

Bowdon Vale CC Disciplinary procedure

In the event of a complaint against a member Bowdon Vale CC will investigate the complaint using a disciplinary committee.

The club will not have a standing disciplinary committee but will instead form a committee to suit the alleged offence at the invitation of the club chairman.

The committee will comprise of no more than 5 people but can comprise of 3 people under extraordinary circumstances to meet reasonable timescales.

If there are any junior concerns one member of the committee must be a child welfare officer.

If the complaint is against a player one member of the committee should be the captain of the side the player was playing in at the time. If that captain is not available or the complaint is against that captain then the captain of one of the other sides should attend in their place.

The Chairman of the club will appoint one of the committee members to be the chairman of that disciplinary meeting and one of the members to take minutes. Minutes must be signed as a true record . A copy must be typed and the original handwritten copy kept. These minutes are not for releasing to the public and should be handed to the club secretary for safekeeping.

Complaints must be made in writing and the committee should ask for a written statement from the complainant and the defendant as well as any witnesses present. Care must be taken to ensure these statements are not contaminated by other opinions.

The committee can then interview witnesses should it see fit and should interview the complainant and the defendant. At the interview members are entitled to be accompanied by a representative and must be informed of that before the meeting. Minors must be accompanied by a parent or guardian for any meetings

The disciplinary committee should meet within 14 days of the complaint.

The disciplinary committee must measure the behaviour of the member against the clubs code of conduct and the national governing bodies code of conduct in coming to a decision. A decision must be made within 21 days of the complaint

The disciplinary committee has the power to ban club members for specific lengths of time for less serious offences and indefinitely for more serious offences. Offences which contravene the law should be documented and passed to the police.

The defendant can appeal any decision of the disciplinary committee but must do so within 7 days in writing to the club chairman detailing why they wish to appeal.

In the event of an appeal all the documentation will be discussed at a full club committee meeting making the club committee in effect the appeals committee .

The committee may wish to interview people again during the appeal and may wish to interview the chairman of the original disciplinary committee. Minutes should be taken by the club secretary typed up and signed as a true record.

A decision on an appeal will be made within one calendar month of the appeal being made in writing.

The club committee may wish to waive all or part of a suspension , It may wish to increase a suspension or it may wish to defer all or part of a suspension for a time period.

The Chairman of the club will write to the appellant notifying them of the result of the appeal within 7 days of the committee meeting.

Once the full club committee has made a decision there is no further right of appeal.