

Willow Wheelers Cycling Club



Code of Conduct and Disciplinary Procedures

**Willow Wheelers Cycling Club Committee
April 2019**

Foreword

Willow Wheeler's Cycling Club has developed procedures and protocols to ensure the smooth running of the Club. However, to ensure the effective and efficient running of the Club, its cycles and social events, and to ensure compliance with applicable legislation including the Children's First Act of 2015, it has been necessary to develop new guidelines regarding all aspects of the Club. Revision of such guidelines takes place in the light of experience, the development of new Club sections for adults and as a result of feedback from members.

This document, Willow Wheelers Cycling Club Code of Conduct and Disciplinary Procedures is a guide to members which summarises the Club's expectations of its members' and that of their guests and details the procedures to be followed by a member making a complaint. The guide also outlines the process which the Club's Committee will follow in dealing with complaints.

Introduction

This code of conduct is designed in light of experience to enhance the values of our club and to ensure that all members and their guests enjoy Club cycles, events, trips, outings and activities (sporting and social) in a pleasant and friendly environment.

The Club promotes the values of

- Integrity
- Respect and
- Fairness

This code applies to all members of Willow Wheelers Cycling Club.

For the purposes of this code Willow Wheelers Cycling Club uses the following definitions:

“Complaint” means an expression of dissatisfaction of a member that requires a response from the Club Committee; or an expression of dissatisfaction relating to how a procedural matter was handled by the Club

“Misconduct” means, for the purposes of this Code, the improper interference, in the broadest sense, with the proper functioning or activities of the Club, or those who work on behalf of and to promote the Club (Including all members of the Committee) or participate in the Club or action which otherwise damages the Club.

Subject to the general definition above, the following shall constitute misconduct:

- Disruption of, or improper interference with the administrative, sporting, social or other activities of the Club, wherever arising.
- Obstruction of or improper interference with the functions, duties or activities of any fellow member, Committee member or other representative of the Club or any authorised guest of or visitor on Club activities, trips, outings or events (sporting or social).

- Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on or engaged in any Club events, trips or outings or activities (sporting or social).
- Abusive, discriminatory, indecent, threatening or offensive behaviour (including by the dissemination of images and text on social media or using other means of communication) or language in relation to the Club, its members and guest and visitors any Club events, trips or outings or activities (sporting or social).
- Fraud, deceit, deception or dishonesty in relation to the Club or its Committee or members or in connection with holding any office in the club or in relation to being a member of the Club.
- Behaviour likely to cause injury or impair safety on Club events, trips, outings or activities (sporting or social).
- Sexual, racial or any other form of personal harassment of any fellow member or Committee member of the Club or any authorised visitor or guest.
- Damage to or defacement of Club property, the property of other Club members caused intentionally or recklessly, or the misappropriation or misuse of such property. Misuse or unauthorised use of Club items of property, including inappropriate use of computer.
- Conduct which constitutes a criminal offence where that conduct
 - affects or concerns other members of the Club or members of the public, or
 - itself constitutes misconduct within the terms of this code, or
 - is an offence of dishonesty, where the member holds an office of responsibility in the Club.
- Conduct, which contravenes a previously imposed penalty, requirement or undertaking under this code.
- Members must not approach any member of the Club's Committee during the course of Club events or activities to make a complaint or to discuss any issue concerning disciplinary matters
- Members should make any complaint privately to an appropriate Club Committee member at an appropriate time or lodge a written complaint to the Club (on a formal basis) by email following the Club's then current procedures

Appropriate behaviour and etiquette for members.

Subject to the broad examples of misconduct herein, this code of conduct specifically states that the following are examples of appropriate etiquette.

While participating in Club events, trips, outings or activities (sporting or social) or while representing the Club members and guests must:

- Show respect to fellow cyclist, Club members, Club committee members and guests and visitors.
- Avoid the use of abusive or profane language.
- Only fully paid up members of Willow Wheelers Cycling Club can participate in Club events, trips, outings or activities (sporting or social) unless the Club Committee permits otherwise. Payment includes the payment of the Club's and Cycling Ireland's Annual Fee.

- Club events, trips, outings and activities (sporting and social) are frequented by all age groups and it is important to be mindful not to cause offence by improper utterances or bad language.

Note: The above is not meant to be an exclusive list of rules or etiquette and may be amended by resolution (a) at a properly convened meeting of the Willow Wheelers Cycling Club Committee (b) at an AGM of the Club or (c) at an EGM of the Club.

Disciplinary Procedures

The Committee of Willow Wheeler Cycling Club will deal with all Club disciplinary matters. A sub-committee may be formed by the Club's Committee to consider a complaint within the competency of the Club's Committee. The Club's Committee may also deal with any complaint about the conduct of a member of the Club at events organised by or in association with Cycling Ireland and/or another Cycling Ireland affiliated cycling club in the same manner as if the offending conduct had occurred at an event, trip, outing or activity organised by the Club.

