

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: Investigation

- In the first instance, a Disciplinary Panel comprising three Board members will be formed. Ideally, the Appeal Panel should also be identified in advance. Board members may excuse themselves due to conflicts of interest or unavailability (e.g., holidays). If additional Panel members are needed, they can be selected from the General Management Committee or other Club Officials. If the issue involves a minor, the Club Safeguarding Officer should join the initial Panel provided there is no conflict of interest, and they are available.
- 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.
- It will be at the discretion of the Disciplinary Panel to decide whether a response in writing or a face- to-face meeting is required.
- Witnesses may be consulted, and evidence gathered.
- The member will have the right to be accompanied at a disciplinary hearing with the Panel needing to be informed beforehand who the companion will be.

Step 2: 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.
- Where appropriate, the member may be reported to Scottish Rugby

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

Right of Appeal

- The member may appeal the decision in writing within 7 days.
- Appeals will be reviewed by Board members who were not part of the original Disciplinary Panel Hearing, as identified in Step 1.
- The appeal decision is final.

Confidentiality

- All proceedings are conducted confidentially.
- Records are stored securely and are only accessible to relevant Board members and those involved in the process from the GMC/CSO/Club Officials.