likely to bring the Club into disrepute (such as, but not exclusively involving physical violence or abuse)
- Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party

2. Disciplinary Procedure

In these matters, time is of the essence and the club shall expediently handle the recommended procedures herein, without delay.

On receipt of notification of a member or any other party's act in contravention of club discipline, the BRFC Management Team will request an elected BRFC Management committee member to volunteer and act on behalf of the club as 'Disciplinary Lead' (DL) for the impartial management of these procedures within 3 days of this notification, who will decide whether this complaint falls within the scope of this disciplinary code.

If in their opinion it does, then the Disciplinary Lead (DL) will decide as to the type of offence as per (section 1) above and will seek the assistance of 2 other elected BRFC Management Team members to review the case.

If the offence is one of **misconduct**, the DL will recommend action to BRFC Management Team and subsequently inform the offender with a formal warning including the request for any corrective action the **BRFC Management Team** may deem appropriate. The DL will also attempt to obtain approval for their action from the complainant if deemed necessary.

Details and records of the original complaint, together with the outcome, and any other correspondence will be recorded by the **BRFC Management Team Secretary**

The actions outlined above will normally finalise the process unless any of the parties involved object strongly to the decision in which case they may appeal directly to the BRFC Management Committee for a final decision.

Should the complaint be considered by the DL as one of **serious misconduct** or **gross misconduct**, then the following procedure will be implemented:

1. the DL will request support from the BRFC Management Committee and form a Disciplinary Board to research evidence presented and if possible, will obtain further evidence, witness statements, etc.

The Disciplinary Board will consist of:

- i. the BRFC Management Team Chairman
- ii. the Disciplinary Lead
- ii. and the two additional elected members of the BRFC Management Team who have examined the complaint one of which must be from a differing section to the offender

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2. the Disciplinary Board will decide if a hearing is appropriate/required

3.

4. the complainant will be advised if a disciplinary hearing is called and if they are required to attend

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5. Contact the member who is the subject of the complaint to advise them of the complaint and if appropriate, request that they attend the disciplinary hearing

7.

6. Obtain Legal advice if this is considered appropriate

8.

If required, notify all parties as to the hearing date and ensure all parties have copies of any relevant paperwork or evidence prior to the hearing

3. Disciplinary Hearing

The Club will appoint a case presenter, who will normally be the Chairperson or Disciplinary Lead.

Any witnesses will be interviewed if required and all verbal and written evidence will be reviewed at the hearing.

No witnesses or statements can be introduced at the hearing without prior notice and copies of all evidence produced for

consideration prior to the hearing, should be available in advance to all parties if applicable.

The Disciplinary Board may adjourn the hearing to allow further evidence to be referred to if they consider it fair or appropriate to do so.

After the Disciplinary Board has reached a decision, the individual subject to the complaint will be notified of such decision in writing within 3 days of the decision being reached.

4. Penalties

Following the review of the incident and hearing if deemed appropriate, the Disciplinary Board will make a recommendation to the BRFC Management for adoption and implementation.

Such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with Section 5.

5. Appeals

If an appeal of the decision or penalty is to be made then written notice of this must be given by the offender, within 7 days of being notified of the decision.

No appeal will be valid or considered after that period has elapsed.

The offender must give details of the grounds for the appeal. The appeal together with full and recorded argument may be considered relative to the decision and/or penalties.

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 elected members of the BRFC Management Team who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

The Appeal Committee shall have power to amend or revoke any decision made at the pervious disciplinary hearing.

The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.