



## **Disciplinary Procedure**

Cumann Cispheile Mhaigh Cuilinn will operate on the basis of good practice in relations complaints/appeals procedures recommended by both Basketball Ireland and Sporting Ireland as follows:

- On receiving complaints regarding a club member, the Executive committee will generally request the disciplinary committee to resolve problems relating to the conduct of its members.
- The complaint should be submitted to the club secretary, section secretary or club's children's officer, and should be acknowledged within 5 working days.
- The disciplinary committee should consist of a representative from the Executive, the club children's officer and a registered member of the club.
- If the complaint involves suspected abuse or a criminal offence, the children's officer/designated liaison person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- The disciplinary committee should review any relevant paperwork and hold any necessary meetings with all parties to review any incident of suspected misconduct that does not relate to child abuse. It should inform the Executive of the progress of the disciplinary process within 14 days.
- The disciplinary committee should furnish the member with the nature of the complaint being made against him/her and afford him/her the opportunity to provide a response either verbally or in writing, but usually at a meeting with the disciplinary committee.

- Written confidential records 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.
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reason for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
- If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee, he/she should have the right to appeal the decision to an appeals committee (independent of the disciplinary committee). Any appeal should be made in writing within an agreed period of issue, usually within 14 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Executive. The appeals committee should consult with the club's children officer in relation to issues of child welfare and codes of conduct.
- The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If any party is not satisfied with the outcome the matter can be referred to the governing body.
- However, the Executive should ensure that all efforts to resolve the issue at local level are exhausted before the national governing body is engaged in attempts to resolve the matter.

It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should/will not be undertaken by Cumann Cispheile Mhaigh Cuilinn children's officer or designated liason person, or any other club officials. Members of Cumann Cispheile Mhaigh Cuilinn will follow the standard reporting procedures outlined in Cumann Cispheile Mhaigh Cuilinn Child Protection Policy and the Statutory Authorities guidelines.