

Annan Rugby Disciplinary Procedure

Purpose

To provide a fair, transparent process for addressing complaints or concerns about member conduct that may breach the club's values, bring the club into disrepute, or otherwise harm the functioning of the organisation.

Grounds for Disciplinary Action

The club may investigate and take action if a member:

- Engages in abusive, threatening, or discriminatory behaviour
- Fails to comply with the club's code of conduct or safeguarding policies
- Damages the reputation or operations of the club
- Repeatedly fails to meet membership obligations (e.g. fees, conduct)

Procedure

Step 1: Informal Resolution

- Minor issues may be addressed informally by a team captain or club official.
- If resolved, no formal record is kept.

Step 2: Formal Complaint

- A complaint must be submitted in writing to the Club Secretary.
- The Secretary will acknowledge receipt and inform the member in question.

Step 3: Investigation

- A Disciplinary Panel (typically three board members) will be appointed.
- The member will be formally notified of the allegations and disciplinary procedure. This includes providing them with sufficient information to prepare their case. They will be given the opportunity to respond in writing or attend a meeting.
- Witnesses may be consulted, and evidence gathered.

Step 4: Outcome

After carefully considering all evidence before reaching a decision, the panel may:

- Dismiss the complaint
- Issue a verbal or written warning
- Suspend the member for a fixed period
- Expel the member from the club

Decisions will be confirmed in writing within 7 days of the hearing.

Right of Appeal

- The member may appeal the decision in writing within 14 days.
- Appeals will be reviewed by members of the Board not present at the original Disciplinary Panel Hearing and who have not been involved in the investigation.

- The appeal decision is final.

Confidentiality

- All proceedings are conducted confidentially.
- Records are stored securely and are only accessible to relevant board members.