

## Disciplinary, Complaints & Appeals of Code of Conduct Breaches

**Each organisation/club should ensure that it has adequate disciplinary, complaints and appeals procedures in place.**

Sport Irelands code of conduct template outlines good practice procedures required of those participating in sport, regardless of what role they may play in doing so. It also aims to create an atmosphere of fairness, integrity, and respect among participants, coaches, athletes, officials, and supporters in sports. It covers the behaviour of all involved before, during, and after the sport or training is conducted, no matter the sporting environment.

Additional, appendix 10. Codes of Conducts within the Sport Ireland Safeguarding Guidance Document for Children and Young People also has templates available for use.

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.



### Some Recommended Procedures



A code of conduct reflecting a child centred ethos should be drawn-up.

Appoint a disciplinary committee to resolve problems relating to the conduct of its members.

The disciplinary committee should review any relevant paperwork/records 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 inform the Management Committee of the progress of the disciplinary process.

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

The committee should consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.

The disciplinary committee should furnish the individual with the nature of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee.

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee, they should have the right to appeal the decision to an appeals committee (independent of a disciplinary committee).

If any party is not satisfied with the outcome the matter can be referred to the Governing Body.

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.

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.

The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.

