



Camberley & District Athletic Club

Founded March 1954. Affiliated to UKA, EA, SEAA, SCAA

CAMBERLEY & DISTRICT AC POLICY AND PROCEDURE FOR HANDLING COMPLAINTS OF MISCONDUCT

This sets out the policy and procedure for handling allegations of misconduct against club members, coaches or managers.

NOTIFICATION

Any allegation of misconduct should be made as soon as possible after the alleged event. This should be made either orally or in writing to any member of the committee.

Within 7 days of the verbal notification a written complaint should be made

This should include (but not limited to):

- Nature of allegation
- Time and location
- Witnesses

INVESTIGATION PANEL

The Committee will set up an Investigation Panel that will comprise at least 2 of the elected officials (Chairman, Treasurer, Secretary).

If the alleged misconduct involves a club member aged 17 or under then the club Welfare Officer will also become a member of the panel.

The Welfare Officer will, if necessary, inform UKA of the complaint via the UKA online reporting process and subsequently follow any guidance issued by them.

The Panel may invite such specialists as it deems necessary to sit on the panel.

The Panel will endeavour to establish the facts by seeking such verbal and written statements it deems fit. It can, at its discretion, request attendance at a hearing to establish facts and understand greater detail of the allegation.



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FINDINGS

The panel will issue its findings in writing to all concerned parties within 21 days of receiving the written notification unless an alternative timetable is notified to the parties. At no time will the timetable be longer than 56 days.

SANCTIONS

As part of its findings the Panel can recommend to the Main Committee sanctions it deems appropriate including but not limited to:

- Permanent Exclusion from club
- Suspension from club
- Recommendation to governing body re coaching status
- Notification to other 3rd party bodies
- Request for apology

The final decision on any sanctions will be made by the full committee as soon as possible after receiving the recommendation. This will be notified in writing within 14 days of the conclusion.

APPEALS:

The Committee will allow an appeal against any finding. Such appeal must be made in writing within 7 days of the decision stating the nature of the appeal. The appeal panel will consist of all 3 elected members of the committee plus one other committee member that the 3 elected members select by majority decision.

The appeal panel may take any further investigation it deems necessary and will only consider the matters raised in the appeal. It does not need to reconsider all matters in the original allegations. The Appeals Panel will issue its findings in writing within 14 days of receiving the written appeal unless it sets out another timetable which will be no longer than 28 days.

A copy of this Policy for Handling Misconduct, the Welfare Policy, Code of Conduct for Parents & Carers and Code of Conduct for Athletes can be found in the club house and on the club website:

<http://www.camberleyathletics.org.uk>