

BEHAVIOUR / DISCIPLINARY PROCEDURE

All Behaviour / Disciplinary actions will be dealt with by the club committee, unless a member of the committee is involved with the complaint / grievance

Pre- Phase – Monitoring & Mentioning

If a any conducts of behaviour or actions are unacceptable and in breach of any of the Code of Conduct rules;

1. The matter must be discussed by club committee.
2. The breach / incident shall be assessed to decide if Phase 1 needs to be brought into action.
3. If not; the matter shall be monitored in future.

Phase 1 - Warning

1. The party shall receive a written warning explaining in detail why the decision has been made, along with any supporting evidence. It must be made clear that they are receiving a warning.
2. A copy of the warning letter must be stored in the 'Complaints / Grievances & Disciplinary logbook.
- 3.

If the situation/ incident continues, club committee will decide if Phase 2 should be brought into action.

Phase 2 – Final Warning

1. The party shall receive a written final warning which must be made clear. The letter should explain in detail why the final warning has been issued and that if the situation, incident continues, Phase 3 will be brought into action which will warrant either club membership being suspended or terminated.
2. A copy of the final warning letter must be stored in the 'Complaints / Grievances & Disciplinary logbook.

Phase 3

1. The party will receive a final letter explaining that they have had previous warnings and failed to comply by the Codes of conduct, resulting in club membership termination or suspension. The letter will include all details of the final decision.
2. A copy of the Phase 3 letter must be stored in the 'Complaints / Grievances & Disciplinary logbook.

Serious Offences

i.e. Physical abuse, sexual abuse, racial offence, breach of 'Position of Trust', acts that cause major disruption etc...

If an incident or situation is of a very serious nature, then club committee can decide to bypass Phases and in 'sensitive' situations, Welfare Officer can contact higher, relevant organisations to deal with the case. Club membership suspension will be decided by club committee.