



## **Poloc Cricket Club complaints and appeals procedure**

The following is the procedure in the event that any member feels that he or she has suffered discrimination in any way, or that the club rules, policies or Codes of Conduct have been broken.

The matter should be reported to the Club Secretary or another member of the General Committee.

The report should include;

- details of what, when and where the incident took place;
- any witness statement and name(s);
- names of others who have been treated in a similar way;
- details of any former complaints made about the incident, the date of same, and when and to whom this was made; and
- a preference for a solution to the incident.

The club's General Committee will meet for any hearings that are requested.

The club's General Committee will have the power to:

- warn as to future conduct, with disciplinary action as appropriate;
- suspend from membership; and/or
- remove from membership any person found to have broken the club's policies or Codes of Conduct, in line with paragraph 30 of the club Constitution.\*

The person(s) reporting the matter will receive a formal response from the Club Secretary as to the outcome. If either party find the outcome unsatisfactory they have the right to appeal the decision.

\* "30. The GENERAL COMMITTEE shall have power to expel any member from the Club on reasonable grounds but the expelled member shall have a right of appeal to a SPECIAL MEETING of the Club to be held, at his/her request, within one (1) month from the date of the GENERAL COMMITTEE'S decision. Notice of appeal must be in the hands of the Secretary within seven (7) days of the member being apprised of the decision of the GENERAL COMMITTEE."