Code of Conduct & Disciplinary Procedures

All matters which breach this code of conduct shall be processed as follows:

- The Club's Committee may decide that no action is warranted resulting from a report of an incident brought to its attention.
- The Club's Committee having considered the incident is of a serious nature may investigate further or appoint a sub-committee to investigate all of the facts relating to the alleged incident. The Club's Committee will adjudicate on the matter, following the sub-committee's investigation and report.
- Where an incident is witnessed by one or more committee members OR where a number of verbal reports of an incident are made to the Club's Committee, the procedure outlined above will be followed.
- The Club's Committee having considered the alleged incident is of a serious nature shall investigate the matter further or appoint a sub-committee to examine all the facts pertaining to the alleged incident.
- The Club's Committee will fully investigate all written complaints. Written complaints which involve child protection and safeguarding should be notified to the Club's Child Protection Officer at the time of the complaint. Mr Brian O'Neill is the Club's Child Protection Officer and he can be contacted by email to: ChildProtection@willowwheelers.ie.

Note: No action will be taken by the Club's Committee where reports of an incident are over-heard and commented on casually.

The following procedure must be followed by a member making a complaint.

- A written complaint (including email) must be sent to the Club's Honorary Secretary no later than 10 days after the incident which is the subject of the complaint. If the complaint directly involves the Club's Honorary Secretary, the complaint should be addressed to Club's Chairman. If the Club's Chairman is party to the complaint, or is

unavailable, the complaint should be sent to another Club Committee member who is not a party to the complaint.

Once the complaints procedure is initiated by the Club's Committee as a result of any of the above the following procedure will apply:

- The member will be notified in writing by email or by registered post of the complaint against him. The letter will be sent to his last known email or address. A copy of the complaint will be enclosed. The member will be given at 7 days' notice to attend a meeting for the purpose of responding to the complaint.
- Failure by the member to attend this meeting, without good cause, will result in immediate sanction.
- In the event that the complaint is challenged, the matter will be fully investigated.
- All parties to the complaint and relevant witnesses may be interviewed, if deemed necessary, by the Club Committee.
- Having considered all the facts, the Club's Committee will decide whether or not to uphold the complaint. If the complaint is upheld the Club's Committee will decide what sanction is appropriate. In the case of a complaint being referred to a sub-committee, its findings will be considered by the Club's Committee in reaching its decision. The details of the decision will be recorded and minuted.
- The member will be informed of the Club Committee's decision in writing by email or registered post within 10 days.
- The member may appeal the decision in writing by registered post to the Club's Chairman or Honorary Secretary within 10 days of receipt of the decision.
- The Club's Committee will then refer the appeal to The Disciplinary Appeals Committee.
- The Disciplinary Appeals Committee will consist of three members of the Club who are not members of the Club's Committee. The Disciplinary Appeals Committee must meet within 7 days of receipt of the appeal. Its deliberations will include consideration of all the facts already presented, any new evidence that may be relevant and may include recalling witnesses.
- The Disciplinary Appeals Committee must present its findings in writing to the Club's Committee within 7 days of reaching their decision. The decision of the Disciplinary Appeals Committee will be final and binding.
- If any person who is the subject of, involved in or a party (any such person being a "Relevant Person") to an incident or allegation which is subject to a disciplinary investigation or review, is under the age of 18 years of age, meetings or interviews should not take place with the Relevant Person without the presence of his or her parent or guardian, unless the Relevant Person's parents or guardian have been notified of the incident or allegation and invited to attend the meeting or interview but have refused to do so. In circumstances where the Relevant Person's parents or guardian refuse to accompany him or her to a meeting or interview, the Relevant Person shall be entitled to be accompanied to the meeting or interview by an adult of his/her choosing. If the Relevant Person chooses not to be accompanied to the meeting or interview by an adult, the meeting or interview may proceed.

Sanctions

Any one or more of the following penalties may be imposed for a breach of the Willow Wheeler Cycling Club Code of Conduct as outlined in this document.

- a. A reprimand.
- b. A written warning as to future conduct.
- c. Suspension from membership of the Club's Club and its activities for a determined period.
- d. A requirement from the Club's Committee that the member gives an undertaking as to future conduct in such terms and containing such conditions as the Committee may prescribe. A breach of this undertaking will constitute misconduct.
- e. Exclusion for a stated period or permanently from any trip, event, outing or activity of the Club (sporting or social) or from the use of all or any of the property or facilities of the Club.
- f. Expulsion from Willow Wheelers Cycling Club and all its trips, events, outings and activities (sporting or social).
- g. Such other penalties as determined from time to time by the Club's Committee including but not limited to suspension from the Club.
- h. The Club's Committee may also advise members of the Willow Wheelers Cycling Club and/or Cycling Ireland on any disciplinary action taken against a member.

Notes

- i. The above procedures shall apply in every case insofar as is practical.
- ii. Members' statutory rights are unaffected by all of the above.
- iii. The above procedures shall not be followed where there is an allegation or evidence of illegality. In such cases the matter will be referred to the appropriate authorities.
- iv. Cycling Ireland will be involved only where it is deemed appropriate in the absolute discretion of the Willow Wheelers Cycling Club's Committee.
- v. No member of the Club or of the Club's Committee shall be involved in any part of this process if he is materially involved in the complaint under consideration or otherwise has a conflict of interest.
- vi. If the Club member, in respect of whom a sanction is to be imposed, is under 18 years of age, notification of the sanction may be given to parent(s)/guardian(s).