



Disciplinary process map

Step one

Incident Occurs - Would informal action be appropriate?

Yes:

- Inform the member that a complaint has been received detailing the nature of the complaint and any further response that the committee may wish to add.
- Inform the person who made the complaint that the complaint has been dealt with.

No:

- Move to the process of fully investigating the complaint (step two onwards)

Step two

Formal investigation into the complaint.

Step three

Disciplinary hearing.

Step four

Outcome Issued.

Formal process overview

Step one

Roles / Responsibilities: Club secretary

Action:

- Share details of the complaint with the committee and formulate the responses or prepare to proceed depending on the initial discussions.

Guide to Timeframes: As soon as possible and no later than 10 days after the complaint is received.

Step two

Roles / Responsibilities: Club secretary

Actions:

- Inform the complainee that a complaint has been received detailing the nature of the complaint and ask for their response within 7 days.
- Inform the complainer this is being formally investigated.
- Gather details and evidence from other members who witnessed or were involved in the incident.
- Share the details of all the responses to the wider committee for their information.

Guide to Timeframes: Within 14 days of step one being completed

Step three

Roles / Responsibilities: Club secretary, Captain, and Vice-Captain

Actions:

- Organise with the committee 3 dates that are suitable for a disciplinary meeting to take place. The entire committee does not have to be available, just a voting majority. The Captain or Vice-Captain must be available to chair the meeting and Club Secretary to minute the meeting.
- Inform the complainee of the available dates and get confirmation of which date is most suitable. If they are not available, then the hearing will go ahead without them, and the outcome decided based on information gathered in step two.

Guide to Timeframes: Within 7 days of step two being completed

Step four

Roles / Responsibilities: Club secretary

Actions:

- Outcome report drafted and reviewed and sent to the complainee and complainer.
- Complainee given 7 days to respond if they are not happy with the outcome.
- Guide to Timeframes: Within 7 days of step three being completed