



Disciplinary Policy

SCOPE/OBJECTIVE OF POLICY

This policy applies to all registered members of SIHA, and parents/guardians of registered members.

The objective of the policy is to highlight standards of conduct expected from members and other individuals who may be representing SIHA. Where conduct is found to be in breach of this policy, members will be aware of the type of disciplinary action to be taken. In addition to conduct, members should be aware that unpaid subs are covered within this policy.

This policy covers:

1. Disciplinary Principles
2. Informal Cautions
3. Investigation
4. Precautionary Suspension
5. Disciplinary Hearing
6. Verbal Warning
7. Formal & Final Written Warning
8. Dismissal With Notice
9. Gross Misconduct
10. Right Of Appeal

1. DISCIPLINARY PRINCIPLES

Any circumstance that requires disciplinary action will be handled in a fair, consistent and reasonable manner. The disciplinary procedure will be applied to ensure members are not discriminated against.

The principles to be followed in all cases and at all disciplinary interviews should be as follows:

- The procedure may be implemented at any stage if a members alleged misconduct warrants such action.
- No disciplinary action will be taken against any member until the case has been fully investigated.
- No member will ordinarily be dismissed for a first breach of the club's accepted code of conduct, except in cases of gross misconduct where the penalty will be dismissal without notice.
- At all stages the SIHA will respect the confidentiality of the disciplinary process and the individuals involved

- At each stage the member will be advised of the consequence of any repetition.
- A member will have the right to appeal against any disciplinary penalty imposed

2. INFORMAL CAUTIONS

It may not be necessary in all circumstances for the club to use the disciplinary procedure to address a concern or issue falling within this policy. The use of informal cautions may be more appropriate. The main objective of an informal caution is to help the member improve without the need for formal disciplinary action. Formal notes will be taken during discussions as these may be necessary should formal disciplinary action be required.

3. INVESTIGATION

The club will only invoke the disciplinary procedure following a full investigation where there are reasonable grounds to believe that misconduct has taken place. An investigation will be carried out as promptly and comprehensively as practicable. Where appropriate, the member facing potential disciplinary action will be asked to attend an investigation interview to establish the facts. As part of the investigations the club will accept witness statements.

4. PRECAUTIONARY SUSPENSION

Where it is believed that the matter under investigation involves serious misconduct, the member may be immediately suspended. In circumstances of alleged gross misconduct, the club will automatically suspend the member and his/her family.

Suspension from the club may be invoked in the following circumstances:

- An alleged act of gross misconduct.
- Where the member could prejudice the outcome of the investigation.
- In an alleged case of bullying, harassment or violence.
- The club could suffer as a result of the member remaining in the club and potentially damaging relations with other members.

5. DISCIPLINARY HEARING

The club will confirm the arrangements for a disciplinary hearing and provide as much notice as possible. Any potential dismissal will be reviewed by the disciplinary committee before the hearing takes place. During the disciplinary hearing, notes will be taken by the individual chairing the hearing. Any disciplinary sanction issued by the club will be confirmed in writing.

6. VERBAL WARNING

A verbal warning is considered by the club as the first stage of the disciplinary procedure and normally issued in circumstances surrounding minor acts of misconduct.

7. FORMAL & FINAL WRITTEN WARNING

In the event of repeated acts of misconduct or in circumstances where a first offence is of a serious nature a formal written warning will be issued.

8. DISMISSAL WITH NOTICE

This stage forms the final stage of the club's disciplinary procedure. Dismissal with notice occurs when a member already has a current final written warning however commits another offence of misconduct.

9. GROSS MISCONDUCT

The club considers acts of gross misconduct as a serious breach of conduct and a breakdown in the relationship with the member. In the event that the club decides to dismiss a member on the grounds of gross misconduct, this will result in dismissal without notice. The committee has the authority to dismiss a member and or their family on the grounds of gross misconduct.

The following list, which is not exhaustive, provides examples of offences that are normally regarded as gross misconduct and may result in dismissal on the first occasion:

- Theft either from the club or fellow members.
- Deliberate damage to club property or that of a fellow member.
- Fighting, assault, physical violence, bullying or offensive behaviour.
- Attending training/games under the influence of alcohol or non-medically prescribed drugs.
- Actions that may bring the club into disrepute.
- Serious breach of club rules and policies.
- Acts of discrimination or harassment in breach of the EIHA Equal Opportunity policy or Harassment and bullying policy.
- Deliberate, reckless or serious breaches and disregard for health, safety and environmental rules and regulations.
- Bullying or harassment which includes harassment on the grounds of sex, race, disability, age, sexual orientation or religious belief.
- Consuming alcohol, using drugs or trying to introduce either to members whilst coaching or managing a team.

- Misuse of the clubs name or property.
- Unauthorised use and disclosure of confidential information.
- Conviction of a criminal offence that the club considers will render a coach/manager unfit to perform their duties.
- Falsification of a qualification which is a stated requirement for a specific position.

10. RIGHT OF APPEAL

A member has the right to appeal against any disciplinary sanction except informal cautions. A member who wishes to appeal against a disciplinary decision should inform the person identified in the disciplinary decision letter, clearly stating in writing their grounds for appeal, within 5 working days of the disciplinary decision letter.

The club will deal with an appeal as speedily as possible. The appeal will be heard by an individual not involved in the original hearings. Members must take responsible steps to attend an appeal hearing.

Appeals from junior section members will be heard by a senior section panel

Appeals from senior section members will be heard by a junior section panel

Membership of the appeal panels will be decided by the management committee.

The club will confirm the outcome of any appeal hearing in writing.

The outcome following an appeal hearing will be as follows:

- The original decision and disciplinary sanction will be upheld.
- The original decision will be overturned and if appropriate an alternative disciplinary sanction will be applied.

The decision following an appeal hearing is final with no further right of review.