

# Burnley Athletic Club

## Disciplinary Procedure

This procedure is generic to all age groups of the club.

In the event of a complaint being made the parties will be encouraged to work in different groups until a hearing has been held. The exception to this is when a **reportable offence** has been committed, in this case the person accused will be asked to stay away from organised training or events. This will be explained to be a holding mechanism whilst advice and an internal investigation is held, without prejudice to the outcome.

Burnley Athletic Clubs Welfare Officer will contact the **UKA Child Welfare officer** immediately to inform and to take advice.

A Hearing Committee of 3 members, one of which will be the Club General Secretary or Club Chairman and the Club Welfare Officer will meet **at the earliest convenience** to hear the complaint. A designated person for the purpose of this committee will take minutes of the meeting.

A decision will be made after discussion and advice from UKA Welfare Officer if deemed necessary.

Both parties (the complainant and the person accused) will be informed by letter of the decision and their right to appeal.

An appeal committee consisting of the Club President (or Deputy), club welfare Officer and two non-committee members will hear the appeal at the earliest date.

It will be the clubs policy to resolve all **non-reportable** complaints at the lowest level as speedily as possible.

Adopted by the Committee on:

Date:

Chairman's signature: