

CITY OF EDINBURGH TRAMPOLINE CLUB

COMPLAINTS AND DISCIPLINE POLICY AND PROCEDURES

City of Edinburgh Trampoline Club expects all members to behave in an appropriate manner whilst associated with the Club. This includes at training, competitions and in any other situations that relate to the club. The Club will take concerns about members' behaviour seriously. Members who behave in an inappropriate manner will be subject to the procedures and sanctions detailed below. This includes the mis-use of e-mails, text messages and Social Networking sites such as Facebook.

City of Edinburgh Trampoline Club has worked hard to establish a good discipline record. This is due to the work of the Club and the individuals who make up the Club. The Club is committed to maintaining and improving this record.

This Policy and associated Procedures covers all activity associated with the Club and external activity that could affect the Club. This includes discipline whilst training, and other times when representing the Club. It also applies to external cases that have the potential to have an impact on the Club.

Principles

This policy is based on the principles of:

- Obeying the rules and Codes of Conduct of City of Edinburgh Trampoline Club
- Developing skill, teamwork and self-respect in participants and volunteers
- Consideration for all
- Mutual respect for everyone involved
- Fostering a friendly ethos and team spirit within the Club

Codes of Conduct

City of Edinburgh Trampoline Club expects all those involved in the Club to uphold the principles above. The Club has adopted Codes of Conduct to guide members' behaviour.

These Codes of Conduct are available from the Secretary and Club Website (www.cityofedinburghtrampolineclub.co.uk)

Procedures

To ensure consistency in dealing with members' discipline, the Club will follow set procedures. Those procedures are detailed below.

- Initially, the coach will deal with any concerns a member may have regarding bullying, unfair treatment or any other personal matter related to the Club, particularly in the case of minor incidents.
- If the matter is not resolved by the coach, or the matter concerns the coach, the matter will be dealt with by the Head Coach.
- If the matter is not resolved by the Head Coach to the satisfaction of the member, or concerns the Head Coach, the matter will be referred to the Discipline Panel. The Discipline Panel will consist of at least 3 people, convened from appropriate members of the Club Committee, and any other persons deemed necessary. The Chairperson will ensure that no member of the Club Discipline Panel, including the Chair, has a conflict of interest with the matter at hand. They will also ensure confidentiality is maintained, particularly in relation to child protection cases.
- If the matter is fully resolved by the Head Coach, without the need for referral to the Discipline Panel, then the decision taken by the Head Coach is final.

Discipline Panel

Club Discipline Panel Remit

The Discipline Panel will be responsible for all discipline matters involving Club members, including, but not limited to:

- Discipline of all members during competition, training and any club activities
- Discipline before, during & after training, and travelling to & from competitions
- Child Protection issues
- Criminal investigations that could affect the Club

The protection of children is paramount, therefore any allegations involving child protection will result in immediate suspension from any involvement with children until the matter has been investigated by the Safeguarding Officer. This is not a form of discipline, but occurs to ensure the child is protected from any chance of harm. Guidance will be sought from Scottish Gymnastics.

Club Discipline Panel procedure

To ensure consistency, the Discipline Panel should follow the procedure detailed below.

- Any discipline matter should be reported in writing/email to the Chair of the Club Committee and/or the Head Coach who will convene a Discipline Panel and appoint a Chair.
- The Chair of the Discipline Panel will inform the person, in writing, against whom the complaint has been made, within ten days.
- The Discipline Panel should proceed to investigate the matter to their satisfaction within a period of three weeks.
- The Chair will maintain accurate records of each and every matter that arises (Appendix 1).
- The Discipline Panel can interview any parties involved, as necessary.
- The Discipline Panel will discuss the matter, and impose appropriate sanctions. To maintain consistency, the Panel should refer to previous matters in deciding what sanctions to impose.
- The Discipline Panel Chair will inform the member concerned of these sanctions in writing. The Chair will also inform the Club Committee, Head Coach and appropriate Club coach (as required). This will be completed no later than six weeks after the incident.
- Any matters that the Chair of the Discipline Panel feels could be a criminal offence will be reported to the Police.
- Any matter that involves a person putting a child at risk of harm or causes actual harm, will be discussed with Scottish Gymnastics.
- All written records will be kept for a minimum of one year, after which they will be destroyed in confidence.

Automatic Sanctions

The Club will impose the following automatic sanctions. Any sanctions imposed by the Club are in addition to sanctions imposed by the National Governing Bodies (Scottish & British Gymnastics).

Training Discipline

The person/s involved in the incident will not attend any training sessions, at any venue, for a period of 2 weeks, unless the matter is fully resolved to the satisfaction of all involved, within that time.

Child Protection Matters

Any person added to the 'Child Protection Register' must inform the Club immediately. The person will then be removed from a position involving access to children. This can include training, coaching or in an administrative role.

Appeals

The person has the right to appeal to the Club Committee against the imposition of suspensions.

Appeals can be lodged with the Club Chairperson with payment of £25 appeal fee, which is refundable on the appeal being upheld.

The Club Committee, consisting of the Chair, Secretary and Head Coach, will meet to hear any appeal with representation from the Club Discipline Panel and the complainant. Any decision by the Club Committee is deemed final and binding.

Appendix 1

Information to be recorded in any discipline procedure

Individual's Name	
If competition Incident - Details of competition	
If training incident – Details of training session	
Date of Incident	
Brief Description of the Incident	
Investigation activities undertaken	
Discipline Panel Decision	
Discipline Panel Members	
Date of Decision	
Supporting documents attached	YES <input type="checkbox"/> NO <input type="checkbox"/>