Complaints and discipline policy and procedures

Orkney Fencing Club expects all members to behave in an appropriate manner whilst associated with the club. This includes at training and 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.

Orkney Fencing Club is determined to establish a good disciplinary record. This is down to the hard 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 on piste discipline 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 the based on the principles of:

- Obeying the rules of fencing
- Developing skill and self-respect in fencers, coaches, official, parents and volunteers
- Fair play between all
- Mutual respect for all those people involved
- Fostering a team and family spirit within the club

Code of Conduct

Orkney Fencing 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 Club Secretary, the Club website and the Welcome Pack.

Procedures

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

Discipline Committee

The Club Management Committee will appoint a Chairperson and 3 members of a Club Discipline Committee at the first meeting after the AGM. The quorum for any disciplinary matters shall be 3 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 communication via phone or email
- All decisions must be reported to the Club Management Committee at an appropriate meeting.
- The Chairperson will ensure 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

Complaints and Discipline Policy

Club Discipline Committee Remit

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

- On piste Discipline
- Off piste Discipline (Pre / Post competition, Training)
- 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 possibility 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 Club coaches 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 seven days.
- The committee should proceed to investigate the matter to their satisfaction within a period of two 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 Management Committee and coaches (as required). This will be completed no later than four 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.

On Piste Discipline

Any fencer, coach, parent or volunteer that receives a black card at competition shall also be banned from all club activities for a minimum of 1 month.

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 Management 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 Management Executive, consisting of the Chair, Vice Chair, Secretary, Treasurer, Coaches Representative and Volunteer Co-ordinator, will meet to hear any appeal with representation from the Club Discipline Committee and the complainant. Any decision by the Club Management Committee is deemed final and binding.