

# DISCIPLINARY AND COMPLAINTS POLICY

**Fun, inspiring, and inclusive, whilst also being knowledgeable, approachable, and affordable**

## Complaints Procedure

- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people, and adults will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding policy and procedures. The Club Welfare and Safety Officer is the lead contact for all Members in the event of any Safeguarding concerns.
- All complaints regarding the behaviour of Members should be presented and submitted in writing to the Secretary.
- The Committee or a nominated sub-committee will make the relevant party/s aware of the complaint against them on a confidential basis. They have the right to submit their account of the dispute to the Secretary within 14 days.
- The Committee will meet to hear complaints within 21 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the Member against whom the complaint was made within 14 days of the hearing.

## Disciplinary Actions

- Any member violating any of the policies of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the Committee, be:
  - Required to undertake additional training.
  - Given a verbal warning.
  - Issued with a formal written warning.
  - suspended
  - expelled
  - Any other action deemed appropriate by the committee.
- The Committee may temporarily suspend or exclude a member from activities where it is deemed in the best interests of the Club.
- Any member who is temporarily excluded or suspended or has had his or her membership terminated shall have the right to appeal against such decision as per the appeals process described below.
- Any person who is under suspension or has been expelled from the Club may not participate in any activity organised by the Club or represent the Club in any capacity or conduct any business on behalf of the Club unless indicated in the terms of the suspension or expulsion.

## Appeals

- There will be the right of appeal to the Committee within 28 days following disciplinary action being announced. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.