



Ardee & District Athletic Club

Disciplinary Policy

1. Scope

All volunteers, coaches and officials are subject to conditions on behaviour and discipline as a representative of Ardee and District Athletic Club (Ardee & District AC).

2. Responsibilities

All volunteers, coaches and officials are responsible for ensuring they abide by the requirements of the Club's Code of Conduct for Coaches, Officials and Volunteers.

3. Integrity, Equality and Dignity

Ardee & District AC values the contribution, commitment and skills of all its volunteers and officials. It is committed to ensuring a safe and fair environment for all. This is accomplished by adherence to the Club's Code of Conduct for Coaches, Officials and Volunteers and to the World Athletics & AAI Code of Ethics.

A volunteer and official is defined as a person engaged in voluntary activities on behalf of the club. Volunteers and officials participate in coaching and administration at club, county, regional and national level. It is acknowledged that volunteers and officials give freely of their time and are required to follow the guidelines set out in the Club's Code of Conduct.

Ardee & District AC is committed to the principles of non-discrimination on the following grounds; Gender, Civil Status, Family Status, Sexual Orientation, Religious Belief, Age, Disability, Race, Ethnicity and Membership of the Traveller Community.

Ardee & District AC recognises that each volunteer and official has a unique contribution to make and seeks to develop the full potential of all its volunteers and officials. Ardee & District AC is committed to a policy of treating all volunteers and officials with dignity and respect and providing a safe environment which is free from harm including all forms of bullying and harassment.

Bullying and all forms of harassment are unacceptable forms of behaviour which:

- Can be illegal
- Will be regarded as gross misconduct

All complaints of bullying, harassment or breach of the Code of Conduct will be taken seriously, dealt with promptly, sensitively and in a confidential manner, consistent with ensuring fairness and the principles of natural justice. A complaint may, following investigation, lead to disciplinary action and/or referral to the statutory authorities.

4. Disciplinary Process

4.1 Complaints Procedure



Ardee & District Athletic Club

Disciplinary Policy

Bullying, all forms of harassment and breaches of the Club's Code of Conduct are unacceptable forms of behaviour which can seriously affect the well-being of volunteers and officials. They will not be tolerated.

Complaints about such behaviour will be dealt with under Ardee & District's complaints and disciplinary procedures.

There is both an informal and formal approach to dealing with complaints.

4.2 Informal Procedure

It is often preferable, for all concerned, that complaints of harassment, bullying or breaches of the Club's Code of Conduct are dealt with informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and risk of breaching confidentiality.

A person who believes that they are the subject of harassment, bullying or a breach of the Club's Code of Conduct should ask the person responsible to stop the offensive behaviour. When the action does not result in a cessation of the offensive behaviour, or where a more serious incident has arisen, the formal procedure should be followed.

It may not always be practical to use the informal procedure particularly where the offensive behaviour is serious or where the people involved are at a different level in the Club. In such instances the person should use the formal mechanisms set out below.

4.3 Formal Procedure

To make a formal complaint, the party should contact the people listed below as soon as possible. If this is inappropriate, then the party should contact a senior member of the Club's management. The person making the complaint will be required to put their allegation in writing. The Athletics Ireland Complaints and Disciplinary process will be applied within the Ardee and District Athletic Club.

The persons who should be contacted are:

- a) Ardee & District Club Chairperson
- b) Ardee & District Children's Care Officer

In the interests of natural justice, the alleged harasser will be made aware of the nature of the complaint, his or her right to representation, and will be given every opportunity to respond to the allegations made.

Whilst it is desirable to maintain the utmost confidentiality, once the investigations of an issue begins, it may be necessary to interview other individuals.



Ardee & District Athletic Club

Disciplinary Policy

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld.

From the findings of the investigation, disciplinary procedures may be invoked.

All complaints received will be treated seriously, confidentially and dealt with as soon as is practicable. Strict confidentiality and proper discretion will be maintained as far as is possible, in any necessary consultation to safeguard both parties from innuendo and harmful gossip.

The person to whom the complaint is made will maintain a record of all relevant discussions, which take place during the course of the investigation.

5. Appeal's Process

On receipt of the investigator's report, either party may appeal the investigation process and/or outcome. The appeal should be made in writing within 10 days of the issue of the report, outlining the reasons for the appeal. The Athletics Ireland appeals process as part of the Complaints and Disciplinary dispute resolution process will apply.