



Insch Cycling Club DISCIPLINARY PROCESS

Insch Cycling Club ('the Club') strives to ensure that our club is a safe place for all involved – riders, volunteers, leaders, and the wider club community.

The following behaviours/conduct would be deemed as unacceptable and would be subject to our disciplinary process:

- Evidence of drug use before or during session
- Unnecessary physical contact with riders and/or other personnel within the Club environment
- The use of physical violence towards riders and/or other personnel within the Club environment
- Offensive or inappropriate language during club sessions
- Unwarranted conduct when dealing with poor behaviour within club sessions
- Not treating all riders equally
- Inappropriate communication with riders out with sessions via any means (as outlined in the Club Communications policy)
- Not representing the Club in a positive manner online and/or in public
- Inappropriate image capturing
- Undermining Committee members
- Operating outwith the remit of your qualifications
- Theft / criminal activity relating to the Club
- Causing deliberate damage to rider / club equipment
- Gross negligence which causes unacceptable loss / damage or injury

The following process will be followed if standards fall below that which is expected as outlined above. The list is not exhaustive and there may be other instances by which the disciplinary process is followed.

Stage 0 – Normal Intervention/Interaction

- We anticipate that most issues can be dealt with at source through informal intervention by the committee with the parties involved.
- This may result in a review.
- The committee may use their discretion to initiate and repeat Stage 0 as many times as deemed necessary before progressing to Stage 1

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Stage 1 – Verbal Warning

- Where a breach of code of conduct is persistent and not resolved at Stage 0, upon agreement by the committee, a verbal warning will be issued.

Stage 2 – Written warning

- In the case of more serious incidents and/or if a further offence occurs, upon agreement by the committee, a written warning will be issued as appropriate.
- This will give the reasons for the warning, the improvement required, and the date when the warning expires.
- It will outline that if improvement is not observed, or further acts of misconduct occur, then the Club may take action under Stage 3 of the disciplinary process.

Stage 3 – Suspension or termination of role within club

- If conduct is still unsatisfactory and the individual still fails to reach the prescribed standards despite receiving a written warning, or if the individual has committed an act of gross misconduct, suspension and or termination from the Club may occur.
- Suspension / termination may also breach British Cycling Code of Conduct and in this instance the club is duty bound to make the governing body aware.
- Depending on the severity of the incident the Club may conclude that the involvement of Social Services and or the police is required.
- Depending on the severity of the incident, the Club may also conclude that Scottish Cycling and/or Disclosure Scotland should be notified.

Any appeal against termination must be submitted to the committee within 14 days by formal letter. Upon receiving an appeal the Club Committee will consider and report recommendation within 28 days unless there is good reason to extend the time frame.

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