

## Seacroft Wheelers Disciplinary Process Document

### 1. Reporting and Initial Handling of Complaints

Complaints can be submitted through a form on the club website (<https://www.seacroftwheelers.co.uk/contact-us-feedback/>) or reported directly to a ride leader or committee member. The club's welfare officer receives online submissions and escalates issues to the club chair and/or membership secretary as needed/appropriate.

### 2. Temporary Suspension Policy

In certain circumstances, where immediate action is necessary to protect the safety and well-being of club members and maintain a respectful environment, the Club may implement a temporary suspension of a member's privileges pending investigation.

Criteria for Temporary Suspension: Temporary suspension may be considered in cases of serious allegations, including but not limited to aggressive behaviour, harassment, or actions that significantly disrupt club activities.

Authority to Enact Temporary Suspension: The authority to impose a temporary suspension lies with a designated committee or officers, typically the club chair, membership secretary, and welfare officer, pending a full committee review.

Process of Implementing Temporary Suspension: The member in question will be notified of the temporary suspension in writing, including a clear explanation of the reasons for the suspension and the expected timeline for the subsequent investigation. The temporary suspension is effective immediately upon notification to the member.

Duration of Temporary Suspension: The temporary suspension will remain in effect until the investigation is completed and a final decision is made.

The investigation process should adhere to a predefined timeline to ensure a swift resolution.

Member's Right to Respond: The member will be given an opportunity to respond to the allegations as part of the overall disciplinary process.

Review and Final Decision: The temporary suspension and the circumstances leading to it will be reviewed as part of the formal investigation process.

Following the investigation, a final decision on the member's status will be made by the committee, in line with the club's disciplinary procedures.

This policy ensures that the club can take necessary precautionary measures swiftly while maintaining fairness and transparency in its disciplinary proceedings.

### **3. Detailed Investigation Process**

**Appointment of Investigator(s):** An impartial officer or a small committee is appointed to lead the investigation.

**Notification of Investigation:** All involved parties are formally notified about the start of the investigation.

**Information Gathering:** Collect statements and review relevant evidence.

**Interviews:** Conduct structured interviews with all involved parties.

**Confidentiality:** Maintain confidentiality throughout the process.

**Timeline:** Set a clear timeline, typically no more than 4 weeks.

**Documentation:** Document all steps, including interviews and evidence.

**Reporting Findings:** Prepare a comprehensive report detailing the findings.

**Recommendation:** Provide a recommendation based on the findings.

**Review of Findings:** Allow the accused member to review and respond.

**Final Decision:** Made by the designated committee or board.

**Communication:** Communicate the outcome, respecting confidentiality.

**Appeals Process:** Inform the accused of their right to appeal.

### **4. Decision-Making**

An investigation summary is prepared and presented to the full club committee. The proposed disciplinary action, decided by the chair, membership secretary, and welfare officer, is put to a committee vote.

### **5. Types of Disciplinary Actions**

Formal warning

Temporary suspension

Permanent ban

### **6. Communication of Decisions**

The member involved is informed via email. Ride leaders and relevant parties are notified as necessary. General reminders of behavioural expectations are communicated to the membership.

**Policy on Confidentiality:** Required for all parties involved in the process.

## **7. Appeals Process**

Members have the right to appeal a disciplinary decision. An appeal must be submitted in writing within 5 days. The process involves a review by a separate sub-committee or an external mediator.

## **8. Record Keeping**

Documenting complaints, investigations, decisions, and appeals. Records are confidential and accessible only to authorised personnel.

## **9. Reinstatement Process**

Suspended or banned members may apply for reinstatement. Applications are reviewed by the committee, requiring a formal apology or other conditions.

## **10. Preventative Measures and Education**

The club's etiquette document outlines behavioural expectations.

## **11. Timeline**

Initial Reporting and Acknowledgement (1-2 days):

Once a complaint is received, aim to acknowledge it within 1-2 days. This acknowledgment should include information about the next steps and the expected timeline.

Appointment of Investigator(s) (1-3 days):

Assign an investigator or a small committee within 1-3 days of receiving the complaint.

Investigation Period (1-2 weeks):

The investigation should be conducted efficiently. Given the club's weekly activities, a 1-2 week period is reasonable. This allows time for gathering evidence, interviewing involved parties, and reviewing the facts.

Preparation of Investigation Report (2-3 days):

After completing the investigation, the investigator(s) should prepare a report summarising the findings. This should take about 2-3 days.

Review and Decision by Committee (1 week):

Present the findings to the committee, and allow them up to a week to review the report, discuss, and vote on the appropriate action.

Communication of Decision (1-2 days):

Once a decision is made, communicate it to the involved parties within 1-2 days.

Appeal Process (if initiated, 1-2 weeks):

If the member decides to appeal, provide a timeframe of 1-2 weeks for the appeal process, including the submission of the appeal, review, and final decision.