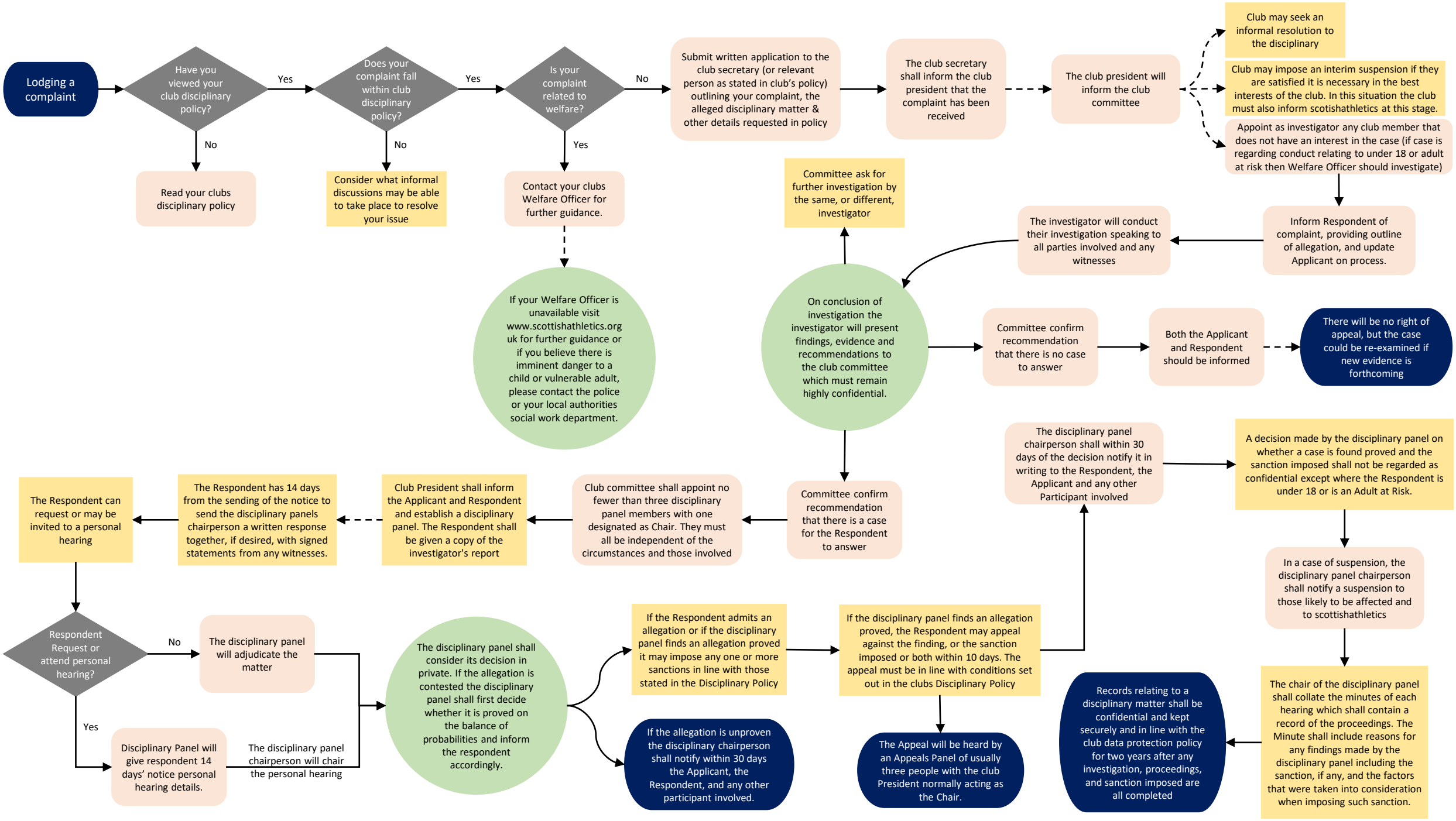
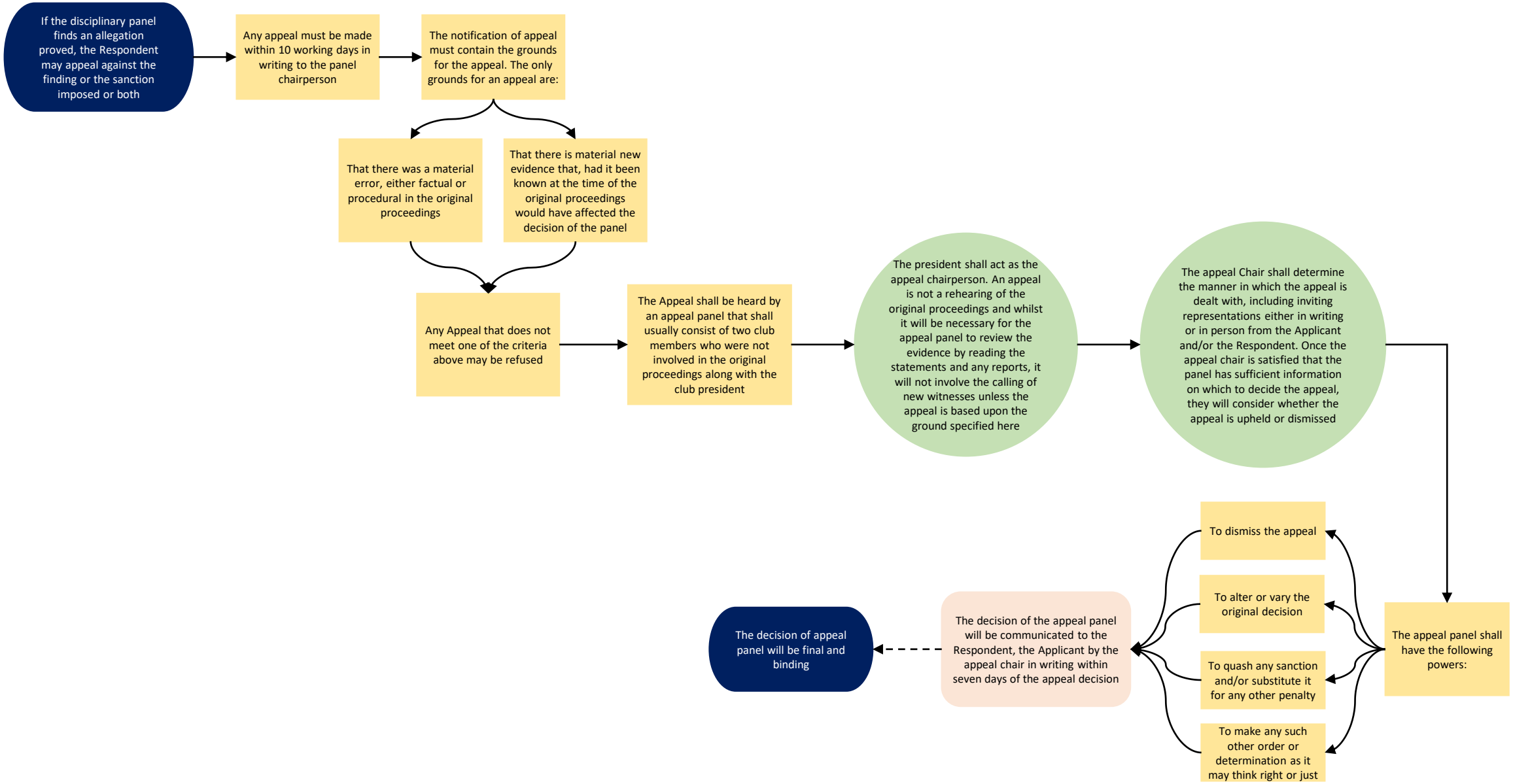

Lodging a complaint
Have you viewed your club disciplinary policy?
Yes
No
Read your clubs disciplinary policy
Does your complaint fall within club disciplinary policy?
Yes
No
Consider what informal discussions may be able to take place to resolve your issue
Is your complaint related to welfare?
No
Yes
Contact your clubs Welfare Officer for further guidance.
If your Welfare Officer is unavailable visit www.scottishathletics.org uk for further guidance or if you believe there is imminent danger to a child or vulnerable adult, please contact the police or your local authorities social work department.
Submit written application to the club secretary (or relevant person as stated in club's policy) outlining your complaint, the alleged disciplinary matter & other details requested in policy
The club secretary shall inform the club president that the complaint has been received
The club president will inform the club committee
Club may seek an informal resolution to the disciplinary
Club may impose an interim suspension if they are satisfied it is necessary in the best interests of the club. In this situation the club must also inform scotishathletics at this stage.
