

Midleton cycling & triathlon club Code of Conduct

MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR MEMBERS

This Code of Conduct has been prepared by the Club in order to protect the members of the Club and to ensure that each member benefits and enjoys their membership of the Club and the pleasure of cycling, swimming & running.

Club Rules:

All members must abide by the by the rules of the Club and the Code of Conduct

Control your behaviour - abuse of other members and the general public is not acceptable

Treat all members fairly and with respect

Co-operate with fellow members and Club Committee

Members to follow procedures set out in the Code of Conduct in respect of Bullying & Harassment or raising a Grievance.

Comply with competition rules as set out by the current committee.

By registering as a member of the Midleton cycling & triathlon club, I agree to abide by the rules of the Club. I support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any member for breaches of these Codes of Conduct.

.....

.....

(signature)

(print

name)

DATE: ____ / ____ / 2011

Disciplinary Procedure – Midleton cycling & triathlon club

It is the policy of Midleton cycling & triathlon club to maintain an environment in which members can be productive, expect fair and equitable treatment, and enjoy pleasant conditions. The Club expects to receive mature, responsible conduct from members toward the club and their fellow members.

The disciplinary procedure is seen as a positive matter. Such a procedure helps to ensure that everyone is treated fairly and consistently. Where a member's conduct warrants disciplinary action, the following procedure will apply, except in cases of misconduct attracting summary dismissal.

Verbal Warning: The member will initially be given a verbal warning by the Chairman. Both the member and the Chairman will devise an action plan to help meet the required conduct. This warning will be recorded on the member's record for a period of 12 months.

Written Warning: In the event of the required improvement not taking place, the member will be issued with a formal written warning. This letter will also warn the member that continued failure to improve may result in further disciplinary action up to and including dismissal. A copy of this letter will be recorded on the member's file for a period of 12 months.

Dismissal: If, following a written warning, the member's conduct has not improved, the member will be dismissed

At all stages in the above procedure the member will be given an opportunity to provide an explanation for their behaviour. They will be told what course of action must be taken for improvement.

If the breach of discipline is serious enough, any of the above stages in the disciplinary procedure can apply without having gone through the previous stages.

In cases of very serious or gross misconduct a member may be dismissed without recourse to Stages 1 or 2. The following examples of breaches of good / acceptable conduct that would make a member liable for dismissal without recourse to the earlier stages of the disciplinary procedure include:

Fighting or committing acts of violence against a fellow members

Insubordination and / or abuse of a club member, committee member or any person associated with the Club

Theft of Club or Members property

Wilful violation of club rules, especially those relating to personal safety

This is not an exhaustive list of serious or gross acts of misconduct. Midleton cycling & triathlon club will carry out a thorough and fair investigation into every breach of good / acceptable conduct to determine whether it warrants discipline / dismissal

Grievance Procedure – Midleton cycling & triathlon club

It is in the interest of both members and the Club that grievances should be considered and settled as quickly as possible. The aim of this procedure is to provide a framework within which grievances may be settled at a level nearest the point of origin and in the shortest possible time.

STEP 1

A grievance must be raised within two weeks of the issue occurring.

Any problems which may arise should first be discussed informally with any member of the Committee of Midleton cycling & triathlon club. Most of the day-to-day problems can be settled in this way.

STEP 2

If a resolution has not been made within 1 week after Step 1, a formal meeting will be held between the member and the Chairman. Every effort should be made at this stage to satisfactorily resolve the grievance. Members at this stage are required to describe their grievance in written detail. Accurate documentation of a grievance can be very helpful in the speedy resolution of difficulties. A surprising amount of problems can be solved at this point as it often transpires that both parties have been discussing different issues without realising it.

Should the parties fail to agree after 2 weeks, the process will be passed on to the next step, by the aggrieved member confirming in writing that the matter has not been resolved?

STEP 3

A meeting will be held as soon as possible, but not more than 1 week after Step 2. In addition to the member, this meeting will include the full committee of Midleton cycling & triathlon club. The process will pass to the next stage by the aggrieved party confirming in writing the matter is still unresolved.

STEP 4

If the matter is still unresolved the club will seek the advice of an external body/individual to mediate in the dispute.

Meetings at each of these Steps will be documented and filed on the member's record.

