Disciplinary Procedure

Cookley Cricket Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse. The Club has an "open door" membership policy whilst respecting player qualification regulations and welcomes members/players irrespective of ethnic origin, gender, disability, sexual orientation or belief.

It is expected that members' behaviour will be consistent with the Club's values and of a standard set out in the Club's code of conduct. If a member's behaviour is inconsistent with the codes of conduct the Club can take disciplinary action against that member as detailed in this procedure.

The Club adopts the ECB Code of Conduct. This requires all cricket clubs to ensure the good behaviour of their members and supporters who must always act within the spirit of cricket.

Disciplinary Action

The procedure can apply to a range of situations where a player is in breach of the CCC code of conduct. This can include:

- Bullying and harassment
- Violence or threatening behaviour
- Discrimination towards someone on the grounds of their ethnicity, gender, disability, sexual orientation, religion or belief
- Misuse or damage of club property or equipment
- Smoking in prohibited areas
- Swearing
- Breaking of any club rules
- Theft

The above list is a guide and should not be regarded as exhaustive.

Action resulting from disciplinary investigations should be proportionate and fair. It can include:

- Verbal warning
- Written Warning with a period of suspension
- Final Written Warning with a longer period of suspension
- Expulsion from the Club

Safeguarding – if the matter relates to a safeguarding concern about children, young people or vulnerable adults, you must follow safeguarding procedures

for dealing with a complaint. The disciplinary procedure may be used after an outcome from the safeguarding concern has been reached. If in doubt, contact the CCC Safeguarding Lead or County Welfare Officer for advice on how to deal with the complaint and the alleged perpetrator.

Disciplinary Procedure

Each step of the Disciplinary Procedure must be taken without undue delay. Complaints either from other members, staff or members of the general public should be received in writing if possible,

Step 1 Statement of grounds for action and invitation to meeting

The club must advise the member(s) involved in writing of the "alleged "incident(s) which could lead to disciplinary being taken and invite him / her to attend a meeting to discuss the matter.

Step 2 The Initial Meeting

The meeting must take place before any action is taken, except in serious cases where it is necessary to make an immediate suspension.

The meeting is to be held between the member(s) involved and a minimum of three members of the cricket committee. This is led by the Disciplinary Officer and should also include at least 2 of the following:

- Club Welfare Officer (Safeguarding)
- Secretary
- Vice Chair or Chair
- Other Committee Members

The three committee members will be known as the disciplinary panel.

Timings and location of meetings must be reasonable and must be conducted in a manner that enables both the club and the member to explain their cases.

Notes of the meeting are to be taken at the time and signed by those present

If the member admits the offence this should be obtained in writing at the initial meeting in form of a signed statement

Step 3 Investigation

Any other corroborating evidence needs to be gathered, this can include witness statements which need to be obtained in writing, video surveillance, relevant documentation or arrest / conviction by police.

All information provided should be treated as confidential

Step 4 Opportunity to make representations and / or defend

By the time investigations have been completed the club ought to be able to show that a genuine and reasonable belief has been formed as to the member's guilt, or innocence.

Evidence to support this could be in the form of witness statements, notes of conversations or documentary evidence

Before any disciplinary measures can be taken the member must be given the opportunity to state his / her case as there may be a reasonable explanation for the evidence, or it may have been fabricated by others.

A review meeting is to be held as necessary to provide the opportunity for the accused member to put forward any explanation or make any further comments to the evidence as necessary.

Step 5 The Disciplinary Meeting

After investigations have concluded and any follow up meeting has been held as necessary, the disciplinary panel will review all evidence and reach decision as to what further action will be taken as necessary.

The member(s) involved will then be invited to a disciplinary meeting to be informed what further actions have been agreed.

At this meeting the panel will inform the member(s) involved of their decision. This will be confirmed in writing.

Step 6 Right of Appeal

Every member has the right to appeal against the decision made by the disciplinary panel.

Any such appeal has to be received in writing by the club secretary within 48 hours of the disciplinary meeting stating reasons for appeal, with supporting evidence.

A further panel, consisting of three members of the cricket club committee will be formed within 7 days of receipt of appeal. This panel will review the supporting evidence and then decide if the original decision was unfair.