Appoint as investigator any club member that does not have an interest in the case (if case is regarding conduct relating to under 18 or adult at risk then Welfare Officer should investigate)
Inform Respondent of complaint, providing outline of allegation, and update Applicant on process.
The investigator will conduct their investigation speaking to all parties involved and any witnesses
Committee ask for further investigation by the same, or different, investigator
On conclusion of investigation the investigator will present findings, evidence and recommendations to the club committee which must remain highly confidential.
Committee confirm recommendation that there is no case to answer
Both the Applicant and Respondent should be informed
There will be no right of appeal, but the case could be re-examined if new evidence is forthcoming
Committee confirm recommendation that there is a case for the Respondent to answer
Club committee shall appoint no fewer than three disciplinary panel members with one designated as Chair. They must all be independent of the circumstances and those involved
Club President shall inform the Applicant and Respondent and establish a disciplinary panel. The Respondent shall be given a copy of the investigator's report
The Respondent has 14 days from the sending of the notice to send the disciplinary panels chairperson a written response together, if desired, with signed statements from any witnesses.
The Respondent can request or may be invited to a personal hearing
Respondent Request or attend personal hearing?
No
The disciplinary panel will adjudicate the matter
Yes
Disciplinary Panel will give respondent 14 days' notice personal hearing details.
The disciplinary panel chairperson will chair the personal hearing
The disciplinary panel shall consider its decision in private. If the allegation is contested the disciplinary panel shall first decide whether it is proved on the balance of probabilities and inform the respondent accordingly.
If the Respondent admits an allegation or if the disciplinary panel finds an allegation proved it may impose any one or more sanctions in line with those stated in the Disciplinary Policy
If the allegation is unproven the disciplinary chairperson shall notify within 30 days the Applicant, the Respondent, and any other participant involved.
If the disciplinary panel finds an allegation proved, the Respondent may appeal against the finding, or the sanction imposed or both within 10 days. The appeal must be in line with conditions set out in the clubs Disciplinary Policy
The Appeal will be heard by an Appeals Panel of usually three people with the club President normally acting as the Chair.
The disciplinary panel chairperson shall within 30 days of the decision notify it in writing to the Respondent, the Applicant and any other Participant involved
A decision made by the disciplinary panel on whether a case is found proved and the sanction imposed shall not be regarded as confidential except where the Respondent is under 18 or is an Adult at Risk.
In a case of suspension, the disciplinary panel chairperson shall notify a suspension to those likely to be affected and to scottishathletics
The chair of the disciplinary panel shall collate the minutes of each hearing which shall contain a record of the proceedings. The Minute shall include reasons for any findings made by the disciplinary panel including the sanction, if any, and the factors that were taken into consideration when imposing such sanction.
Records relating to a disciplinary matter shall be confidential and kept securely and in line with the club data protection policy for two years after any investigation, proceedings, and sanction imposed are all completed


If the disciplinary panel finds an allegation proved, the Respondent may appeal against the finding or the sanction imposed or both
Any appeal must be made within 10 working days in writing to the panel chairperson
The notification of appeal must contain the grounds for the appeal. The only grounds for an appeal are:
That there was a material error, either factual or procedural in the original proceedings
That there is material new evidence that, had it been known at the time of the original proceedings would have affected the decision of the panel
Any Appeal that does not meet one of the criteria above may be refused
The Appeal shall be heard by an appeal panel that shall usually consist of two club members who were not involved in the original proceedings along with the club president
The president shall act as the appeal chairperson. An appeal is not a rehearing of the original proceedings and whilst it will be necessary for the appeal panel to review the evidence by reading the statements and any reports, it will not involve the calling of new witnesses unless the appeal is based upon the ground specified here
The appeal Chair shall determine the manner in which the appeal is dealt with, including inviting representations either in writing or in person from the Applicant and/or the Respondent. Once the appeal chair is satisfied that the panel has sufficient information on which to decide the appeal, they will consider whether the appeal is upheld or dismissed
The appeal panel shall have the following powers:
To dismiss the appeal
To alter or vary the original decision
To quash any sanction and/or substitute it for any other penalty
To make any such other order or determination as it may think right or just
The decision of the appeal panel will be communicated to the Respondent, the Applicant by the appeal chair in writing within seven days of the appeal decision
The decision of appeal panel will be final and binding