



# Newark HC

## Disciplinary Committee Policy

The aim of the Disciplinary Committee is to ensure consistent and fair treatment of any club member(s) in disciplinary matters.

### • Principles

Disciplinary matters will be dealt with as promptly as possible, taking into consideration the time needed to carry out full and careful investigation and consideration of all relevant facts.

At every stage in the procedure, the parties involved will be advised of the state of the proceedings and have the opportunity to address the committee.

Disciplinary action taken is set against the Club's codes of conduct.

### • The Committee

The Club Chair will arrange a disciplinary committee consisting of the club Chairperson and President plus the Welfare Officer should the matter relate to safeguarding or U18s or be appropriate in any other way. A deputy may be appointed if necessary. One other committee member relevant to the complaint (eg witnessed the behaviour or is responsible for the relevant section) can be appointed to form a three person committee. (Should any Officer be implicated or linked to the complaint an alternative persons will take their place(s) on the disciplinary committee)

In the event of an appeal the Club Chair will form a new disciplinary committee consisting of one member of the previous disciplinary committee and two new committee members. If the Welfare Officer has been involved in the first disciplinary, they should attend or be represented at any secondary meeting.

### • Appeals

A member who wishes to appeal must inform the Club Chair or Disciplinary Committee in writing, within 14 calendar days of receiving the original Disciplinary Committee's verdict.

In the event of an appeal the Club Chair will form a new Disciplinary Committee.

Appeals should not be based on the mere fact that the person being complained about is unhappy with the disciplinary action taken. In general an appeal would be concerned with the range and comprehensiveness of the evidence, for example evidence may have been disregarded or a person was not given the opportunities to state his/her case. The reason for the appeal must be stated in the letter requesting an appeal.

The Appeals committee decision shall be final and binding.

### Approved & Adopted:

Signed: Samantha Wade Position: Club Chair Date: 1st September 2025