The club’s disciplinary process has been produced to assist the membership on the actions which will be followed whilst dealing with any misconduct complaints within the club environment.

Step 1:

All complaints regarding the misconduct of any club members should be submitted in writing to the Club Wellbeing and Inclusivity Officer. Where the matter relates to the Club Wellbeing and Inclusivity Officer, submit the complaint to the Club Secretary. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Club Wellbeing and Inclusivity Officer shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Club Wellbeing and Inclusivity Officer will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage. If the matter is sufficiently evidenced a process will be pursued. The Club Wellbeing and Inclusivity Officer will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4:

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved. The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

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:

1. note the offence or misconduct but take no further action;
2. formally warn the Member concerned as to future conduct;
3. suspend or disqualify the Member from club runs and/or club coaching for some definite or indefinite period;

All parties concerned will be provided with the Disciplinary Panel’s/Hearing formal written outcome notification by hand or e-mail within seven days of the decision.

Records of Hearings

The decision of a Disciplinary Panel/Hearing, shall be recorded and retained in confidential records for a period of 6 months by the Club. Supporting documentation shall also be retained in the same fashion.