



Glenrothes Cricket Club

Complaints Procedure *

All complaints regarding the behaviour of Club members should be submitted in writing via email to the Administration Director, Linda Penman on linda@glenrothescc.co.uk. The Club Management Committee will meet to hear the complaint within 14 days of a complaint being lodged. The Club Management Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

Junior Section Complaints Procedure

All complaints must in the first instance be discussed with the Youth Convenor or coach of the age group concerned. Should this not prove satisfactory, the complaint should be submitted in writing to the Administration Director via email to linda@glenrothescc.co.uk. The Committee will meet to hear complaints within 7 days of a complaint being lodged.

All complaints relating to child protection issues should be first discussed with the Youth Convenor and the Club's Child Protection Officer. These individuals will then take the issue through the procedure set out in Cricket Scotland's player protection documentation.

** to be read in conjunction with the Club's Disciplinary Procedure*

[Last Updated February 2017]



Glenrothes Cricket Club

Disciplinary Procedure

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INTRODUCTION

While situations involving disciplinary action occur only infrequently, it is necessary nevertheless to detail the procedures to be followed to ensure that, irrespective of where or when they arise, disciplinary matters are dealt with promptly, fairly and uniformly.

It should be noted that the emphasis throughout this Disciplinary Procedure is positive, the purpose being to effect necessary improvement in conduct or standards generally, through the provision of guidance and encouragement.

The procedure applies to all Senior Members of Glenrothes Cricket Club, hereafter referred to as 'members'.

1. General principles

- 1.1 This procedure provides for the fair and equitable treatment of all members.
- 1.2 All disciplinary matters will be given due priority and dealt with promptly within appropriate timescales by a sub Committee of the Club Management Committee normally consisting of the Administration Director, together with two other Management Committee members.
- 1.3 Where appropriate the Administration Director will notify the member with a written notification that a Disciplinary Hearing will take place, stating date place and time. A minimum of seven days notice will normally be given.
- 1.4 At each stage of the procedure every member has the right to:
 - state his/her own case (this can be done in writing)
 - and
 - be accompanied by a colleague or representative of their choice who may also speak on their behalf.
- 1.5 Where appropriate, the opportunity will be given to the member involved to achieve and maintain acceptable standards.
- 1.6 A record will be kept of all warnings issued under the formal Disciplinary Procedure.

2. Counselling

2.1 While not part of the formal procedure, counselling will be given where minor breaches of discipline are concerned.

2.2 Any member whose conduct is unacceptable (e.g. minor breach of Club Rules or standards) will have this brought to their attention by a nominated Management Committee Member.

2.3 Appropriate guidance will be provided to enable the member to achieve the required standards.

2.4 Where no significant or sustained progress is achieved, or the breach of rules or in-discipline continues during a defined review period, the formal disciplinary procedure will be invoked.

3. Formal Disciplinary Procedure

While the procedure comprises of three stages i.e. oral, formal written and final warning, the procedure can be initiated at ANY stage, depending on the seriousness of the behaviour/misconduct.

3.1 Oral warning

Stage 1 of the procedure is the official oral warning which will only be given after discussion at the hearing, as specified in section 1.4.

3.2 Formal Written Warning

Where the response to an official oral warning is unsatisfactory, a formal written warning will be issued to the member, only after he/she has been given the opportunity to state his/her case at a further hearing. (section 1.4 above)

3.2.1 A formal written warning may be issued without prior oral warning where this is deemed appropriate.

3.3 Final warning

If following a formal written warning the response is insufficient to meet the required standard, a final warning will be issued. The final warning will be issued to the member only after he/she has had the opportunity to state his/her case at the hearing (section 1.4).

3.3.1 A final warning may be issued without prior oral or formal written warning where this is deemed appropriate.

4. Disciplinary warning

Any disciplinary warning will contain the following statements:

- details of those present at any disciplinary hearing;
- details of the complaint;
- a review date by which time the required improvement/conduct should be achieved;
- the person nominated to provide assistance/guidance, where appropriate;
- the disciplinary action taken, which could involve suspension or termination of membership;
- the members right to appeal against the decision, how made and to whom.

5. Disciplinary Action

Examples of disciplinary action which can be taken, depending upon the circumstances include:

5.1 non team selection, for a defined period.

5.2 suspension of membership for a defined period which could include a ban from attending Club premises or activities e.g. winter nets.

5.3 termination of membership

N.B. The above is indicative of disciplinary action and is neither exhaustive nor exclusive.

6. Gross misconduct

In serious circumstances, or where an act of gross misconduct arises, it may be that suspension should take place without following the procedure outlined above. Normally the member involved will be 'suspended pending a decision' and immediate arrangements made to hold an investigation or enquiry into the matter.

While it is recognised that, in cases of gross misconduct the member may be suspended immediately, the member will have the opportunity to state his/her case (section 1.4 above) before a decision is reached.

Examples of offences which could constitute gross misconduct are given in the Appendix.

7. APPEAL AGAINST DISCIPLINARY ACTION

7.1 A member who has been advised of disciplinary action to be taken against them, whether this be suspension/termination of membership or otherwise, may appeal to the Management Committee by writing to the Administration Director.

7.2 The grounds of such an appeal must be submitted within seven days following notification of disciplinary action being taken against the member.

7.3 The Management Committee has the right to request the attendance of the member at the Appeal Hearing and due notice will be given of the date, time and place of the Appeal Hearing as per section 1.3.

7.4 Unless and until the appeal is decided to the contrary, the original decision will stand.

7.5 If on appeal, the original disciplinary action is amended, the altered disciplinary action shall be implemented and the record amended accordingly

7.6 If on appeal, the original disciplinary action is completely withdrawn, the appellant will be treated as not having been disciplined and any record of the disciplinary action will be expunged.

APPENDIX

Examples of behaviour which could result in the disciplinary procedure being invoked include:

- threatening foul/abusive language
- poor timekeeping/late attendance at notified team meeting times
- failure to turn up when selected and or notify the Club in reasonable time of non-availability
- misuse or failure to take reasonable care of Club or Section property or equipment
- sky-larking/horseplay (could be regarded as misconduct if the consequences for damage or injury are potentially serious)
- failure to pay Section or Sports Club fees within appropriate timescales
- refusal to carry out the reasonable instructions of the Captain, Club or match officials
- failure to follow the Clubs Child Protection Policy

N.B. The above are indicative of breaches of discipline which constitute misconduct and are neither, exhaustive or exclusive.

Examples of Gross Misconduct include:

- theft or fraud
- physical violence
- disorderly or indecent conduct
- acts of, sexual, racial or religious discrimination
- sexual or racial harassment
- wilfully damaging Club property, or equipment, or that belonging to other members or opponents
- criminal offences which affect the interests of the Club
- bullying or abuse of children or vulnerable adults

N.B. The above are indicative of offences of gross misconduct and are neither, exhaustive or exclusive.