



BURY ATHLETIC CLUB DISCIPLINE POLICY AND PROCEDURE



1. Introduction

- 1.1 This policy and procedure should be read in conjunction with the Bury AC Club CIO Constitution and with reference to the UKA Disciplinary Procedures.
- 1.2 Bury AC, as an affiliated club to England Athletics, confirms its commitment and adherence to the Codes of Conduct for Clubs; Coaches; Officials; Athletes and Parents and Carers. Whilst the UKA Safeguarding Policies focus on bullying against children, Bury AC will apply the principles to ensure that all members can enjoy athletics free from bullying and harassment.

2. Reporting Procedure

- 2.1 Where a member of the club is considered to have breached one of the Codes of Conduct or the Club's Constitution, the person identifying the breach (the complainant) should, in the first instance, report it to the Club's Welfare Officer. Should the Welfare Officer be unavailable, then the breach may be referred to one of the Trustees (Chairman, Vice-Chairman, Honorary Secretary or Honorary Treasurer).
- 2.2 The Welfare Officer/Trustee should in the first instance consider whether the breach represents misconduct or serious misconduct. They should also establish the views of the complainant and whether formal or informal resolution is sought. The Welfare Officer/Officer of the Committee should consider seeking advice from the UKA Welfare Officer.
- 2.3 The Welfare Officer/Trustee should consider whether the investigation of the complaint should remain with the Club or whether, based on the severity of the breach or the advice from UKA, that the complaint should be forwarded to UKA for investigation.

3. Investigation Procedure

- 3.1 Where the decision is taken for the investigation of the complaint to remain with the Club it will ordinarily be the responsibility of the Welfare Officer to undertake the investigation. It is important that the person who is subject of the complaint (the respondent) is made aware at an early opportunity that they are subject of an investigation.
- 3.2 The respondent will be spoken to as part of the investigation and will be given an opportunity to account for the behaviour which is subject of the complaint.
- 3.3 Where the investigation procedure reveals that the reported breach is of a more serious nature than was initially outlined, the investigating officer will retain the right to refer the matter to UKA.

3.4 In the interests of natural justice and the welfare of both the complainant and the respondent the investigating officer should aim to conclude the investigation within 21 days of receipt of the complaint.

4. Suspension

4.1 Where the investigating officer considers that the initial complaint reveals that the breach represents serious misconduct they may suspend the respondents membership of the club for the duration of the investigatory process.

4.2 Where the investigatory process is unlikely to be concluded within the target period of 21 days then the continuation of the member's suspension should be agreed by at least two Trustees.

5. Outcomes

5.1 At the conclusion of the investigation, the investigating officer will report the outcome to the earliest available meeting of the Trustees. The investigating officer may make the following recommendations in respect of the outcome for the respondent:

- They receive informal words of advice
- They receive a formal written warning
- They have their membership of the Club suspended for a fixed term of no longer than 6 months.
- They are permanently excluded from membership of the Club

5.2 The Trustees may agree the outcome recommended by the investigating officer or may reduce or increase the severity of the outcome.

6. Appeals

6.1 In accordance with Clause 4 of the Club's CIO Constitution, the respondent has the right to appeal against the outcome imposed by the Trustees. The appeal should be made in writing to the Welfare Officer.

6.2 The appeal should be heard by the Trustees in accordance with the rules laid out in the Constitution.