

SHANDON BOAT CLUB

Disciplinary Procedure

1 Introduction

Shandon Boat Club's disciplinary procedure is designed to help and encourage all involved with the Club to maintain standards of conduct in line with the values of the Club. The procedure will help to ensure fairness and consistency in the treatment of individuals who are thought to have transgressed Shandon Boat Club's rules or codes of behaviour.

This disciplinary procedure should not be viewed primarily as a means of imposing sanctions. Rather it should be seen as a way of helping and encouraging appropriate behaviour and ultimately helping to provide a safe and enjoyable environment for all athletes, coaches, volunteers and supporters

2 The Disciplinary Procedure

2.1 Establishing the Facts

When a disciplinary matter arises, a committee member or coach will first establish the facts and where appropriate obtain statements from any witnesses.

Having clarified all the facts, the committee member/coach will decide whether to drop the matter; arrange informal coaching or counselling; or arrange for the matter to be dealt with under the disciplinary procedure. Advice on how to proceed may be sought from the Club Disciplinary Officer.

2.2 Informal Coaching or Counselling

Minor cases of misconduct may best be dealt with by informal advice, coaching and counselling rather than through the formal disciplinary procedure.

In such cases it is important that the individual understands what needs to be done, how conduct will be reviewed and over what period. They will also be made aware of what action will be taken if they fail to improve their conduct. Informal coaching and/or counselling are not part of the formal disciplinary procedure and the individual concerned will be informed of this.

In the case of junior members, depending on the circumstances, the individual's parent may be advised of the issue and of the counselling which has taken place

2.3 Referral to Disciplinary Officer

If the committee member/coach decides that the matter warrants disciplinary action he/she will refer the matter to the Club Disciplinary Officer who will decide on whether the circumstances warrant reporting it to the Club committee for disciplinary consideration.

2.4 Disciplinary Meeting

Before the committee reaches a decision on whether disciplinary action is warranted a disciplinary hearing will be held at which the relevant individual will have the opportunity to state their case and to answer the allegations that have been made.

In certain circumstances, for example in cases involving gross misconduct or where relationships have broken down, the committee will give consideration to a brief period of suspension whilst an investigation is conducted. It will be made clear that such suspension is not considered as disciplinary action.

At disciplinary meetings the club will be represented by the Disciplinary Officer and at least two other members at least one of whom will be an officer of the club (President, Captain, Secretary or Treasurer). Where appropriate the club's Child Safety Officer will also attend.

The individual concerned will have the right to be accompanied during any disciplinary meetings by a fellow member but not by another person or body unconnected with the Club.

Parent's of junior members involved in a disciplinary meeting will be kept informed and involved as appropriate at all stages of the process. At any disciplinary meetings involving a junior member it is mandatory that at least one of his/her parents is present.

2.5 Disciplinary Actions

Following the disciplinary meeting a recommendation will be made by the Disciplinary Officer to the Club committee regarding disciplinary action to be taken, if any. Some form of disciplinary action may be approved by the committee as follows:

First Warning (Verbal):

In the case of minor infringements, the individual will be given a formal verbal warning. They will be advised of the reason for the warning, that it constitutes the first step of the disciplinary procedure, and of their right of appeal. A note of the verbal warning will be kept but will be disregarded for disciplinary purposes after six months.

Final Warning (Written):

If the infringement is serious enough or where there is a failure to improve or change behaviour during the currency of a prior warning, the individual will be given a final written warning. This will give details of the complaint, warn the individual that failure to improve or modify behaviour may lead to suspension or cancellation of club membership and refer to the right of appeal. The final warning will be disregarded for disciplinary purposes after 12 months.

Suspension or Cancellation:

If the infringement is serious enough or where the individual's conduct still fails to improve he/she will either be suspended from Club and/or Rowing Ireland and/or other activities for a defined period of time, or his/her membership of the Club may be cancelled.

Suspension will be accompanied by a final written warning and may also be accompanied by a financial fine.

Where suspension is applied, further transgressions will most likely result in Club membership cancellation.

In the case of junior members any communications regarding disciplinary action will be made through his/her parents.

3 Gross Misconduct

Certain conduct may warrant cancellation of Club membership without recourse to intermediary discipline steps. Acts which constitute gross misconduct include the following (this list is not intended to be exhaustive) :

- (i) serious negligence which causes or might cause unacceptable injury, loss or damage
- (ii) serious infringement of health and safety rules
- (iii) theft
- (iv) physical violence;
- (v) serious bullying or harassment;
- (vi) deliberate damage to property;
- (vii) serious insubordination;
- (viii) misuse of the Club's property or name;
- (ix) bringing the Club into serious disrepute;
- (x) incapacity due to use of alcohol
- (xi) use of illegal drugs;

4 Appeals

Following any stage in the process an appeal may be raised against the judgment or the severity of the penalty or on the basis of new evidence coming to light.

Appeals must be lodged with the Secretary of the Club within one week of communication of the disciplinary action. Where possible the appeal will be heard by a Club officer, committee member or coach not previously involved in the procedure.

The individual will be informed of the results of the appeal and the reasons for the appeal decision as soon as possible and this will be confirmed in writing.

In the case of junior members any appeal must be made by a parent of the individual.

