



Disciplinary, Complaints and Appeals Procedure

Doire Colmcille CLG wishes to ensure that it has adequate disciplinary, complaints and appeals procedures in place. It is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities and shall not be undertaken by the Club's Children's Officer or other Club volunteers or officials. The standard reporting procedure for suspected child abuse as outlined in the statutory authorities' guidelines shall be followed by the Club and adhered to by its members.

Procedure:

As a quality club operating on the basis of good practice the following procedures will be put in place to deal with disciplinary complaints.

- A Code of Best Practice for Youth Sport reflecting a child centred ethos has been drawn-up and adopted by the Club and widely disseminated and applied to all Sports Leaders and members within the Club
- The Club operates a Three Strike Policy for its Underage members. This procedure shall not contravene any rule within that policy but shall act as the framework for all disciplinary cases.
- The Club shall appoint a Disciplinary Committee with clearly defined procedures to resolve problems relating to the conduct of its members (including any allegation of bullying). The Disciplinary Committee shall consist of a representative from the Club Committee (acting as chair of the Committee) and two ordinary registered members of the Club. A regular change in the membership of the Disciplinary Committee shall be encouraged
- The Disciplinary Committee shall initiate an investigation following a complaint into any incident of suspected misconduct that does not relate to child abuse. It shall, as soon as possible, inform the Club Committee of the progress of the disciplinary process
- Written confidential records of all complaints shall be safely and confidentially kept and procedures shall be defined for the possession of such records in the event of election of new officers
- The Disciplinary Committee shall furnish the Club member concerned with details of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing
- Where it is established that an incident of misconduct has taken place, the Disciplinary Committee shall notify the Club member concerned of any



sanction being imposed. The notification shall be made in writing, setting out the reasons for the sanction.

- If the Club member against whom the complaint was made is unhappy with the decision of the Disciplinary Committee s/he should have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee). Any appeal should be made in writing within 7 days after issue of the decision of the Disciplinary Committee. The Appeals Committee shall consist of a member of the Club Committee (who shall chair the Appeals Committee) and two ordinary registered members of the Club.
- The Appeals Committee should have the power to confirm, set aside or change any finding of, or sanction imposed, by the Disciplinary Committee
- These procedures are without prejudice to the right of any person to refer the matter to our Governing Body (if so entitled). However efforts to resolve the issue at local level must be exhausted before the Governing Body is engaged in attempts to resolve the matter
- If the Club member concerned is under 18 years of age, all correspondence, at all times, shall be addressed to his/her parents/guardians. At no stage under any circumstances will such Club member be interviewed or spoken to pursuant to the investigation of a complaint except in the presence of his/her parent/guardian.

References:

1. Code of Ethics and Good Practice for Children's Sport in Ireland

Declaration

It is hereby certified that this document represents a true and most up to date version of the Disciplinary, Complaints and Appeals Procedure of Doire Colmcille CLG.

Runai: _____

Cathaoirleach: _____