



KENDAL RUGBY CLUB

DISCIPLINARY/EXPULSION POLICY AND PROCEDURE

POLICY

We place a strong emphasis on promoting and recognizing good practice, both within the Rugby club and the outside community. The Rugby club will provide guidance to coaches, volunteer helpers and officials, but where individuals repeatedly behave in an unacceptable way the Rugby club will introduce strategies designed to bring improvements in working practices and behaviour. The aim will be to prevent an escalation of sanctions that may result in removal from a role or expulsion from the club.

Individuals should also be aware that the Director of Rugby might also take action under this policy in cases where unacceptable behaviour occurs placing the reputations of Kendal Rugby club and the Rugby Football Union in question.

This policy is based on principles of clarity, consistency and fairness. The sanctions normally used by the Rugby club will be in proportional steps, depending on:

- The seriousness of the misdemeanour.
- The individual's previous disciplinary record.
- The effect of the misdemeanour on other people, especially on young people and vulnerable adults.
- The effects of the misdemeanour on the Rugby club and its community.

Disciplinary, sanction and expulsion procedure

There will be occasions where the behaviour of an individual is unacceptable and action needs to be taken. The following explains the procedure the Rugby club will adopt.

- The procedure is designed so that the individual is treated fairly and consistently.
- All coaches, coach volunteers and officials of the club have a responsibility to ensure that playing discipline is maintained.
- Generally the Head Coach or the Director of Mini and Youth will be the first person to identify a potential problem and it will be their initial responsibility to take appropriate steps to resolve the issue. If the issue remains unsolved, the individual will be referred to the Rugby coordinator and the formal process may begin.
- Any individual who receives support and fails to improve their behaviour as a result of interventions will automatically enter the formal disciplinary procedure at stage 1.
- Individuals will be given appropriate support by the club to improve their working practices.

- When the formal process has commenced, any written documentation/evidence may be used in resolving the issue. Wherever possible, the names and personal details of witnesses/complainants will be kept confidential.
- Any interference with/pressure placed on other individuals will be taken as acknowledgement of guilt and will result in moving the process to the final stage.
- There are 3 formal stages in the process.
- The procedure can be entered into at any stage, depending on the severity of the issue. If in doubt as to which stage the process should be entered, the situation will be discussed with the Director of Rugby.
- At any stage when action can lead directly to expulsion from the Rugby club, the individual has the right to be accompanied by another person at the meeting and at any subsequent appeal.
- Examples (not exhaustive or exclusive) where disciplinary action will be taken are:
 - Non-compliance with the club's "Good Coaches Guide".
 - Misuse of Rugby club property and premises.
 - General misbehaviour and causing disruption to the experience of others at Kendal rugby club.
 - The promotion of practices that contravene the safeguarding of others.
 - Theft.
- Examples of gross misconduct include (not exhaustive or exclusive):
 - The use and/or dealing of drugs (including 'legal highs'), banned aids and other substances that are inappropriate for the individual's welfare.
 - Causing inappropriate damage to Rugby club property.
 - Violence, or threats of violence
 - Possession of offensive weapons
 - Sexual and/or racial harassment
 - Unlawful discrimination
 - Bringing the reputation of the Rugby club into disrepute
 - Serious misuse of the Rugby club's property or name
 - Irresponsible conduct of a nature likely to endanger the health and safety of the individuals or others
 - Serious insubordination

STAGE 1 – WRITTEN WARNING (Rugby Coordinator level)

The first stage in the process is for the Rugby coordinator to meet with the individual. The individual must be made aware of the reason for the meeting. The aim is to discuss the issues of concern and for both the Coach coordinator and the individual to consider each other's point of view.

When both parties have recognized the issues/concerns, action to resolve the issues must be agreed. This may be the end of the matter, but if not, it must be made clear to the individual that a written warning is being given and a date for a follow up meeting must be set (within 21 days) to review the situation. If no satisfactory outcome is achieved, the matter will be referred to the Head Coach where more formal steps will be taken.

Usually individuals receiving more than one written warning on different occasions for different reasons will progress to stage 2 if these reasons are down to similar poor working practices or a lack of development from the support provided.

