Disciplinary, Complaints & Appeals Procedures

Introduction

Each club / centre should ensure that it has adequate disciplinary, complaints and appeals procedures in place. It is important to note that the investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Club Children's Officers/ Designated Liaison Person's or other organisation/club Sports Leaders. The standard reporting procedure outlined in the Statutory Authorities guidelines should be followed by each sailing club/ training centre and adhered to by its members and staff.

Recommended Procedures

A quality sailing club/training centre will operate on the basis of good practice to include a complaints/appeals procedure similar to the following:

A code of conduct reflecting a child centred ethos should be drawn-up, widely disseminated and retuned from and applied to all instructors, coaches, volunteers and members.

Each club/training centre on receiving a complaint, should appoint a disciplinary committee to resolve problems relating to the conduct of its members. This should include bullying.

The complaint should be in writing to the Secretary or Club Children's Officer and should be responded to within 5 working days.

The committee should consist of a representative from the Executive Committee, the Club Children's Officer and ordinary registered members of the club. If the complainant is under 18 years of age, correspondence should be addressed to the parents/ carers and invited to partake in the process.

If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.

The disciplinary committee should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Executive Committee of the progress of the disciplinary process. This should be done within 10 working days.

The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee. It is advised to take onboard any information that witnesses can give from both parties of the complaint.

Written confidential records of all complaints should be safely and confidentially kept in compliance with GDPR and club procedures should be defined for the possession of such records in the event of election of new officers.

Where it is established that an incident of misconduct has taken place, the disciplinary committee should 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 should be addressed to the parents/ carers.

Appealing Procedure

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of the disciplinary committee). Any appeal should be made in writing within 10 days of the decision of the disciplinary committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.

The appeals committee should 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 governing body Irish Sailing.

However, efforts to resolve the issue at local level should be exhausted before the National Governing Body is engaged in attempts to resolve the matter.

To make an appeal to Irish Sailing it must be in writing and addressed to:

Gavin Deane

General Manager/Centre Principal

Royal Cork Yacht Club, Crosshaven, Co.Cork

gavin@royalcork.com