

Craigavon Cowboys American Football Club



Complaints Procedure

DISCIPLINARY PROCEDURE

The Craigavon Cowboys American Football Club reserve the right to take whatever action it deems appropriate and necessary for or against any club, group, organisation, educational institution, association, official, player, coach, company or any member/employee of any club, group, organisation, educational institution, association, official, player, coach, company to protect the integrity of the club and the sport. Our disciplinary/complaints procedure is as follows:

1. In the event of any club member or member associated to the club being reported to the Club President for an alleged breach of the Code of Conduct, Constitution, any club policies or misconduct which is alleged to have brought the game, club or any club member into disrepute, the Management Board shall appoint a Disciplinary Committee of not less than three persons to enquire into the alleged offence. The Disciplinary Committee shall be made up of club members who are selected at random
2. If after fully investigating the alleged breach of misconduct and if the allegation is proven, the Disciplinary Committee shall have the authority to expel or suspend the club member/member associated with the club to deal with the matter in such manner as the Committee considers fit. The decision of the Disciplinary Committee shall be conveyed in writing by the Club President to the offending club member(s) within seven (7) days of the hearing.
3. Any club member/member associated to the club found guilty by the Disciplinary Committee shall have the right to appeal to an Appeal Tribunal appointed by the Management Board against any decision or punishment imposed by the Disciplinary Committee but such appeal must be lodged in writing with the President within fourteen (14) days of the notification of the decision of punishment. The appeal must be heard within fourteen (14) days of its receipt by the President. No member of the Disciplinary Committee shall be a member of the Appeal Tribunal.

Should the complaint be in regards to the President, Secretary or Treasurer, or any member of the Board of Management, complaint should be made directly to the AFI President and AFI Commissioner who will refer to and follow the AFI Disciplinary Procedure.

APPEALS OF DISCIPLINARY ACTIONS

In the event of an appeal in a matter, other than a disciplinary matter, any club member/member associated with the club wishing to appeal shall do so in writing to the Club President. The President who must receive the appeal within fourteen (14) days of the date of the notice of the original decision shall then convene an Appeal Commission. The Appeal Commission shall consist of three (3) board members who may be accompanied by advisors where necessary but it shall not include any person who has had a prior involvement in the matter being appealed. If the original complaint was against a member of the board of management, the President will contact AFI President and AFI Commissioner who will take over the appeals procedure.

In the event of there not being three (3) board members eligible or available to form the Appeal Commission, the Chair of the Management Board shall have the power to select an appropriate person or persons to complete the Appeal Commission. The Appeal Commission shall meet within

fourteen (14) days of the date of the receipt of the notice of the appeal. The letter of appeal shall state the reason or reasons for the appeal. The appellant(s) shall have the right to be accompanied at the appeal hearing by a person or persons of their choice but the names and details of such person or persons must be included in the letter of appeal. In the event of the appeal being unsuccessful the appellant(s) shall pay the cost of the appeal unless the Appeal Commission decides otherwise. The decision of the Appeal Commission shall be final and the relevant parties shall be notified of the decision in writing by the President within seven (7) days of the hearing.

APPEALS ARBITRATION

All decisions issued by the club may be appealed exclusively by referral to American Football Ireland (AFI), within 14 days from receipt of such decision by the club. AFI will refer to and follow their complaint procedure.

Reviewed by Scott Buchanan - 10/11/21

Next Review Date: 01/10/23