



## Cardiff Met Archers Basketball Club

### DISCIPLINARY PROCEDURES

Please note any safeguarding concerns should be reported to the Club Welfare Officer who will follow the Basketball Wales procedures, even if the club deem the concerns minor poor practice.

- The club fully expects all members to set and maintain a high level of good conduct and behaviour, both on and off the court. The Club will operate its own internal disciplinary procedure, in addition to those of other bodies.
- On receipt of notification of any disqualification, breach of Code of Conduct or other complaint, the Leadership Group will discuss the incident at the earliest opportunity, and will then decide whether or not to implement the club's Internal Disciplinary Procedure. They may take into account the referee's report, the version of the events reported by the player and coach/team manager and that of any other involved party.
- If implemented, a disciplinary panel should be convened which should consist of a minimum of:
  - Three club members (at least one of whom should be a Leadership Group member)
  - None of whom should have been involved in reporting the case or have a conflict of interests (eg a close relationship with an individual involved)
  - In the case of a junior club member, one member of the panel must be one of the designated Club Welfare Officers.
- The person against whom the complaint has been made must be informed of the nature of the issue in writing. They should be given the opportunity to put forward their side of the story. The panel should decide what information is confidential to the complainant, especially where the source has requested anonymity.
- It may be in the best interests of all parties if the individual concerned is temporarily suspended pending the conclusion of the matter. Temporary suspension should be seen as a neutral act.
- The disciplinary panel will decide if they wish to seek additional statements/witness accounts. If a junior club member is involved, they should be supported by their parent/guardian. The panel may seek guidance from other sources.

- The disciplinary policy can impose sanctions, at the Leadership Groups discretion. This includes but is not limited to:
  - Warning as to future conduct
  - Temporary suspension
  - Coaching under supervision
  - Completion of relevant course/workshop
  - Additional duties to assist the club
  
- When the panel has reached a decision they will communicate with the member in question and offer a set period (e.g. seven days) in which the recipient can lodge an appeal against the decision. Any appeal should be made to the Executive Committee.
  
- The Executive Committee reserves the ultimate sanction of permanently suspending any member who seriously or consistently breaches the club or Basketball Wales rules, regulations or Codes of Conduct.

*Created 21/9/16 Lucy Witt. Last reviewed: Sept 2021*