

FERRIBY HALL SQUASH & RACKETBALL CLUB DISCIPLINARY POLICY AND PROCEDURE

1. PURPOSE

The purpose of this policy is to maintain high standards of behaviour and integrity within Ferriby Hall Squash & Racketball Club ("the Club"), ensuring that all Members, visitors, and participants act in accordance with the Code of Conduct, the Articles of Association, and the Club's values.

This policy sets out the procedures to be followed if a Member's conduct falls short of these standards.

2. PRINCIPLES

- The disciplinary process shall be fair, transparent, and consistent.
- Members shall be informed of any allegations and given an opportunity to respond.
- All matters will be handled confidentially and in a timely manner.
- No person shall be involved in decision-making where there is a conflict of interest.
- Sanctions shall be proportionate to the conduct in question.

3. SCOPE

This policy applies to:

- All Members, Directors, staff, coaches, and volunteers.
- All Club-related activities, whether held on Club premises or elsewhere, including competitions, social events, and online/social media conduct.

4. MISCONDUCT

Misconduct includes, but is not limited to:

- Breach of the Code of Conduct.
- Abusive, threatening, discriminatory, or violent behaviour.
- Damage to Club property or facilities.
- Behaviour likely to bring the Club into disrepute.
- Persistent breach of Club policies.
- Unsporting behaviour or cheating in matches or competitions.

5. INFORMAL RESOLUTION

Where appropriate, minor issues should be dealt with informally by a Club Officer or Director through discussion, mediation, or a verbal warning.

If informal resolution is unsuccessful or inappropriate due to the seriousness of the matter, the formal procedure below will be followed.

6. FORMAL PROCEDURE

Step 1: Reporting a Complaint

- Complaints must be submitted in writing to the Club Secretary or Chair.
- Complaints should include details of the alleged incident(s), names of those involved, and any witnesses or evidence.

Step 2: Initial Assessment

- The Chair and one other Director will review the complaint within 10 working days to determine if there is a case to answer.
- If the complaint is deemed vexatious or trivial, it may be dismissed.
- If the matter warrants further investigation, the Club will convene a Disciplinary Panel.

Step 3: Disciplinary Panel

- The Panel shall consist of three impartial members, including at least one Director, who were not directly involved in the incident.
- The Member concerned will receive at least 7 days' written notice of the hearing, outlining the allegations and their right to:
 - Present their case.
 - Submit evidence or call witnesses.
 - Be accompanied by a supporter (not a legal representative, unless permitted by the Panel).

Step 4: Hearing and Decision

- The Panel will consider the evidence and determine whether the complaint is upheld.
- The Member will be notified of the decision in writing within 7 days.
- Possible outcomes include:
 - No further action.
 - Verbal or written warning.
 - Temporary suspension of membership or privileges.
 - Termination of membership.

Step 5: Appeal

- A Member may appeal a disciplinary decision within 14 days of receiving the outcome.
- Appeals must be submitted in writing to the Club Secretary stating the grounds for appeal.
- An Appeal Panel, comprising three Members not involved in the original decision, will review the case.
- The Appeal Panel's decision shall be final.

7. CONFIDENTIALITY AND RECORD KEEPING

- All disciplinary proceedings are confidential.
- Records will be kept securely by the Secretary for a minimum of three years.
- Only outcomes necessary for the administration of Club business will be disclosed.

8. SUSPENSION PENDING INVESTIGATION

The Board reserves the right to suspend a Member temporarily during an investigation if their continued participation poses a risk to others or to the reputation of the Club. Suspension is a neutral act and not a disciplinary sanction in itself.

9. EXTERNAL REPORTING

In cases involving safeguarding, criminal behaviour, or serious misconduct, the Club may report matters to:

- the Police, or

- relevant safeguarding authorities.

10. REVIEW

This policy will be reviewed annually by the Board of Directors to ensure compliance with:

- The Companies Act 2006,
- HMRC CASC Regulations, and
- England Squash governance guidance.