



Purpose and Scope

Boscastle & Crackington Haven Gig Club (BCGC) expects a high standard of discipline and personal behaviour from all its members. We expect members to conform to the CPGA's Code of Conduct.

Policy Principles

The club is committed to giving help and support to members to overcome any shortcomings in behaviour or conduct. In the majority of cases this can be done without recourse to the disciplinary procedure. Where a disciplinary action does become necessary, the procedure must:

- ⌚ be fair and consistent with previous actions in similar circumstances;
- ⌚ ensure a thorough investigation is undertaken to establish the facts;
- ⌚ ensure that the club member is advised clearly in writing before a disciplinary hearing of the alleged conduct or characteristics, or other circumstances, which may lead to disciplinary action being taken against the individual;
- ⌚ ensure the timing and location of the meetings are reasonable;
- ⌚ be appropriate to the type and scale of the offence;
- ⌚ allow individuals the right to be accompanied by a fellow club member. A junior club member will be accompanied at all stages by a parent/guardian.
- ⌚ ensure that an appeal meeting is held by a different person to the one who held the first meeting.

Every member will be advised of the nature of the disciplinary and given the opportunity to state their case, together with supportive evidence and/or witnesses before a decision is made.

Investigation

In any situation where there are grounds for suspicion of misconduct, a proper and thorough investigation will be undertaken to establish the facts. As soon as it becomes clear that there may have been a breach of discipline, the member will be advised of their right to be represented and told why they are being interviewed or asked to make a statement. The investigation will be led by 2 committee members as designated by the committee.

Boscastle & Crackington Haven Gig Club – Complaints & Discipline Policy

The investigation will be conducted as soon as is practicable after the incident occurs, and concluded as quickly as possible. A thorough investigation however, is more important than speed of resolution and on occasions, it may be necessary to prolong an investigation in order that all relevant facts can be obtained. Full notes of the investigation will be made and witness statements taken where necessary.

Following the investigation the 2 investigating officers will recommend whether to:

- Proceed to a formal disciplinary hearing.
- If a formal hearing is not warranted the club member will be informed.

Formal Disciplinary Hearing

The member will be written to, detailing the disciplinary offence. At least 48 hours notice must be given and all investigatory paperwork will be sent to the member. The formal hearing will be chaired by a committee member as designated by the committee and another committee member will be present at the hearing.

The club member will be given the opportunity to comment on the complaints made against him/her. The individual will have the right to be accompanied by another club member.

Outcomes

The following outcomes may be reached;

No case proven – no action.

That disciplinary action is justified. In which case, the following may be invoked:

- ⌚ Words of advice, noted but not formally recorded in club records
- ⌚ Verbal Warning – a formal warning held on club records for a period of six months.
- ⌚ Written Warning held on club records for a period of twelve months.
- ⌚ Final Written Warning held on club records for a period of twelve months.
- ⌚ Dismissal from the club.

Warnings will be confirmed in writing normally within 5 working days. The club member will be clearly informed of the steps they must undertake to improve their conduct, what will happen if they fail to do so or commit any other breach of conduct and the period of time the member of staff has to effect the improvement. A warning can be issued at any level in the procedure.

Suspension

Boscastle & Crackington Haven Gig Club – Complaints & Discipline Policy

The club will have the right to suspend a club member from participating in club activities in the following circumstances;

- ⌚ If they are suspected of committing an act of gross misconduct.
- ⌚ Where the behaviour of the member is such that he or she is a danger to themselves or others.
- ⌚ Where the club member is under the influence of alcohol or drugs.
- ⌚ The committee will take the decision to suspend and it will be confirmed within 3 days of the action being taken.

Gross Misconduct

There are certain offences which are regarded as so serious that the club would not tolerate the continued presence of an individual who commits such an offence. Such offences would be considered to be acts of gross misconduct which would result in dismissal. The following are some examples of offences which may result in dismissal:

- ⌚ physical violence, actual or threatened
- ⌚ use of abusive or offensive language
- ⌚ theft, fraud (or attempted) and deliberate falsification of records
- ⌚ serious bullying or harassment, including sexual or racial harassment and deliberate discrimination
- ⌚ deliberate damage to property
- ⌚ serious insubordination e.g. failure to carry out a reasonable request or instruction having been warned of the consequences of not doing so
- ⌚ misuse of the club's property or name
- ⌚ bringing the club into serious disrepute
- ⌚ gross indecency or sexual offences
- ⌚ serious incapability whilst representing the club brought on by alcohol or illegal drugs
- ⌚ serious negligence which causes or might cause unacceptable loss, damage or injury
- ⌚ serious infringement of safety rules.

Please note that this list of examples is not exhaustive.

Appeals Process

A member has the right of appeal at all levels of the disciplinary process if they are unsatisfied with the disciplinary action taken. The appeal must be made in writing, stating the reasons for the appeal within 5 days of receipt of the letter confirming the disciplinary action taken.

The appeal will be held by the club chairperson. The chairperson may ask another committee member not previously involved to attend the meeting.

Boscastle & Crackington Haven Gig Club – Complaints & Discipline Policy

The appeal will be heard as soon as possible, but time will be allowed to investigate the case and give the matter careful consideration.

The member has the right to explain their case personally to the chairperson hearing the appeal and to be accompanied at the appeal by a fellow club member.

The member will be informed of the outcome of the appeal and the reasons for the decision as soon as possible and the decision will be set out in writing. Any decision on the appeal will be final.

Updated December 2013

Jim Connelly-Webster

Chair