



CITY OF EDINBURGH TRAMPOLINE CLUB

COMPLAINTS AND DISCIPLINE

POLICY AND PROCEDURES

City of Edinburgh Trampoline Club expects all members to behave in an appropriate manner whilst associated with the club. This includes at training, competitions and in any other situations that relate to the club. The club will take concerns about members' behaviour seriously. Members who behave in an inappropriate manner will be subject to the procedures and sanctions detailed below.

City of Edinburgh Trampoline Club has worked hard to establish a good discipline record. This is due to the work of the club and the individuals who make up the club. The club is committed to maintaining and improving this record.

This Policy and associated Procedures covers all activity associated with the club and external activity that could affect the club. This includes discipline whilst training and other times when representing the club. It also applies to external cases that have the potential to have an impact on the club.

Principles

This policy is based on the principles of

- Obeying the rules and code of conducts of City of Edinburgh Trampoline Club
- Developing skill, teamwork and self-respect in participants and volunteers
- Consideration for all
- Mutual respect for everyone involved
- Fostering a friendly ethos and team spirit within the club

Code of Conduct

City of Edinburgh Trampoline Club expects all those involved in the club to uphold the principles above. The club has adopted Codes of Conduct to guide members' behaviour.

These Codes of Conduct are available from the Head Coach, Secretary, Website and New Member Pack.

Procedures

To ensure consistency in dealing with members' discipline the club will follow set procedures. Those procedures are detailed below.

- Initially, your Coach will deal with any concerns you may have regarding bullying, unfair treatment or any other personal matter related to the Club, particularly in the case of minor incidents.
- If the matter is not resolved by your Coach, or the matter concerns your Coach, the matter will be dealt with by the Head Coach.
- If the matter is not resolved by the Head Coach, or concerns the Head Coach, the matter will be referred to the Discipline Committee.
- If the matter is fully resolved by the Head Coach, without the need for referral to the Discipline Committee, then the decision taken by the Head Coach is final.

Discipline Committee

The club committee will appoint a Chairperson and **3** members of a Club Discipline Committee at the first meeting after the AGM. The quorum for any discipline matters shall be **2** members of this committee.

The Club Discipline Committee will operate under the following guidelines

- All decisions must involve at least three members of the committee
- The committee need not meet to make a decision but can communicate via phone or email
- All decisions must be reported to the Club Executive Committee at an appropriate meeting.
- The Chairperson will ensure that no member of the Club Discipline Committee, including themselves, has a conflict of interest with the matter at hand.
- Ensure confidentiality is maintained, particularly in relation to child protection cases.

Club Discipline Committee Remit

The committee shall be responsible for all discipline matters involving club members including, but not limited to

- Discipline on all premises (during competition and training)
- Discipline (Pre / Post training and travelling to & from competitions)
- Child Protection issues
- Criminal investigations that could affect the club

The protection of children is paramount and therefore any allegations involving child protection shall result in immediate suspension from any involvement with children until the matter has been investigated. This is not a form of discipline but occurs to ensure the child is protected from any chance of harm.

Club Discipline Committee Method of operation

To ensure consistency the committee should follow the procedure detailed below.

- Any discipline matter should be reported in writing to the Chair of the Club Discipline Committee. It is the responsibility of the Head Coach to inform the Chair of any disciplinary matters.
- The Chair shall maintain accurate records of each and every matter that arises (Appendix 1).
- The Chair will inform the person, in writing, against whom the complaint has been made within ten days.
- The committee should proceed to investigate the matter to their satisfaction within a period of three weeks.
- The committee can interview any parties involved as necessary.
- The committee will discuss the matter and impose appropriate sanctions. To maintain consistency the committee should refer to previous matters in deciding what sanctions to impose.
- The chair will inform the member concerned of these sanctions in writing. The chair will also inform the Club Executive Committee, Head Coach and appropriate Club coach (as required). This will be completed no later than six weeks after the incident.
- Any matters that the Chair of the Discipline committee feels could be a criminal offence shall be reported to the Police.
- Any matter that involves a person putting a child at risk of harm or causes actual harm and results in the person being removed from that position shall be referred to Scottish Ministers for consideration of being placed on the "Disqualified from Working with Children List" as required by the "Children's Act (Scotland) 2003".
- All written records will be kept for a minimum of one year, at which they will be destroyed in confidence.

Automatic Sanctions

The club shall impose the following automatic sanctions. Any sanctions imposed by the club are in addition to sanctions imposed by district or national bodies.

Training Discipline

The person/s involved in the incident will not attend any training sessions, at any venue, for a period of 2 weeks, unless the matter is fully resolved to the satisfaction of all involved, within that time.

Child Protection Matters

Any person added to the “Disqualified from Working with Children List”, held by Scottish Ministers, must inform the club immediately. The person will then be removed from a position involving access to children. This can include playing, coaching or in an administrative role.

Appeals

The person has the right to appeal to the Club Executive Committee against the imposition of suspensions.

Appeals can be lodged with the club chairman with payment of £25 appeal fee, which is refundable on the appeal being upheld.

The Club Executive Committee, consisting of the Chair, Secretary and Head Coach, will meet to hear any appeal with representation from the Club Discipline Committee and the complainant. Any decision by the Club Executive Committee is deemed final and binding.

Appendix 1

Information to be recorded in any discipline procedure

Individuals Name	
If Competition Incident, Details of Competition	
Date of Incident	
Brief Description of the Incident	
Investigation activities undertaken	
Discipline Panel Decision	
Discipline Panel Members	
Date of Decision	
Supporting documents attached	