



Disciplinary Policy

This policy sets out the process that will be followed to deal with misconduct complaints within the Club environment.

Safeguarding Concerns

All safeguarding concerns, allegations or reports of malpractice or abuse relating to welfare will be recorded and responded to swiftly and appropriately in accordance with the Club's / England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

Disciplinary process

1. Complaints Process

All complaints regarding misconduct (improper or unprofessional) of any Club member or officer or participant arising in connection with Club activities or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the club into disrepute, should be submitted in writing to the Club Secretary or, where the matter relates to the Club Secretary, submitted to the Club Welfare Officer.

The content of the complaint should include specific details and evidence in relation to the concern.

The Club Secretary shall promptly review the complaint and may request further details or information as considered necessary to progress the concern.

Within 14 days of receipt of the formal complaint the Club Secretary shall, having taken any advice considered prudent, write to the Club members or parties concerned to inform them of the complaint and invite them to comment in writing within a further 14 days.

The Club Secretary will then determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided

and will dismiss any complaints which do not have sufficient grounds or evidence at this stage.

If the complaint is dismissed at this stage, the Club Secretary shall notify the complainant and the members or parties involved.

2. Club Disciplinary Panel

If the complaint has sufficient grounds and is sufficiently evidenced the Club Secretary will appoint 3 Club members (who have no direct or indirect involvement in the matter) to sit on a disciplinary panel, one of whom shall act as panel Chair. The Club Secretary may seek support from EA regarding the setting up of a disciplinary panel if for any reason it is unable to appoint 3 Club members.

The Club disciplinary panel will consider the complaint and formal responses, in accordance with England Athletics guidance '[Discipline and Appeals Hearing Process](#)'.

The Club disciplinary panel will make further enquires as deemed fit and will offer a reasonable opportunity to any member concerned to meet with the panel and answer the allegations, accompanied by a supporter if so desired.

If the disciplinary panel hearing is satisfied that an offence of misconduct has been committed by a member, then it may impose one or more of the following actions:

- Note the offence or misconduct but take no further action;
- Formally warn the Club member concerned as to future conduct;
- Suspend the Club member from all Club activities including, athletics; social, coaching and volunteering for a definite or indefinite period;
- Recommend to the relevant governing body that the member be disqualified from any involvement in athletics; and / or
- Terminate Club membership or impose such other penalty as the disciplinary panel considers appropriate.

The member will be provided with written notice of the disciplinary panel's decision within 7 days of the decision. The notification shall also set out the right to appeal.

The disciplinary panel may decide on any issue by majority.

3. Appeal Process

The accused or complainant may appeal against the decision made by the disciplinary panel. The notice of appeal must be made to the Club Secretary within 7 days of receiving the written decision. The notice of appeal must state the grounds on which the decision of the disciplinary panel is challenged.

The Club Secretary will acknowledge the notice of appeal within 7 days and will make a decision as to whether the appeal identifies sufficient grounds/evidence to support the challenge. If there are sufficient grounds, the appeal panel process will commence. If there are insufficient grounds, the appeal will be dismissed and the decision of the disciplinary panel will stand.

4. Appeal Panel Process

The Club Secretary will appoint an appeal panel of 3 Club members who have not been involved directly either in the events leading to the complaint or in the initial hearing itself, one of whom shall act as panel Chair.

The Club Secretary shall give directions to all parties that will include:

- The date and place the appeal panel will meet to determine the appeal;
- Whether the appeal will proceed by way of written submissions or oral hearing; and
- Whether parties should be required to submit statements of their evidence or written submissions prior to the hearing and, if so, a timetable for doing so.

The appeal panel shall meet on the date fixed by the Club Secretary. The appeal panel has the power to make a decision on the facts as it thinks fit and may:

- Quash the original decisions;
- Confirm the original findings;
- Request that the case be reheard (by the same or a different disciplinary panel);
- Increase the original sanction;
- Reduce the original sanction.

The appeal panel shall inform all parties of its decision within 14 days, in written form, with reasons for its decision.

The appeal panel shall decide on any issue by majority. The decision of the appeal panel is final.

A supporter, who must be named, and can be a legal representative, may accompany the complainant / accused throughout the appeal process.

5. Records of Hearings and Appeals

The decisions of a disciplinary panel/hearing, including any appeal panel/hearing, shall be recorded, and retained in an appropriate format in confidential records for a period of 6 years by the Club, together with any supporting documentation.

6. Notification to UK Athletics (UKA) and England Athletics (EA)

Where appropriate, the panel chair will inform UKA and or EA of the outcomes of disciplinary or appeal panel hearings, including details of a decision and

sanctions imposed, if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activities.

Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported to EA who may choose to deal with the matter in accordance with its Disciplinary Procedures. Consideration of the matter under this policy may be suspended pending the outcome of proceedings by EA.

7. Suspension

The Club Secretary may determine that a Club member will be suspended from all Club activities including, athletics, social, coaching, and volunteering pending consideration of a matter under this policy or pending consideration of a matter which is being dealt with by EA.

8. Co-operation of all Parties

This policy and procedures described assumes that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a hearing or an appeal based on the evidence or information it is able to obtain.

When dealing with a complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice and / or EA's legal representative service for affiliated members.