



WATERPARK R.F.C.

Ballinakill, Waterford.

Telephone: 051 876767 Fax: 051 844427 Email: info@waterparkrfc.com

Disciplinary and Appeals Committee Procedure for Youths and Minis.

Complaints and appeals in relation to young people, their sports leaders and their parents involved in any of the events under the direct control of Waterpark RFC should be dealt with under the 'Disciplinary and Appeals Committee Procedures'.

In respect of allegations or suspicions of abuse the 'Standard HSE Reporting Procedure' should be followed.

The complaints and appeals procedure allows all participants and the parents of young participants who are dissatisfied to register their complaint in a formal way and put an open process of investigation into action.

- Complaints should be dealt with as much as possible verbally at source locally.
- Complaints may be lodged by all participants and the parents of young participants involved in the event under the control of the club.
- They should be received in writing or by email by the secretary of the club and should be responded to within 5 working days.
- The complaint should outline all relevant details about other parties involved.
- The complaint should be brought to the attention of the Chairperson of the club who will convene the Disciplinary Committee.
- The composition of the Disciplinary Committee should consist of the youth representative, the Children's Welfare Officer and an Officer of the club. In the event of a conflict of interest arising herein, the party concerned should stand down and be replaced by an ordinary member of the club committee.
- Refer to Disciplinary Committee.
- If the complaint involves a possible criminal offence the chairperson shall adjourn the complaints committee and talk to the Children's Welfare Officer and the Club Secretary pending a report back from the statutory authorities.
- The complaints committee should hear the case of all parties involved and decide if a rule or regulation or the Codes of Conduct have been infringed.
- They should, in writing, inform those involved of the sanctions to be imposed and the reason for the sanctions. Written notification should be given to parents if the complaint is against a young person.
- Written confidential records on all complaints should be kept safely and confidentially on file.
- If any party does not agree with the Disciplinary Committee, they can appeal the decision in writing within 10-day period.
- The Appeals Committee is convened, comprising of a chairperson plus one officer and one ordinary member of the Executive Committee.
- The appeals committee should confirm or set aside or change any sanction imposed by the complaints committee.