

## **Bowdon Vale CC Disciplinary Procedure**

1. The Club Executive Committee may at any time initiate a disciplinary enquiry into allegations of conduct which falls short of its Code of Conduct or is likely to bring the Club or the game of cricket into disrepute.
2. The purpose of the enquiry shall be to establish the facts and identify any resulting disciplinary actions against Club members, changes to Club policies, internal or external communications.
3. A disciplinary committee comprising at least 3 but no more than 5 members shall be formed by the Chair of the Club to investigate complaints against members of BVCC. The disciplinary committee membership shall as far as practicable be selected for their independence and impartiality.
4. The disciplinary committee shall include:
  - (a) A Club Welfare Officer if the complaint has implications within their remit.
  - (b) The relevant Captain if the complaint is against a team player, except when the complaint is against a team Captain, when the Captain of another Club XI shall join the disciplinary committee
  - (c) a nominated chairman
  - (d) a nominated minute-taker, minutes to be signed by all parties as a true record. A copy must be typed and the original handwritten copy kept. These minutes are not for public release and should be handed to the Club secretary for safekeeping.
5. The disciplinary committee shall ask for a written statement from the complainant and the defendant as well as any witnesses present, who shall all be requested not to consult with others over the content of their statement.
6. The disciplinary committee should meet within 14 days of the complaint being received. The disciplinary committee shall interview the complainant and the defendant and may interview witnesses as it sees fit. All interviewees are entitled to be accompanied by a representative and must be informed of that before the meeting. Minors must be accompanied by a parent or guardian for any meetings.
7. The disciplinary committee must measure the behaviour of the member against the Club's code of conduct and the national governing body's code of conduct in coming to a decision. The standard of proof shall be on the balance of probabilities rather than the criminal standard of beyond reasonable doubt. A decision must be made within 21 days of the complaint.
8. The disciplinary committee has the power to ban Club members for specific lengths of time for less serious offences and indefinitely for more serious offences. Offences which might contravene the law shall be documented and passed to the police.
9. The Club shall have the following powers
  - (a) To require the member to write letter(s) of apology within a specified time
  - (b) To record a reprimand and to give a warning as to future conduct.
  - (c) To suspend the member's right to be considered for selection by the Club to play in one or more matches.
  - (d) To suspend or remove the member's right to hold an officer of the Club role.

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- (e) To suspend membership of the Club for a period.
  - (f) If the conduct constitutes gross misconduct the Club shall have the power to terminate the member's membership forthwith.
  - (g) The Club for the same offence may, if it is thought fit, impose more than one of the above penalties.
10. The defendant may appeal any decision of the disciplinary committee but must do so within 7 days in writing to the Club Chair detailing the grounds of their appeal.
  11. In the event of an appeal all the documentation will be discussed at a Club Executive Committee meeting.
  12. The Club Executive Committee may wish to interview people again during the appeal and may wish to interview the chairman of the disciplinary committee. Minutes shall be taken by the Club secretary, typed up and signed as a true record.
  13. A decision on an appeal will be made within one calendar month of the appeal being made in writing.
  14. The Club Executive Committee may wish to waive all or part of a suspension, to increase a suspension or it may wish to defer all or part of a suspension for a time period. It may identify other additional actions to be taken by the Club.
  15. The Chair of the Club will write to the appellant notifying them of the result of the appeal within 7 days of the committee meeting.
  16. Once the Club Executive Committee has made a decision there is no further right of appeal.