



# Carryduff GAC

## Disciplinary, Complaints & Appeals Policy

### Purpose

The purpose of the Disciplinary, Complaints and Appeals policy is to ensure clear and consistent arrangements are in place to address any complaint or disciplinary matter arising or any subsequent appeal against either.

### Obligation

Members of the Executive Committee of Carryduff GAC must ensure that adequate disciplinary, complaints and appeals procedures are in place for dealing with issues within the remit of the club.

### Complaints and Disciplinary Procedures

#### Dealing with a Complaint

All complaints (other than those dealt with under the National GAA Code of Behaviour, Underage referred to below should be submitted in writing either to the Chairperson or the Child Protection Officer (in the instance of a child protection issue).

- If the complaint is submitted at Club Level it is the responsibility of the Club to deal with the complaint.
- If the complaint is submitted at County Board Level the County Board must take responsibility to deal with the complaint.
- If, in the opinion of the Chairperson/Child Protection Officer, there are grounds for concern, the Statutory Authorities should be contacted.

#### Establishing the Disciplinary Committee

The Disciplinary Committee of Cumann Ceathru Aodha Dhuibh will consist of:

- a) The Chairperson (Who shall be Chair)
- b) The Secretary (Who shall be Secretary)
- c) The Youth Officer/Coaching & Games Development Officer
- d) The Child Protection Officer or the Deputy Child Protection Officer.

*The committee will be made aware of the issue of confidentiality.*

#### Role of the Disciplinary Committee

- It is the responsibility of the Disciplinary Committee to resolve problems relating to the conduct of the members of Cumann Ceathru Aodha Dhuibh.
- A complaint of any incident of suspected misconduct, including bullying will be dealt with by the Disciplinary Committee.

#### Disciplinary Procedures

1. The Disciplinary Committee will inform the individual with details of the complaint made against them and afford him/her the opportunity of providing a response either verbally or in writing.
2. The Disciplinary Committee will meet with all parties involved, affording each party the same rights and opportunities.



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3. The Disciplinary Committee will provide a written report outlining the following:
  - a. the procedure followed
  - b. the findings
  - c. the conclusions and
  - d. any disciplinary actions to be taken.
4. All parties will receive a copy of this report and a copy of the report will be kept on record.
5. The Disciplinary Committee will, as soon as possible, inform the Executive Committee of the progress and conclusions of the disciplinary process.

### Sanctions

Where it has been established that an incident of misconduct has taken place, the Disciplinary Committee will notify the member of any sanction being imposed. The notification will be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parents /guardians.

### Appeals Process

If the member against whom the complaint was made is unhappy with the decision of the Disciplinary Committee he/she will have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee).

### Establishing the Appeals Committee

The Appeals Committee of Cumann Ceathru Aodha Dhuibh will consist of:

- a) The Vice Chairman (Who Shall be Chair)
- b) The Assistant Secretary (Who Shall be Secretary)
- c) The Assistant Treasurer
- d) Deputy Designated Children and Vulnerable Adults Officer

### Appeals Process

Any appeal should be made in writing within 7 days after issue of the decision of the Disciplinary Committee. The Chairperson of the Appeals Committee should be a member of the Executive Committee.

The Appeals Committee have the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee.

### Procedure:

- A code of conduct reflecting a child centred ethos is in operation; this code has been disseminated throughout the club and is applied to all Youth Coaches.
- The Club Executive Committee deals with all disciplinary problems. Clearly defined procedures are in place to resolve problems relating to the conduct of its members. This includes bullying.
- The Executive Committee will initiate establish a standing sub-committee to conduct an investigation following a complaint into any incident of suspect misconduct that does not relate to child abuse. The sub-committee will report back to the Executive Committee of progress of the disciplinary procedures.
- Written confidential records of all complaints are safely and confidentially kept and club procedures are defined for the possession of such records in event of the election of new officers. The sub-committee will furnish the individual details of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing.



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- Where it is established that an incident of misconduct has taken place the sub-committee will notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parents/guardian.
- If the member against who the complaint has been made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decisions to the Executive Committee. Any appeal must be in writing and must be received by the Secretary at the latest three days after the appeal.
- The Executive Committee will have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If any party is not satisfied with the outcome the matter can be referred to the Down County Board. However, efforts to resolve the issue will be exhausted before the Governing body is engaged in attempts to resolve the matter.

### Issues beyond the remit of this Policy include:

- Investigation of /Complaints related to suspected child abuse  
Suspicion or knowledge of child abuse (in any form) remains the responsibility of the statutory authorities and cannot be undertaken by the Child Protection Officer or other club Volunteer or Official.

However where knowledge or suspicion of child abuse arises, standard reporting procedures outlined in the relevant Statutory Authorities' guidelines should be followed.

Members of the Committee should inform themselves of these procedures.

- Investigation of /Complaints in respect of underage members  
In respect of underage members, the Club adopts the *National GAA Code of Behaviour (underage)* which can be downloaded from the Club website and the *Child Safeguarding Statement* also available for download from Club website.

This document represents the working disciplinary procedures of Cumann Ceathru Aodha Dhuibh

Brendan Sloan  
Cathaoirleach / Chairperson

Date: 02/03/23

Sandra Hughes  
Rúnaí / Secretary

Date: 02/03/23