

# Cardiff City Korfball Club

## Disciplinary Policy

Version 1.0

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## Introduction

Cardiff City Korfball Club (henceforth known as “CCKC” or “the club”) is fully committed to promoting and safeguarding the wellbeing of all CCKC members. This disciplinary policy has been established to ensure that all individuals associated with the club adhere to a set standard of conduct and to provide mechanisms for enforcement where these standards are not adhered to.

## Code of Conduct

All members, including players, coaches, officials, and spectators, are expected to adhere to the club’s code of conduct. The code outlines the expected behaviour and values of individuals associated with the club, both on and off the field. It includes, but is not limited to, respect for others, fair play, and adherence to the rules and regulations of the game.

## Disciplinary Procedure

### 1. Informal Resolution

In minor cases, the matter may be resolved informally by the team captain, coach, or another designated club representative.

The individual will be made aware of the alleged breach and will be given the opportunity to explain their actions.

The aim is to resolve the issue amicably and educate the individual about the importance of adhering to the club’s code of conduct, and it is expected that the majority of breaches are resolved in this manner.

### 2. Formal Investigation

If the issue persists or is more serious in nature, a formal investigation may be initiated by the club committee. This may be escalated by the club representative who dealt with the matter previously, or can be reported directly to the Executive Committee (Chair, Secretary or Treasurer) where a more serious breach has occurred.

If any actions above a formal warning are being considered, the individual involved will be informed in writing about the investigation and the specific allegations against them. All parties involved will be given an opportunity to provide statements and present evidence. These will be reviewed by the executive committee and will be used alongside records of previous disciplinary investigations to determine any actions to be taken.

### 3. Disciplinary Action

Based on the findings of the investigation, the Executive Committee will determine the appropriate disciplinary action. These actions may include:

- Formal written warning
- Match bans (precise number to be determined based on severity)
- Suspension from all club activities for a set period
- Expulsion from the club

The severity of the action will be proportionate to the nature and repetition of the offense, and this will be communicated in writing.

All decisions will be recorded and stored securely and confidentially by the club's Executive Committee, and these will be used when future disciplinary actions are taken to ensure any decisions made remain fair and consistent.

#### **4. Appeals Process**

Individuals have a right to appeal, and any appeals should be initiated within 48 hours of receipt of the written notification of disciplinary action.

#### **Investigations involving committee members**

There may be some cases where a member of the committee is under investigation, made the complaint which initiated the investigation or is a victim of the action under investigation. In most circumstances this will be investigated by the Executive Committee as normal. Where the Chair, Secretary or Treasurer are involved, they will be excluded from the investigation and an additional member of the wider committee will be co-opted to take their place.

#### **Confidentiality**

All disciplinary matters will be handled with the utmost confidentiality to protect the privacy of all parties involved.

#### **Review and Amendment**

This policy will be periodically reviewed by the committee to ensure its effectiveness. Amendments may be made as necessary to address new challenges or situations.