



## **DISCIPLINARY, COMPLAINTS AND APPEALS PROCEDURES**

The Club should ensure that it has adequate disciplinary, complaints and appeals procedures in place. It is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities and will not be undertaken by the Child Protection Officer or other Club volunteers/officials. The standard reporting procedure outlined in the statutory authorities guidelines should be followed by the Club and adhered to by its members.

In respect of underage members, the Club adopts the National GAA Code of Behaviour (Underage) which can be downloaded from the Policies section of the Club's website.

### **Complaints/Disciplinary Procedures**

#### **Dealing with a Complaint**

The Club Executive Committee deals with all disciplinary problems. Clearly defined procedures are in place to resolve problems relating to the conduct of its members. This includes bullying.

All complaints (other than those dealt with under the National GAA Code of Behaviour Underage referred to above) should be submitted in writing either to the Chairperson or the Child Protection Officer (in the instance of a child protection issue).

If the complaint is submitted at Club level it is the responsibility of the Club to deal with the complaint.

As per 5.12.1 of the Club Constitution, the Executive Committee shall appoint a sub-committee comprising not more than four Club members which shall have the power to investigate any matter (that does not relate to child abuse), and to make a recommendation to the Executive Committee to expel, suspend, warn, fine or disqualify members from Club activities for breach of this Constitution and Rules or the Official Guide or for conduct considered to have discredited or harmed the Club or the G.A.A. The sub-committee will report back to the Executive Committee of progress of the disciplinary procedures.

Written records of all complaints are kept safely and confidentially and Club procedures are defined for the possession of such records in the event of the election of new officers.

If the complaint is submitted at County Board level the County Board must take responsibility for dealing with the complaint.

If, in the opinion of the Chairperson/Child Protection Officer, there are grounds for concern, the statutory authorities should be contacted.

### **Disciplinary Committee**

The Disciplinary Committee of Killygarry GAA will consist of:

- 1) The Chairperson (who shall be Chair)
- 2) The Secretary (who shall be Secretary)
- 3) The Youth Officer/Coaching & Games Development Officer
- 4) The Child Protection Officer.

The committee will be made aware of the issue of confidentiality.

### **Role of the Disciplinary Committee**

It is the responsibility of the Disciplinary Committee to resolve problems relating to the conduct of the members of Killygarry GAA.

A complaint of any incident of suspected misconduct, including bullying, will be dealt with by the Disciplinary Committee.

### **Disciplinary Procedures**

1. The Disciplinary Committee will inform the individual with details of the complaint made against him/her and afford him/her the opportunity of providing a response either verbally or in writing.
2. The Disciplinary Committee will meet with all parties involved, affording each party the same rights and opportunities.
3. The Disciplinary Committee will provide a written report outlining the following:
  - a. the procedure followed
  - b. the findings
  - c. the conclusions and
  - d. any disciplinary actions to be taken.
4. All parties will receive a copy of this report and a copy of the report will be kept on record.
5. The Disciplinary Committee will, as soon as possible, inform the Executive Committee of the progress and conclusions of the disciplinary process.

### **Sanctions**

Where it has been established that an incident of misconduct has taken place, the Disciplinary Committee will notify the member of any sanction being imposed. The notification will be made in writing, setting out the reasons for the sanction. If the

member is under 18 years of age, correspondence will be addressed to the parents /guardians.

### **Appeals Process**

If the member against whom the complaint was made is unhappy with the decision of the Disciplinary Committee he/she will have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee).

The Appeals Committee of Killygarry GAA will consist of:

- 1) The Vice Chairman (Who Shall be Chair)
- 2) The Assistant Secretary (Who Shall be Secretary)
- 3) The Assistant Treasurer

Any appeal should be made in writing within 7 days after issue of the decision of the Disciplinary Committee. The Chairperson of the Appeals Committee should be a member of the Executive Committee.

The Appeals Committee has the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee.

If the member against whom the complaint has been made is unhappy with the decision of the Appeals Committee s/he should have the right to appeal the decision to the Executive Committee. Any appeal must be in writing and must be received by the Secretary at the latest three days after issue of the decision of the Appeals Committee.

The Executive Committee will have the power to confirm, set aside or change any sanction imposed by the Appeals Committee.

As per 5.12.2 of the Club Constitution, such persons, if Full Members (including Honorary Members) or Youth Members, shall have the right to appeal to the Management Committee of Cavan GAA County Board within seven days of being notified of such decision. However, efforts to resolve the issue will be exhausted before the Governing body is engaged in attempts to resolve the matter.

This document represents the working disciplinary procedures of Killygarry GAA Club:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Rúnaí

Signed \_\_\_\_\_ Date \_\_\_\_\_

Cathaoirleach