

NORTHANTS BASKETBALL CLUB

Disciplinary Policy

The Club fully expects all members to set and maintain a high level of good conduct and behaviour, both on and off the court.

On receipt of notification of any disqualification, breach of Codes of Conduct or complaint, the Management Committee will decide whether or not to implement the Club's Internal Disciplinary Procedure. They will take into account verbal and written accounts of the incident and the expectations of any aggrieved party.

All breaches of good conduct and behaviour will be recorded by the Club Administrator.

The Chairman and Coaching Coordinator may jointly, with consultation to the Club Welfare Officer(s), decide to suspend a member from the club or from their duties pending investigation and any consequential disciplinary hearing, although this would normally be reserved for accusations of gross misconduct and matters regarding child protection.

Minor breaches

The coaches have authority to give training and match bans to players who;

- fail to attend training or matches without valid reasons
 - constantly arrive late without acceptable reason
 - are disrespectful to their team mates, coaches, opposition and or officials
- in all cases the Coach will inform the Club Administrator of the decision and reasons so that the incident may be logged. Persistent bans should result in discussions with player and parent/carer and may result in more formal disciplinary action, ultimately resulting in termination of membership of the Club.

First Stage Disciplinary

Where an incident is considered more serious than a Minor Breach, an individual will be appointed, by the Chair, to consider appropriate action. The individual will collect evidence and interview witnesses and persons involved as appropriate. Within 28 days of the incident they will consider these facts and if they consider a case is to be answered they will identify appropriate sanctions to be taken against any parties with appropriate period of disciplinary being held on club records.

The Individual will be appointed by the Chair, unless implicated/involved in the incident in which case they shall be appointed by the Vice-chair.

Interviews of witnesses or persons involved should be by the appointed individual with at least one other invited club member (or CWO) with a written record being taken as well as;

- Any interview with a child under 16 must be with the parent/carers permission and presence as well as the Club Welfare Officer.
- Any Parents/carers of a child 16 to 18 must be notified of the interview and be allowed to be present if requested by the child. The Club Welfare Officer will also attend.
- Interview with an adult under review should be offered with the presence of another club member of their choice as an observer. The Management Disciplinary Officer may also have an accompanying club member, not necessarily Management Committee, as another observer.

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The decision and outcomes will be relayed to the individual in person, by telephone or by e-mail depending upon availability. It will also be followed by a posted letter outlining the findings, sanctions being taken and the appropriate course for appeal. The Club Administrator will keep records of panel hearing, evidence and outcomes.

The member in question would be offered a maximum of seven days in which to lodge an appeal against the decision, in writing, to the Club Administrator.

Second Stage - Appeal

An appeal would be seen by an Appeals Panel within 14 days of the appeal being lodged. The disciplinary panel will review the original evidence and findings as well as any new evidence or reports. It may choose to re-interview individual(s) or any witnesses to clarify issues and statements.

An Appeals Panel will be selected of three club members, not including the individual from First Stage, comprising at least one Management Committee member. The Panel will be appointed by the Chair, unless implicated/involved in the incident in which case the Vice-chair shall appoint the panel.

Any new interviews or re-interviews will be subject to the same considerations and records as for the First Stage.

The Appeals Panel should consider if the first stage followed due process and that it was fair and equitable. It should consider original and any new evidence and determine if the original decision and outcomes were fair and proportionate.

The appeal decision and outcomes will be relayed to the individual in person, by telephone or by e-mail depending upon availability. It will also be followed by a posted letter outlining the findings and any changes to sanctions and the appropriate course for final appeal. The Club Administrator will keep records of panel hearing, evidence and outcomes.

The member in question would be offered a maximum of seven days in which to lodge a final review against the decision, in writing, to the Club Administrator.

Final Stage – Review of Process

A final stage review is heard by the full Management Committee who will determine if due process has been followed at all stages and consider if the processes have been fair and equitable to parties involved. It will consider the evidence and decisions to ensure proportionate sanctions for the breach.

The Committee decision is final and will be relayed to the individual in person, by telephone or by e-mail depending upon availability. It will also be followed by a posted letter outlining the findings and any changes to sanctions and the appropriate course for final appeal. The Club Administrator will keep records of panel hearing, evidence and outcomes.

The Committee reserves the ultimate sanction of permanently suspending any member who seriously or consistently breaches the clubs rules, regulations and Codes of Conduct.