



Blue Falcons Disciplinary Procedure

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Introduction:

This document details the disciplinary procedure to be adhered to when any incident requiring an official disciplinary intervention is highlighted. The details within this document are the six different charges / accusations that any member of the Blue Falcons may be charged with. As a result, they may be required to attend a meeting regarding any of these charges. The document also details the guidelines for disciplinary outcomes following the official review.

All details of disciplinary hearings and actions will be kept on record by the Blue Falcons for the duration of membership unless an expiry date is set sooner.

Disciplinary Hearings:

Following an official notification that a disciplinary hearing is to be held, the member will be invited to attend a hearing to explain their actions or reasons and any other circumstances they believe are relevant. The member will also be entitled to be accompanied by any person who is not directly connected with the case to act as support and witness the proceedings. Witnesses to support the defendant's case may also be called by the defendant to give evidence. This will be limited to a single witness present at any one time during the hearing. When the member responds to the invite to a hearing they must state the number of representatives or witnesses they intend to bring. The notification letter will also contain an option to admit the offence where the member will not be required to attend a hearing and will accept the punishment sanctioned by the Disciplinary Committee. If subsequent new information comes to light further interviews may be required and the same standards apply.

All hearings will be officiated by three Adult Support Members, none of whom can have any connection to the case in question. Whenever possible the Head Coach will be one of the members or ideally in their absence the Deputy Coach. We also expect a Safeguarding Officer to be present wherever possible.

Offences Detailed by the Blue Falcons:

1. Not acting in the manner expected of a Blue Falcon.
2. Bringing the name of the Blue Falcons into disrepute.
3. Bullying.
4. Insulting or Aggressive Behaviour.
5. Violent Conduct.
6. Gross Misconduct.

Not acting in the manner expected of a Blue Falcon.

This offence includes but is not limited to, the following type of action:

- Posting or promoting unsavoury comments about Blue Falcons or its members.
- Actions not deemed to be acceptable by a member in their position within the club.

Bringing the name of the Blue Falcons into disrepute.

This offence includes but is not limited to, the following type of action:

- Breach of confidentiality by sharing information deemed as confidential by the Adult Support Group or The Blue Falcons Committee.
- Actions unintentionally causing offence, alarm, harassment or distress to others.
- Inappropriate but unintentional action from a member in a team leader or support role causing members to feel excluded or offended.

Intentional Bullying of Blue Falcons Members.

This offence includes but is not limited to, the following types of action:

- Members using their size or standing to gain advantage over another member.
- Members creating groups with the purpose of excluding others or causing offense to others.
- Spreading hurtful rumours or passing around inappropriate photographs/images/drawings
- Forcing someone to do something embarrassing, harmful or dangerous

- Harassment based on age, race, gender, sexuality or disability

Insulting or Aggressive behaviour.

This offence is of a more serious nature than bringing the name of the Blue Falcons into disrepute. This charge is expected when a serious instance of bullying is investigated. This charge can be used to replace that of bullying in those cases.

- Where offensive language is directly used and personalised at another member of the Blue Falcons or others during training / displays.
- When threats of violence are used against member of the Blue Falcons or others during training / displays.
- Where proven bullying is causing mental harm, or distress

Violent Conduct.

This offence is of a more serious nature than Insulting or Aggressive behaviour.

- Where physical contact, or an attempt at physical contact, is made.

Gross Misconduct.

The gross misconduct charge can be used for a range of offences including many listed above but is intended to be used where the expected outcome of the hearing, if case is proven, will result in dismissal from the Blue Falcons. It is also possible that information gained during the hearing will be passed on to other relevant authorities if deemed necessary.

For example, if a member physically attacked another member of the team resulting in injury the Blue Falcons will pass information to the Police/ relevant authority whenever deemed appropriate.

Sanctioned Punishments for proven cases.

The list of charges / accusations above will be used for the hearing or for the member to confirm they committed the offence. Once a case is proven the following list of punishments will be used. Each case will be punished on its details and the outcome decided by a minimum of three Adult Support Members.

- **A three-strike rule.** One strike for each offence. An expiry time can be set against a strike.
- **Written Warning.** Notification that any other offence will result in further action. An expiry time can be set for a written warning.
- **Suspension.** The suspension of ALL Blue Falcons activities for a period not less than 7 days and no more than 28 days.
- **Dismissal.** Instant and permanent dismissal from the Blue Falcons.

Supporting Materials.

If you have any materials to support your case, please ensure that they are given to the Disciplinary Committee appointed to the case before or during the hearing. Written evidence and statements will be permitted at any time between the official charge being made and the conclusion of the interview. In some cases, a written statement accepting the charge will result in a decision from the Disciplinary Committee without a hearing. We reserve the right to speak to any third party supplying such evidence or statement.

Privacy of Disciplinary Material.

All conversations between the defendant's witnesses and the Disciplinary Committee shall remain strictly confidential outside of the matter being investigated. Failure to maintain confidentiality during an investigation may result in further charges. Cases will only be discussed with third parties with written consent of the defendant or their parent or guardian as appropriate. The results of the disciplinary hearing will also remain private and confidential between the defendant and the Disciplinary Committee although the outcome may well become apparent to others in some cases (eg. Dismissal). The only exception to this will be if the Blue Falcons are required to submit data to another investigating authority (eg. The Police).