**Hartfell Hill Running Club, cessation of membership and disciplinary Procedure 2018.**

**Cessation of Membership**

 A Member may resign from membership at any time by written notice to that effect given to the Secretary (email is acceptable but no other electronic form). A Member shall remain liable to pay any arrears of contributions or subscriptions owed by him/her at the time of resignation but without being entitled to any refund of contributions or subscriptions in respect of the remaining period.

 Failure to pay within one calendar month of the due date will result in automatic cessation of membership. If at any time he or she gives to the Committee a satisfactory explanation, he or she may be readmitted to membership at the discretion of the Committee: the Committee will also determine whether or not arrears must be settled as a condition of readmission.

 Any person shall, upon ceasing to be a Member of the Club, forfeit all rights to and claims upon the Club and its property and funds.

**Disciplinary Procedures**

Notice of all Complaints, Disputes and Appeals shall be given to the chairperson in writing (email is acceptable but no other electronic form); this must be within one month of the incident or knowledge of the incident by the person making the complaint. Only in criminal or exceptional circumstances will a complaint be acted on outside this timescale. The committee will appoint two investigating officers from the committee or senior club members, they should, knowing the nature of the incident, pick members they believe independent and with little connection to either party.

After hearing all the facts from both parties the investigating offices will first decide at the earliest opportunity if the allegations require the member to be suspended from the club pending the full investigation or whether they can continue with club activities for the time being.

They then will report back to the committee with their findings within 2 weeks. If more time is needed another 2 weeks may be granted by the committee.

Within 1 week of the above the committee may take one of the following courses of action:

* Take no action if they believe there is no case to answer.
* Give the member under investigation a verbal warning about their behaviour. The member under investigation does not have to accept this warning and can ask to go before the full committee for a hearing.
* If both parties are agreeable, mediation can be offered with the help of another senior or committee member or involve a mutually agreeable 3rd party to mediate.
* Proceed to disciplinary action, both parties to come before the committee to plead their cases; this is to take place within 10 working weeks of the complaint being lodged with the Chairperson. The member under investigation will be told as soon as practical the nature and the date(s) of the alleged offence(s) they are appearing before the committee for so they can properly defend themselves.
* In the case a gross misconduct as defined in UK athletics policy only in exceptional circumstances would a member not be expected to remove themselves from membership of the Club.
* Inform the Police of a criminal act.

 Any Member may be disciplined or be invited to remove themselves from membership of the Club, if his or her conduct has been or is likely to be prejudicial to the interests of the Club, by resolution of a majority of those present and voting at a properly convened Committee Meeting and at which not less than six of the total voting members of the Committee shall be present in addition to whatever other quorum requirements may apply from time to time. If there is deadlock in the vote the committee can call the incident unproven. Such Member shall have one month’s clear notice sent to him or her of the Committee Meeting and he or she shall be entitled to attend the Meeting along with a representative and be heard in defence but shall neither be entitled to be present at the voting nor take part in the proceedings otherwise than as the Committee shall permit. If the Member is a member of the Committee, he or she shall not be entitled to vote, nor be present during the voting procedure.

 Any Member disciplined or invited to remove themselves from membership of the Club as above, or person whose application for membership has been refused by the Committee, may lodge an appeal with the Committee within one month of the relevant decision and shall thereupon have the right to demand that the matter be referred to the whole club membership, who will vote on the matter. The aggrieved party and any of their relatives will not be entitled to vote on the matter. The member being investigated, and any family member will not be entitled to vote in this matter. All club members will be provided with exactly the same information that the committee was provided at the time their decision was made. Both the aggrieved and the investigated member can provide further written evidence for the appeal. Both parties are to exchange all evidence they wish the full club to assess 2 weeks before the vote. This is to allow both parties to challenge any information which they believe is not factual.

**Penalties for breeches of club rules.**

The committee may impose the following penalties but these are not limited to:-

* A verbal warning about future behaviour - if a member gets 3 verbal warnings in 5 years then they may be invited to remove themselves from membership of the Club.
* If the member holds a position in the club or is a committee member then they may be invited to step down from that position.
* They may invite the member to remove themselves from club activities for 3 months or 6 months depending on what the committee think is appropriate.
* The Member may be invited to remove themselves from membership of the Club.

The committee should take into account the previous behaviour of the person under investigation and their service to the club when considering any penalty.

The following are examples of Gross Misconduct which would normally result in a request for the member to remove themselves from membership of the Club.

* Actual or attempted theft, fraud or dishonesty.
* Fighting, physical or sexual assault, violence, threatening behaviour or deliberate and serious damage to people or property.
* Anti-Doping Regulation Violations.
* Serious breaches of Hartfell Hill Running Club Values.
* Deliberate actions or omissions that bring the Hartfell Hill Running Club’s name into serious disrepute.
* Gross negligence or incompetence which causes serious loss, damage or injury.
* Serious breaches of Hartfell Hill Running Club rules relating to Health & Safety (and hygiene).
* Bullying or harassment.
* Indecent, offensive or immoral behaviour.
* Disclosure of confidential information pertaining to Hartfell Hill Running Club.

**Time line of displinary process.**

**Within a further 2 weeks investigating officers report to the committee their findings, unless further time is required.**

**Incident occurs.**

**Both parties to exchange information at least 2 weeks before the hearing.**

**Within 1 week of the appeal meeting the individual is informed of the membership’s decision.**

**Within 4 weeks of the appeal being lodged the whole membership meets to hear the appeal.**

**Within a further 4 weeks the individual has the right to appeal.**

**Within a further 1 week the individual is informed of the committee decision.**

**A maximum 4 weeks from the committee decision to call the individual before them the hearing is heard.**

**Within a further 1 week the committee to decide if the individual needs to come before the committee, at a mutually acceptable date within 4 weeks.**

**Incident reported within 4 weeks.**