



Dundee Korfball Club

Disciplinary & Complaints Procedures

Adopted by the DKC committee on November 11, 2012

Dundee Korfball Club will operate the following disciplinary procedures in line with all policies, procedures and codes of conduct operated by **Dundee Korfball Club**.

A version of the complaints procedure is provided as a supplement to this document.

Conduct

Dundee Korfball Club operates a code of conduct for all members of the coaching staff, volunteers, officials and participants. All members and volunteers of the club will sign up to this code of conduct. The club secretary will hold a signed copy of the code of conduct, with a copy being held by one committee member designated by the club.

Any breach of the code of conduct will result in the administration of the following complaints and disciplinary procedure.

Complaints procedure

Any member of the coaching staff, official, volunteer, participant and / or parent has the right to make a formal complaint regarding the conduct of any member of the club at any time.

This complaint must be submitted in writing to the secretary or other committee member detailing the nature of the complaint and any supporting evidence in support of the complaint.

The subject of the complaint has the right to confidentiality at all times and should be informed of the nature of the complaint as soon as it is received. Any members breaching this confidentiality will themselves be subject to the complaint procedure.

Hearing procedure

Upon receiving a complaint the committee of **Dundee Korfball Club** will invite the complainant to expand on the nature of the complaint. This meeting may be recorded solely for the purpose of the investigation.

Following this process, the subject of the complaint will be invited to a hearing, at which they are entitled to be accompanied by any person of their choosing, to discuss the details of the complaint. This meeting may be recorded solely for the purpose of the investigation.

Following this procedure the investigating members shall inform all relevant parties of the outcome of the event and any action that shall be taken.

Note: in the event that the nature of the complaint is in direct relation to a child protection matter the police or social services should be involved immediately. In this event the only investigation to be undertaken shall be led by the relevant professional service following which the club will adhere to any findings of this investigation.

Appeal Procedure

Following a decision by the investigation committee, the subject of the complaint shall have the right to appeal the decision and request a further investigation into the matter.

The club shall acknowledge this appeal and undertake a fresh investigation and report the findings to all relevant parties.

External Assistance

In the event of an appeal the subject of the complaint has the right to seek external assistance from either a professional body or suitable party to undertake an investigation into the matter in conjunction with the club. ONLY the subject of the complaint can request this course of action.

Decision

The investigation shall be deemed closed and the decision final in the following circumstances.

- 1) The committee present a decision that is not contested by appeal.
- 2) An appeal investigation presents a decision that clearly reflects the clubs policies and code of conduct.
- 3) The police or social services lead an investigation into a child protection matter.