During the investigation and processing of complaints the aggrieved member(s) must obey all rules of the Club.

Bullying & Harassment Policy - Middleton cycling & triathlon club

Middleton cycling & triathlon club is committed to providing all of its members with an environment free from bullying/harassment.

All members will be expected to comply with this policy and the Committee will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action up to and including dismissal for serious offences, will be taken against any member who violates this policy.

The policy applies to members while partaking in all club related activities or while representing the club. The policy applies to bullying/harassment by fellow members.

DEFINITION OF BULLYING

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, while in the course of club activities, which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to dignity but as a once off incident is not considered to be bullying.

The bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow members.

Other examples of bullying behaviour include:

Personal insults and name calling

Persistent unjustified criticism and sarcasm

Public or private humiliation

Shouting at members in public and/or private

Sneering

Instantaneous rage, often over trivial issues

Unfair delegation of duties and responsibilities

Unnecessary interference

Aggression

Continuously refusing reasonable requests without good reasons

Intimidation and/or threats

DEFINITION OF HARASSMENT

Sexual harassment is any form of verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Examples of sexual harassment include:

Sexual gestures

Displaying sexually suggestive objectives or pictures

Sending suggestive and pornographic correspondence including faxes, text messages or e-mails

Unwelcome sexual comments and jokes

Unwelcome physical conduct such as unnecessary touching etc.

Harassment on the grounds of marital status, family status, race, age, religious belief, sexual orientation or disability is defined as any unwanted conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

COMPLAINTS PROCEDURE

There is both an informal and formal procedure to deal with the issue of bullying/harassment in the Club. Any investigation will be completed as quickly as possible.

INFORMAL PROCEDURE

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

Thus, in the first instance a person who believes that they are the subject of bullying/harassment should ask the person responsible to stop the offensive

behaviour. If a person finds it difficult to approach the alleged perpetrator directly then a person should seek help and advice on a confidential basis from a member of the Committee of Middleton cycling & triathlon club.

Having consulted with the Committee, the complainant may request the assistance of the Committee in raising the issue with the alleged perpetrator(s). In this situation the approach of the Committee should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure will not reflect negatively on a complainant in the formal procedure.

It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the Club. In such instances the member should use the formal mechanism set out below.

FORMAL PROCEDURE

Where formal complaints have been made, then the member should contact a member of the Committee of Middleton cycling & triathlon club as soon as possible.

In the interests of natural justice the alleged bully or harasser will be notified in writing of the nature of the complaint, given a copy of the allegation and will be given every opportunity to rebut the detailed allegations made.

The complaint will be subject to an initial examination by the Committee of Middleton cycling & triathlon club, who can be considered impartial, with a view to determining an appropriate course of action. An appropriate course of action at this stage, for example, could be exploring a mediated solution or a view that the issue can be resolved informally. Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint will take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

Whilst it is desirable to maintain utmost confidentiality, once an investigation of an issue begins, it may be necessary to contact other members. If this is so, the importance of confidentiality will be stressed to them. Any statements taken from members will be circulated to the person making the complaint and the alleged bully/harasser for their comments before any conclusion is reached in the investigation.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. Both parties will be given the opportunity to comment on the findings before any action is decided upon by the Committee. 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.

A record of all relevant discussions which take place during the course of the investigation will be maintained by the Committee of Middleton cycling & triathlon club. Both parties will be given a copy, in writing, of the conclusions reached by the Committee and will be given an opportunity to comment.

ACTION POST INVESTIGATION

Where a complaint is upheld a disciplinary hearing will take place. The disciplinary action to be taken will be in line with the Club's disciplinary policy. Should a case of bullying/harassment be proven then the Club will take appropriate disciplinary action. This can include a warning or other appropriate action up to and including dismissal. Records of any warnings for bullying/harassment will remain in the member's file and will be used in determining disciplinary action to be taken if any further offences of the same or similar nature occur in the future.

Regular checks will be made by the Committee of Middleton cycling & triathlon club to ensure that the bullying/harassment has stopped and that there has been no victimisation for referring a complaint in good faith. Retaliation of any kind against a member for complaining or taking part in an investigation concerning bullying/harassment is a serious disciplinary offence.

MALICIOUS COMPLAINTS

If a complaint is found to be malicious, the appropriate disciplinary action up to and including dismissal will be imposed.