

# **KNOWSLEY HARRIERS AC**



## **KNOWSLEY HARRIERS ATHLETICS CLUB – DISCIPLINARY POLICY AND PROCEDURE**

### **1. Introduction**

- 1.1 This policy and procedure should be read in conjunction with the Knowsley Harriers AC Club Constitution and with reference to the England Athletics Disciplinary Procedures for Affiliated Members, the UKA Anti-bullying Policy for Clubs and the UKA Disciplinary Rules and Procedures.
- 1.2 Knowsley Harriers, as an affiliated club to England Athletics, confirms its commitment and adherence to the Codes of Conduct for Clubs, Coaches Officials; Athletics and Parents and Carers. Whilst the UKA Anti-bullying Policy has been drafted by Kidscape and focuses on bullying against children, Knowsley Harriers will apply the principles to ensure that all members can enjoy athletics free from bullying and harassment.
- 1.3 Knowsley Harriers applies the same glossary of terms that are used in pages 4-8 of the England Athletics Disciplinary Procedures for Affiliated Members.

### **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 to the Club's Welfare Officer. Should the Welfare Officer be unavailable, then the breach may be referred to one of the Officers of the Committee (Chairman, Honorary Secretary or Honorary Treasurer).
- 2.2 The Welfare Officer/Officer of the Committee 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 England Athletics Welfare Officer.
- 2.3 The Welfare Officer/Officer of the Committee 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 England

Athletics, that the complaint should be forwarded to England Athletics 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 to the complaint (the respondent) is made aware at an early opportunity that they are subject to 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 behavior which is subject to 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 England Athletics.
- 3.4 In the interests of natural justice and the welfare of both the complainant and the respondent the investigating officer should aim to conduct 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 21 days then the continuation of the member's suspension should be agreed by at least two Officers of the Committee.

### **5. Outcomes**

- 5.1 At the conclusion of the investigation, the investigating officer will report the outcome to the earliest available meeting of the Club committee. 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 Committee 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 the Club's Constitution, the respondent has the right to appeal against the outcome imposed by the Committee where it involves the temporary suspension or permanent exclusion of the membership of the respondent. They have 14 days from the date of the Committee meeting at which the outcome was agreed to register their appeal. The appeal should be made in writing to the Welfare Officer.

6.2 The appeal should be heard by members of the Club. An Extra-Ordinary General Meeting of members will be called to hear the appeal and it will be run in accordance with procedures outlined in the Club's Constitution.

6.3 The members may agree the outcome that was initially agreed by the Committee or they may reduce or increase the severity of the outcome.