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# **SWINTON RUNNING CLUB**

## ***DISCIPLINARY AND APPEALS PROCEDURE***

All complaints regarding the behaviour of members should be submitted in writing to the Secretary either by a club member, race referee/director or fellow runner.

The Secretary will pass the information on to the chair of the Disciplinary Committee and shall give the member at least seven days' notice to attend a meeting of the Disciplinary Committee and shall inform him/her of the complaints made. No member shall be disciplined or expelled without first having the opportunity of appearing before the Discipline Committee and answering the complaints made.

The Discipline Committee is a sub-committee of the Club Committee and acts independently of it. The Disciplinary Committee will consist of a Chair, Secretary, and observer (all of whom will be part of the Club Committee). The chair will act as Swinton Running Club's Welfare Officer.

The Disciplinary Committee has the power to take appropriate disciplinary action including:

- ❖ No case to answer/not guilty
- ❖ Written or verbal apology
- ❖ Verbal warning
- ❖ Written warning
- ❖ Suspended ban of membership
- ❖ Any combination of the above
- ❖ Termination of membership

If a member refused to attend and does not attend the hearing without prior notice or good reason the hearing will take place without them being present and they will not have the right to appeal.

If the member gives prior notice or good reason before the hearing a second hearing will be take place within seven days of the first hearing. If the member does not attend this hearing then, the hearing will take place without them being present and they will not have the right to appeal.

Any future hearings against a member may result in further or more severe action being taken.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right to appeal to the Disciplinary Committee following disciplinary action being announced. The Disciplinary Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

An arbitration panel consisting of three members Disciplinary Chair and two other committee members not involved in the original hearing. The arbitration panel's judgement will be final.