



Bicester & District Gymnastics Club

BDGC 018 – Escalation & Disciplinary Policy

Document Owner: Chairman
Document Approver: Committee

Contents

1. Purpose	3
2. Scope	3
3. Escalation Process	3
3.1. Step 1: Informal Resolution	3
3.2. Step 2: Formal Reporting	3
3.3. Step 3: Investigation	3
3.4. Step 4: Decision & Resolution	4
4. Disciplinary Actions	4
4.1. Minor Breaches (e.g., inappropriate behaviour, minor misconduct):	4
4.2. Moderate Breaches (e.g., repeated minor misconduct, failure to follow club policies):	4
4.3. Severe Breaches (e.g., safeguarding violations, aggressive behaviour, serious misconduct):	4
5. Appeals Process	4
6. Confidentiality & Record-Keeping	4
7. Compliance and Disciplinary Procedures	5
8. Monitoring Compliance	5
9. Review	5
10. Amendment and Termination	5
Document Controls	6
History	6

1. Purpose

Bicester & District Gymnastics Club is committed to ensuring a fair, transparent, and structured approach to handling concerns, complaints, and disciplinary matters. This policy provides clear guidelines on how issues should be escalated and the disciplinary procedures that follow if club policies, codes of conduct, or safeguarding expectations are breached.

2. Scope

This policy applies to all members, including coaches, gymnasts, parents/guardians, volunteers, and staff associated with the club. It covers:

- Complaints and concerns raised by gymnasts, parents, or staff.
- Alleged breaches of club policies, safeguarding procedures, or codes of conduct.
- Disciplinary actions in response to misconduct.
- The appeals process.

3. Escalation Process

Concerns or complaints should be raised in the following structured manner:

3.1. Step 1: Informal Resolution

Where possible, concerns should first be addressed directly with the relevant person (e.g., coach, welfare officer, or parent) to seek an informal resolution. Many issues can be resolved through open communication.

3.2. Step 2: Formal Reporting

If the concern cannot be resolved informally, it should be formally reported to the Welfare Officer (WO) or Club Chairman. This should be done in writing, detailing:

- The nature of the concern.
- Any steps already taken to resolve it.
- Any supporting evidence or witness accounts.

3.3. Step 3: Investigation

Upon receiving a formal complaint or concern:

- The WO or Club Chairman will acknowledge receipt within 5 working days.
- An internal investigation will be conducted to gather evidence and statements.
- Depending on the nature of the concern, external agencies (e.g., safeguarding bodies) may be involved.

3.4. Step 4: Decision & Resolution

- If the complaint is upheld, appropriate actions will be taken (see disciplinary actions below).
- The complainant will be informed of the outcome and any actions taken.
- If no breach is found, the matter will be closed, with an explanation provided.

4. Disciplinary Actions

If a breach of club policies or codes of conduct is confirmed, the following actions may be taken, depending on severity:

4.1. Minor Breaches (e.g., inappropriate behaviour, minor misconduct):

- Verbal warning
- Written warning
- Additional training or mentoring

4.2. Moderate Breaches (e.g., repeated minor misconduct, failure to follow club policies):

- Formal written warning with an improvement plan
- Temporary suspension from coaching, training, or club activities

4.3. Severe Breaches (e.g., safeguarding violations, aggressive behaviour, serious misconduct):

- Immediate suspension pending investigation
- Permanent removal from the club
- Referral to external agencies if necessary

5. Appeals Process

Individuals who receive a disciplinary action have the right to appeal. Appeals must be submitted in writing to the Club Chairman within 7 days of the decision. The appeal process will include:

- A review of the initial investigation.
- Consideration of any new evidence.
- A final decision made by an independent club panel, which will be communicated in writing.

6. Confidentiality & Record-Keeping

All concerns, complaints, and disciplinary actions will be handled confidentially and documented securely in line with data protection regulations.

7. Compliance and Disciplinary Procedures

Any breach of this policy will be taken seriously and may lead to disciplinary action. In serious cases this could include summary dismissal under our disciplinary procedure. Any breach of this policy must be handled in accordance with all other relevant company policies within BDGC.

8. Monitoring Compliance

The adoption of this policy is subject to monitoring and auditing. The outcomes from these reviews will inform and improve practices as part of BDGC's commitment to continual improvement.

9. Review

This Policy will be reviewed at least annually.

10. Amendment and Termination

This Policy can be amended, replaced, or terminated at any time at the sole discretion of BDGC. If you have any questions about whether you are reviewing the latest Policy, please confirm with the Owner of this document identified below.

Document Controls

Category	Description
Document Owner	XXXXXX
Status (Draft, Published, Retired)	XXXXXX

History

Revision #	Change Description	Author Initials	Date
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