

St Colms Basketball Club

Complaints Procedure

Anyone wishing to make a complaint about any person acting in any capacity for St Colms Basketball Club within the context of the Club Rules must follow the set procedure which is set out below:-

1. Submit a complaint in writing to the Chairperson of St Colms Basketball Club.
2. Once a complaint has been received the Chairperson may convene a Disciplinary Committee which will comprise of the Children's Welfare Officer and two other members of the committee, which will be responsible for dealing with the complaint.
3. If the complaint involves a minor (a person under the age of 18) the complainer must include the confirmed age of the person involved and the Child Welfare Officer must be notified immediately by the Chairperson
4. If there is a conflict of interest, involving the Chairperson, he/she will step aside from the investigation process.

Suspension or Termination of Membership of

- **Player**
- **Coach**
- **Assistant Coach**
- **Committee Member**

The Disciplinary Committee has the power to terminate or suspend a membership or impose such penalty or sanction as it deems fit for conduct and/or behaviour which, in its opinion, is considered to bring the sport or St Colms Basketball club into disrepute.

The Disciplinary Committee shall provide a copy of the report in question to the person concerned or in the case a player under 18 to her parents/guardians and invite them to attend a meeting of the Disciplinary Committee to offer an explanation of the conduct at issue.

On completion of the disciplinary process the disciplinary committee shall submit a written report to the Chairperson. The report shall state its finding, conclusions and sanctions, if any, to be imposed.

A person whose membership has been terminated or suspended, or, on whom a penalty or sanction has been imposed, shall have the right of appeal to the Executive Committee. The written appeal together with a €50.00 fee shall be submitted within seven days of the date notified of the Disciplinary Committee's decision.

The fee shall be returned if the appeal is upheld.

For the purpose of hearing this appeal the Executive Committee shall appoint an Appeals Committee comprising of not more than three members.

No member of the original Disciplinary Committee shall be eligible to be a member of the Appeals Committee.

The findings of the Disciplinary Committee shall be suspended until the hearing of the appeal by the Appeals Committee. The Appeals Committee shall convene a meeting within seven days of receiving the appeal.

The Appeals Committee may confirm the findings and/or the penalty imposed by the Disciplinary Committee or at its discretion reduce or increase same.

The decision of the Appeals Committee shall be final.