

Cuchulainn Hurling Club

Disciplinary and Appeals Procedure

It is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities and must not be undertaken by the Children's' Officer or any other club Official.

Dealing with a Complaint

All formal complaints should be submitted in writing either to the Chairperson or the Designated Officer (in the instance of a child protection issue).

If, in the opinion of the Chairperson/Designated Officer, there are grounds for concern, the Statutory Authorities should be contacted.

Disciplinary Committee

Cuchulainn Hurling Club's Disciplinary Committee will consist of no fewer than three current Club Officers.

Role of the Disciplinary Committee

- It is the responsibility of the Disciplinary Committee to resolve problems relating to the conduct of the members of **Cuchulainn Hurling Club**
- A formal complaint of any incident of alleged misconduct will be dealt with by the Disciplinary Committee.

Informal Disciplinary Procedure

If a Club coach is witness to or is informed of inappropriate behaviour of a player/s under his/her charge (including bullying), he/she should take the following informal action:

- Ask the player to desist and, if necessary, move them to another group
- Ask the player to take "timeout" from the activity for no more than 2 minutes – after this time, an explanation should be given to the child as to why such action was taken and an undertaking received of improved behaviour from the player
- Persistent inappropriate behaviour **MUST** be communicated to the parent/guardian by the lead Coach as soon as possible after the session and that the Club's Code of Conduct is issued and signed by player and parent/guardian
- If there is no improvement in behaviour, formal action will have to be taken

(NB - It is imperative that the parent/guardian has been made aware of the child's behaviour prior to any formal procedure being initiated)

Formal Disciplinary Procedure

Where it has been alleged that a more serious incident has taken place, the Disciplinary Committee will:

1. Inform the individual, in writing, with details of the complaint made against him/her and afford him/her the opportunity of providing a response either verbally or in writing (if the member is under 18 years of age, correspondence will be addressed to the parent/guardian)
2. Offer to meet with all parties involved, affording each party the same rights and opportunities
3. Provide a written report outlining the following:
 - the procedure followed
 - the findings
 - the conclusions and
 - any disciplinary actions to be taken
4. Issue a copy of this report to relevant parties and keep a copy on file

Appeals Process

If the member against whom the complaint was made is unhappy with the decision of the Disciplinary Committee he/she will have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee). Cuchulainn Hurling Club Appeals Committee will consist of now fewer than three Club Officers who did not sit on the Disciplinary Committee. Any appeal should be made in writing within 7 days after issue of the decision of the Disciplinary Committee. The Chairperson of the Appeals Committee should be a member of the Executive Committee.

The Appeals Committee have the power to confirm or amend any sanction imposed by the Disciplinary Committee.

This document represents the working disciplinary procedures of Cuchulainn Hurling Club.

Signed _____
Chairman



Signed _____
Secretary



Dated: May 2011