STAGE 2 – FINAL WRITTEN WARNING (Head Coach level)

If the offence is serious enough or the individual's conduct or performance is still unsatisfactory, the Head Coach, in the presence of the Rugby Coordinator or Director of Mini and Youth, will interview the individual and review the situation.

The Head Coach may issue a final written warning, which details the issue(s) and states clearly that if the issue(s) are not corrected at this stage, the matter will be referred to the Director of Rugby.

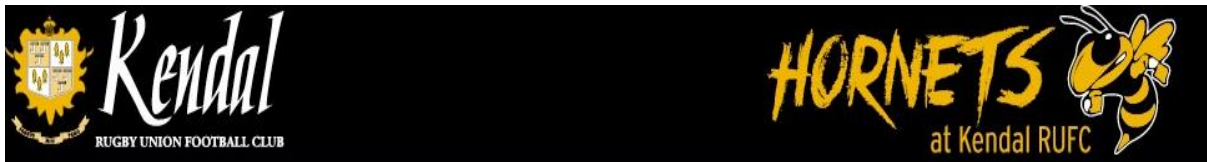
STAGE 3 – GROSS MISCONDUCT / POTENTIAL EXPULSION (Director of Rugby level)

An individual suspected of gross misconduct can be suspended from the club so that an unbiased investigation can take place to ascertain the facts of the incident. All such cases should be reported immediately to the Director of Rugby, with the details supplied in writing (along with all other documentation and evidence). When the procedure has reached this stage, it will be seen as extremely serious.

Suspended individuals must attend a disciplinary meeting to state their case. The Director of Rugby (plus other senior officials of the club) will interview the individual. The full case will be reviewed. A decision relating to further action will be made.

Should an individual not attend this meeting a decision will be taken in their absence.

Individuals have the right of appeal and this must be placed in writing to the Chairman of the club within 14 days of notification of the outcome.



NOTES:

- Only the Director of Rugby or Chairman can expel an individual from the club.
- Individuals will be informed of their expulsion, in writing, within 7 days of the disciplinary meeting.
- Individual's expelled will be informed of the timescale that their expulsion covers and their name will be added to an expulsion list along with date of expulsion and when they can apply to be readmitted.
- All previously expelled individuals must attend a re-admittance meeting with the Director of Rugby and at least one other senior club official.

APPEALS PROCEDURE

Every individual has the right of appeal against a decision of a disciplinary meeting.

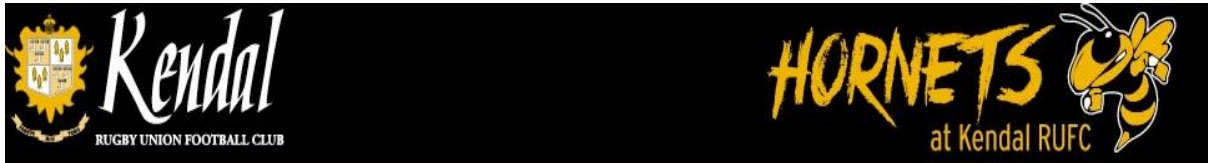
Where an individual wishes to appeal, they have the appeal within 1 week from the date of receipt of the written confirmation of the decision of the disciplinary meeting. An appeal will be heard as soon as is reasonably practicable.

The appeal will be on one or more of the following grounds:-

- That injustice is alleged;
- That the decision reflects excessive harshness;
- That there is ambiguity in the decision.

The individual must submit their appeal in writing stating on which of the above grounds the appeal is lodged:-

- i. To the Head Coach in the case of a written warning; or
- ii. To the Director of Rugby in the case of a final written warning; or
- iii. To the Chairman of the Club in the case of expulsion.



Individual Discipline Appeal form

Notification of the Hearing

The individual will be sent, not less than 1 week before the date fixed for the appeal, a letter (or email if appropriate) informing them:

- Of the date, time and location of the appeal hearing;
- That it is the individual's duty to supply copies of any document(s) to be used in evidence at the hearing;
- That they can be accompanied by another person, who will act as an observer only.

The decision of the appeal is final.

The individual will be informed in writing of the decision as soon as possible after the hearing.