

CHELTENHAM & COUNTY CYCLING CLUB COMPLAINT & DISCIPLINARY PROCEDURE

Introduction

1.1 The purpose of this document is to set down C&CCC's complaint and disciplinary procedure which applies to all members

1.2 The Committee wishes to make it clear that it is hoped that all but the most serious of issues can be resolved by an informal approach, which has served the club well for so many years.

Misconduct

2.1 'Misconduct' means any conduct that could bring the club or its members into disrepute.

2.2 It is not possible to set out a definitive list of examples of misconduct, however the following types of behaviour would be viewed as unacceptable:

- (a) a significant breach of club rules.
- (b) a breach of the Code of Practice for Sport Coaches.
- (c) serious or repeated disobedience of the reasonable directions of club officials.
- (d) dangerous riding or compromising the safety of others.
- (e) verbal or physical abuse of any kind.
- (f) carrying out any acts and/or making any statements that are discriminatory in any way.
- (g) in respect of any Person in a position of trust or authority over another Person either directly or indirectly:
 - (i) abusing that trust or authority in any way.
 - (ii) failing to observe confidentiality.
 - (iii) failing to act with respect towards those persons.
 - (iv) acting in contravention of the club's Safeguarding Policies.
- (v) failing to act in a professional manner.

Reporting a Complaint/Misconduct

3.1 In the event of any person wishing to make a complaint this should be made to the Club's Welfare Officer as soon as practical. The person making the complaint can decide whether they wish to do this verbally or in writing.

Investigations

4.1 The Club Welfare Officer will carry out an investigation, with any club

members who may be either directly or indirectly involved being obliged to cooperate.

4.2 The Club Welfare Officer will make a recommendation to the Club Committee on what actions should be taken. The Club Committee will then decide on any action to be taken, and this will be communicated to all parties.

4.3 If for any reason the Club Welfare Officer believes they may not be the most appropriate person(s) to carry out the investigation then the Club Chairman will nominate an alternative person or persons.

Possible Sanctions

5.1 Following investigations into misconduct, club officials reserve the right to sanction members. This could take the form of a warning, restrictions on participation in specified club activities or termination of membership.

Appeals

6.1 The Committee's decision may be appealed against, by individuals directly affected, by means of a written appeal to the Club Chairman, within 10 days of being notified of the Committee's decision, giving clear and sufficient details of the reason for the appeal.

6.2 Should the Chairman consider it appropriate, they will then nominate three club members to hear the appeal and their majority decision shall be binding on all parties.