 **DISCIPLINARY PROCEDURE AND RIGHT TO APPEAL**

EK82 Handball Clubaim is to encourage high standards of individual behaviour in all aspects of the sport. This procedure sets out the action which will be taken when the code of conduct is breached by a volunteer or a Player.

**Purpose**

The reason for this procedure it to provide a clear and fair process that will deal with issues

that cannot be dealt with by the player’s coach.

**Procedure**

* The coach/official/member shall complete the clubs Serious Issue Form
* The form shall be present either in person/post/Fax or email to the club secretary with 4 days of the event.
* The club secretary shall in 7 days of the event inform the member and Parent/guardian of the complaint. Providing a summary of the complaint and a copy of the clubs complaint procedure.
* A disciplinary committee shall be formed. Comprising of the Child protection Officer & 2 members of the committee (one of which shall be either, the Chairperson, Club Secretary, and Vice President) and the Club’s Player’s representative. No person on this committee can have any formal connection to the Player who is the subject of the committee.
* The complaint shall be heard no later than 14 days after disciplinary committee has been formed.
* The member and his or her Parent/guardian shall be informed in written of the date, time & location of this committee meeting.
* The meeting shall be in a manner as to not cause undue emotional stress on the member.
* All parties will have the opportunity to present their version of the event in question.
* The committee has the power to take appropriate disciplinary action including the termination of membership.
* The club secretary shall notify in writing to the person who lodged the complaint and the member against whom the complaint was made within *7* days of the hearing.
* There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within *28* days of the Secretary receiving the appeal.

**Examples of behaviour which could result in Disciplinary action.**

Leaving training/match without the prior knowledge of any Official or Coach.

Misbehaviour that causes stress/alarm to other members.

Foul and abusive language to other members/officials/coaches.

Serious Unsportsmanlike conduct.

**Examples of behaviour which will result in Disciplinary action.**

Physical violence toward other members/opposition/officials/coaches.

Wilful damage of club property

Wilful damage of property of other members/opposition/officials/coaches.

Wilful damage of property of the premises that the training/match is being held.

Bullying, either physical, emotional, cyber.

Racial/homophobic abuse.

**Outcome**

The outcome of the disciplinary procedure will depend on the committee’s interpretation of the severity of the event. This will be in the form of the following (these are only guidelines)

* Verbal warning with discretionary suspension
* 1st Written warning with compulsory 2 week suspension
* 2nd & final Written warning with compulsory 4 week suspension
* Suspension of various durations.
* Removal of membership of the club.