



The Holy Spirit Celtic Disciplinary Process.



CHARTER STANDARD
CLUB

First Steps.

In the event that any member feels that he, she or their child has suffered in any way or that the Club Charters, Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1 They should report the matter to the Club Secretary or another member of the Committee.

The report should include:

- i. Details of what, when and where the occurrence took place
- ii. Any witness statement and names
- iii. Names of any others who have been treated in a similar way
- iv. Details of any former complaints made about the incident, date, when and to whom made
- v. A preference for a solution to the incident.

2 The Club's Management Committee through a Grievance Committee will sit for any hearings that are requested. If the incident is deemed serious players and parents may be suspended from the club until the Grievance Committee comes to a decision.

3 The Club's Grievance Committee will have the power to:

- i. Warn as to future conduct
- ii. Suspend from membership
- iii. Remove from membership any person and their families in breach.
- iv. Any person making spurious allegations will themselves be liable for any of the actions above.

The Grievance Committee.

- Is called together by the Secretary and comprises of 3 senior members from the Committee or Year Group Management teams.
- The Group acts as 'the conscience of our club' and considers punitive action against individual(s) against whom a complaint is made.
- Members of the committee cannot present evidence and vote on the next steps as well, this is so that any final decision is seen to be fair, objective & independent.
- The membership of the Grievance Committee and any complainants should remain anonymous. This avoids difficulties between any individuals later on. If a child is involved the Child Welfare Officer for the club may be additionally involved anyway.
- The majority vote determines the course of action.
- The Director of Football will impose & communicate the agreed action on the individual.

The Process.

- The Grievance Meeting is held behind closed doors. Parties involved may be invited to separately come to a hearing to present their perspective.
- This is not a protracted legal type process.
- Overall the Grievance Committee should take a decision considering the charters of our club & balancing the rights of the individual against those of the management, parents, carers and other players within the club.
- Where punitive action is taken then the individual has the right of appeal. This should be made in writing to the Director within two weeks of the initial decision. The appeal should include details of any additional evidence or mitigating circumstances. The disciplinary committee will make a decision within 2 weeks. Following appeal the decision is final.