



BOLTON VILLAS CRICKET CLUB

Members of Airedale & Wharfedale Senior Cricket League

Disciplinary and Grievance/Complaints Procedure

All complaints regarding the behaviour of Bolton Villas Cricket Club members or volunteers should be lodged in writing with the club's community liaison officer lead Parveen Malik via email: bvcomplaints@hotmail.com

Any complaint should include details of what occurred; when and where the occurrence took place; who was involved, any witness details and copies of any witness statements.

Some matters can be responded to in writing without the need for a hearing to be convened. In these circumstances, the BVCC Community Liasson Lead and at least one other Committee Member will consider the complaint and the complainant will receive a written response within 31 days of their complaint/grievance being received.

If the matter is more serious and requires more detailed information, consideration, or investigation, the BVCC Community Liasson Lead will contact the Management Committee who will appoint a sub-Committee to consider the matter. The sub-Committee should consist of at least two members. The sub-committee will hold a hearing to consider the matter to which the complainant and the named parties will be invited to attend. The Club will aim for the hearing to be held within 31 days of the complaint being received. The sub-Committee has the power to apply appropriate sanctions against any member of the Bolton Vilas CC for behaviour that is not conducive to the spirit of cricket or against the principles of the Club set out in the Code of Conduct.

Any BVCC member or volunteer requested to attend a sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses in support of their case.

Sanctions that can be imposed as a result of this disciplinary procedure, depending on the seriousness of the incident, include

- Being required to apologise to team-mates, the other team, umpire, team manager or other persons
- Receiving a verbal or written warning from the coach
- Receiving a verbal or written warning from the Club Committee
- Being immediately dropped or substituted
- Being suspended from training for a defined period
- Not be selected for the team for a defined period
- Being required to serve a suspension for a define period
- Being suspended from all Club events including social events for a defined period
- Membership being terminated
- Next year's and future memberships not being renewed

Proposed Disciplinary sub-Committee membership

The sub-committee will consist of a minimum of two members, ideally including one of the following officers:-

- BVCC Community Liasson Lead
- Club Treasurer
- Junior or Youth Manager
- Club Cricket Secretary
- Club Captain

The outline of the outcome of the hearing shall be put in writing to the complainant and the BVCC member or volunteer against whom the complaint was made, within 14 days of the hearing.

If an individual is dissatisfied with the outcome (either the decision, the findings or the sanction imposed), he/she has the right to appeal. An appeal should be lodged in writing to the Club Secretary within 14 days of receipt of the notification of the outcome.

The Club Secretary will contact the Management Committee who will appoint an Appeals Committee which shall not include members involved with the initial sub-committee hearing but may include non-members of the Club.

This Appeal Committee shall ideally include at least 2 members of the Management Committee and another independent person. The Appeals Committee shall consider the appeal within 31 days of the Secretary receiving the written appeal.

The BVCC staff, member or volunteer submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.

Proposed Disciplinary Appeal Committee membership

Club Secretary

Club Chairman

One other Management Committee member

One other person

The outcome of the Appeal hearing shall be put in writing to the person who lodged the complaint and the BVCC staff, member or volunteer against whom the complaint was made within 14 days of the hearing.

There is no further right of appeal.

A member of either committee can and is expected to exclude themselves if the complaint concerns an event they have an involvement or personal interest in, or a family or other particular link with any one of the people involved. In a situation of doubt the other members of the sub-Committee or Appeals Committee can rule.

The timescales set out in this Procedure may be amended by mutual consent.