



## FORDINGBRIDGE RUGBY CLUB

### Disciplinary Policy/Procedure



#### Members of Disciplinary Committee:

- President
- Chairman
- Club Captain
- Club Safeguarding Officer

#### Policy

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within *Fourteen* days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *Seven* days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within *Seven* days of the Secretary receiving the appeal.

See Club Website ([www.fordingbridgerfc.com](http://www.fordingbridgerfc.com)) and Fixtures & Team Handbook for our Code of Conduct.

#### Procedure

- Immediately on receipt of information appertaining to a potential disciplinary incident the Committee will investigate the occurrence
- This investigations will include interviews with &/or taking statements from:
  - the member(s) involved
  - the Match Official(s)
  - the Team Captain
  - the Team Manager
  - other eye witnesses
- The Committee Members will convene to discuss the findings.
- The Committee will make a decision based on these findings.

The alternatives are:

- To start proceedings immediately, if appropriate, or
- In case of doubt seek advice from HRFU.