

# **Radley AC**

## **Discipline Policy & Procedure**

### **General Policy**

1. This Procedure deals with the conduct of all members of the Club including athletes, officials, coaches etc.
2. This Procedure is in line with the Club constitution, the rules of the governing body (UKA) and the England Athletics Disciplinary Procedure.
3. Members must behave in an appropriate manner at all times when representing the Club.
4. All those associated with the Club have the right to seek redress for matters of misconduct against them.
5. Disciplinary procedures are necessary for promoting consistency and fairness for all. These procedures are designed to help and encourage all involved in the Clubs activities and maintain standards of conduct and behaviour.
6. Any reported misconduct will be dealt with as laid down below.

### **Action warranting Disciplinary Action**

7. These lists are not exhaustive and the Club's Disciplinary Panel will take decisions regarding classification of an incident.

#### **8. Misconduct**

This is generally behaviour that is unreasonable and inappropriate, such as:

- Abusive or aggressive language or behaviour
- Disobedience or insubordination to those in authority or with responsibility;
- A persons attitude towards others;
- Infringement of Club or governing body rules or Codes of Ethics;
- Minor damage to property or equipment;
- Misuse of equipment;
- Negligence.

#### **9. Gross Misconduct**

This can be defined as more serious behaviour such as:

- Theft, fraud etc;
- Physical violence;
- Bullying, harassment or discrimination (see Annex);
- Serious damage to equipment or property;
- Use of illegal substances;
- Serious negligence which may put others at risk;
- Infringement of H&S rules or policies, which may put themselves or others at risk.

10. Often these issues will be brought by another person (via a grievance) or the Club (via the Committee) itself.

### **Disciplinary Procedure**

11. Any misconduct may result in disciplinary action by the Club & depending on the seriousness of the activity, referral to others such as UKA/EA or the Police.
12. Disciplinary action will only be imposed after an appropriate investigation has been undertaken by the Disciplinary Panel.
13. The Disciplinary Panel will consist of the Chairperson, Secretary and another relevant person (e.g. Coach, official, welfare officer etc).
14. All parties involved in the investigation will be asked to give their own account of events.
15. Suspension may be necessary, depending on the seriousness of the incident until resolved.
16. If investigations involve a member under 18 years of age, then the first contact will be with the parents of that person.
17. All those involved in the Disciplinary Procedure, will be allowed to bring someone with them to the Disciplinary Panel meetings/discussion to provide support (e.g. Parent, friend).

18. Once the information from all involved has been gathered and recorded a decision will be made by the Disciplinary Panel.
19. Once a decision has been made, all parties involved will be given a written summary of the decision and actions to be taken, if applicable.

### **Penalties for Misconduct**

20. If found guilty of misconduct, the following penalties may be applied as deemed appropriate by the Disciplinary Panel:
  - A formal written warning of unacceptable behaviour; or
  - Expulsion from the Club
  - A copy of the details sent to other relevant parties such as county, regional or national bodies as deemed appropriate by the Disciplinary Panel.

### **Appeals against Disciplinary Action**

21. Everyone has the right to appeal against disciplinary action.
22. Appeals must be made in writing immediately following the Disciplinary Panels decision and no later than 2 week following to the Chairperson.
23. Appeals will be reviewed by a Review Panel consisting of the Chairperson, Secretary and 2 other member (different to those that sat on the original Disciplinary Panel).

March 2012