



Cheshire Phoenix Wheelchair Basketball Club **DISCIPLINARY PROCEDURES** **2018/2019**

Disciplinary Procedures as Stated in Club Constitution

- All members of the Club will be subject to the Clubs disciplinary procedures as stated in this document
- This document shall be given to each new member of the Club and in signing the Club Membership letter a person will become subject to them.
- The Committee retain the right to expel any member of the Club who offends against the rules of the Club as stated in the membership agreement and Code of Conduct, or whose conduct shall be in the opinion of the Committee render themselves unfit for membership of the Club.
- Any player found to be in breach of any item of the club membership agreement will be subject to disciplinary procedures.

Discipline Procedure

- The Committee should be informed if a Club member(s) is/are understood to be in breach of the Club policies.
- The Complaints and Discipline Committee member of the Committee will agenda the incident at the next Committee meeting or convene a meeting if it is deemed necessary.
- The incident will be outlined. Other people involved may be asked to assist the Committee.
- The Committee, abiding by the voting procedures outlined in the Clubs Constitution will decide whether it is necessary to a call a 'Disciplinary Meeting'.
- If called, the Disciplinary Meeting will be at a mutually convenient time and venue and at least one weeks notice given.
- The Disciplinary Meeting will be chaired by the Complaints and Discipline Committee member. The Chair of Committee and two other Committee members will attend. The club secretary or nominated committee member may attend to take minutes.
- The member in question will also attend this meeting to outline their role in the events. They may be accompanied by a third party (compulsory if the hearing is regarding a junior member). The Disciplinary Meeting panel will be given the opportunity to ask questions relating to the incident.

- The member in question will leave the Disciplinary Meeting and the panel will discuss what action should be taken.
- Any decision and/or action must be voted on unanimously.
- The member will be informed, within 24 hours, of the Disciplinary Meeting decision by the Chair. A written record of the meeting will be given to the member and kept by the Club.

Actions that may be taken are:

- Verbal warning
- Written warning
- Match ban(s)
- Suspension
- Dismissal from Club

1st Occurance of an offence – Verbal warning from at least two committee members. This will be documented and kept on file.

2nd Occurance of same offence – Written warning from Committee, copy to be signed by individual and returned to committee,

3rd occurrence of same offence – Written notification of dismissal from Club.

Any action taken by the Disciplinary Meeting panel will be kept on a players file. It will be kept confidentially and only made available to the Committee if a panel is convened for the same member.

APPEAL PROCEDURE

- Any member may appeal against the decision of the Disciplinary Meeting, by contacting the Complaints and Discipline Committee member within 7 days of receiving the decision of the panel.
- A second appeal meeting will be held with a new Committee. The Club Secretary or nominated committee member may attend to take the minutes.
- This meeting will take the same format as described above.
- The decision of this second meeting will stand.