



Disciplinary, Complaints and Appeals Procedure

Every club should 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 should not be undertaken by Children's Officers or other club Volunteers/Officials. The standard reporting procedure outlined in the British Gymnastics UK-wide Child Protection Policy should be followed by the club and adhered to by its members (available from http://www.british-gymnastics.org/site/index.php?option=com_docman&task=cat_view&qid=87&Itemid=120).

Recommended procedures

A quality club will operate on the basis of good practice to include complaints/appeals procedures similar to the following:

- A code of conduct reflecting a child-centred ethos should be drawn-up, widely disseminated and applied to all coaches, volunteers and members.
- Each club should appoint a disciplinary committee with clearly defined procedures to resolve problems relating to the conduct of its members. This should include bullying. The committee should consist of a representative from the Management Committee and ordinary registered members of the club. Regular turnover of this committee should be encouraged.
- The disciplinary committee should initiate an investigation following a complaint into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process.
- Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers.
- The disciplinary committee should furnish the individual 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 should notify the member of any sanction being imposed.

Declaration

It is hereby certified that this document represents a true and most up to date version of the Club Policy of the Disciplinary, Complaints and Appeals Gymnastics Northern Ireland.

Signed: _____ **Chair**

_____ **Witness**

Date: _____