

## Disciplinary Policy

### 1. Scope of the Policy

- 1.1 Moray Figure Skating Club's disciplinary policy is designed to help promote orderly relations between Club members. This includes members of the Committee and trustees of the Club.
- 1.2. The disciplinary policy will assist the Club to fulfil its obligation to ensure that all Club members are treated fairly and consistently.
- 1.3. The policy will outline what actions will be taken in the event a breach of the Club's governance policies and procedures are found to have occurred or has been reported to the committee.
- 1.4. The policy is supported by the Club's codes of conduct which all members have to sign to show that they have read and agreed or that they have explained to their skater.

### 2. Supporting procedures

- 2.1. This policy will be supported by the Club's complaints policy and providers as well as all governance policies and procedures.

### 3. Reporting breaches of the Club's code of conduct

- 3.1. Breaches of the Club's codes of conduct or any governance policies and procedures should be reported in accordance with our complaints procedure.

### 4. Investigation

- 4.1. The emphasis of Moray Figure Skating Club's approach is to:
  - Establish the full facts as quickly as possible;
  - Deal with the individual and facts consistently and fairly;
  - Provide an opportunity to appeal against the outcome of a formal disciplinary meeting.
- 4.2. Depending on the nature of the complaint, the Chairperson will convene a meeting of the management committee to consider the appropriate actions required to investigate the complaint. Any member of the management committee deemed to have a conflict of interest in the complaint and/or the outcome of the complaint will be asked to withdraw from the meeting. Actions will follow our complaints procedure.

#### **Informal actions**

- 4.3. It is expected that most reported issues will be resolved through informal discussions between the Club member and the Chairperson or nominated officer. The informal discussion will seek to resolve the issue and agree a course of action where appropriate. A brief note of the discussion will be written by the Chairperson or nominated officer in accordance with the Clubs complaints procedure.

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### **Formal actions**

- 4.4. The nominated officer will take formal action if:
- Informal discussions do not result in an improvement;
  - The issue is considered too serious to be classed as minor;
  - It is a serious case of misconduct.
- 4.5. Where after a full investigation of the facts highlights the members conduct warrants being dealt with through a formal disciplinary procedure the following three step process will take place.

### **Statement of grounds for action and invitation to meeting**

- 4.6. The Club member's alleged conduct or characteristics, or other circumstances which have led to disciplinary action being contemplated will be set out in writing and sent to the Club member within 14 days of the issue being raised. The Club member will be invited to attend a meeting to discuss the matter.

### **The meeting**

- 4.7. The meeting will take place before any action is taken (except in the case where the disciplinary action consists of suspension) and can only take place once the respondent has:
- Been informed on what basis the disciplinary action is being considered;
  - Had a reasonable opportunity to consider their response to the above information.
- 4.8. The respondent must take all reasonable steps to attend the meeting. The respondent has the legal right to be accompanied at the meeting.
- 4.9. Following the meeting the respondent will be informed in writing of:
- The points discussed during the meeting;
  - Any further actions or investigation required before a decision is made (where appropriate); and/or
  - The decision of the disciplinary committee;
  - their right to appeal against the decision.

The disciplinary action may take place before the appeal is heard.

- 4.10. Outcomes of a disciplinary meeting may include:
- Verbal warning;
  - Written warning;
  - Final written warning;
  - Suspension from the Club;
  - Exclusion from the Club; and/or
  - Removal from any committee relating to the Club.

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4.11. Exclusion from the Club should only be considered in cases of gross misconduct or where the organisation considers the situation to be so serious that any further relationship and trust between the respondent and the Club is impossible. Examples of gross misconduct may include but is not restricted to:

- Theft or fraud;
- Physical violence or bullying;
- Deliberate and serious damage to property;
- Serious misuse of the Club's property or name;
- Bringing the Club into serious dispute;
- Causing loss, damage or injury through serious negligence; • Serious breach of health and safety rules; and/or
- Serious breach of confidence.

## 5. Appeal

- 5.1. The respondent must inform the Chairperson if they wish to appeal against the outcome of a disciplinary meeting. Appeals must be sent in writing to the Chair within 28 days of the letter notifying the Club member of the decision.
- 5.2. The respondent will be invited to attend a further meeting to which the respondent must take all reasonable steps to attend. The respondent has the right to be accompanied at the meeting.
- 5.3. Following the appeal meeting the respondent will be informed of the final decision in writing.

## 6. Policy review

- 6.1. The review date for the policy will be agreed annually during the Club's AGM.