Limerick Athletic Club Disciplinary Policy & Procedures

Purpose

The purpose of this policy is to outline Limerick AC's disciplinary procedure applicable to all members of the club.

Document Control

Version Number	Date	Changes
Draft	15th September 2026	Creation of document
1.0	18th November 2026	Approval by Committee

1. Introduction

This procedure outlines the steps to be taken in the event of a disciplinary issue involving a member of Limerick AC. It outlines the responsibilities for each step and the time frame within which actions shall be taken as per Section 11 of the Club Constitution.

The club's disciplinary procedures will be reviewed annually to ensure they remain effective and fair. Any changes to the procedures will be communicated to all members

2. Disciplinary Procedures

Limerick Athletic Club is committed to maintaining a respectful and positive environment for all its members. To ensure this, the club has established a code of conduct for athletes, officials and parents / guardians. Everyone is expected to always abide by these codes of conduct.

Where a member of the club fails to abide by these codes, or is accused of any other misconduct, e.g. financial, physical or emotional abuse, the following disciplinary process may be implemented in line with the Club Constitution.

a) **Reporting Misconduct**: Any member who witnesses or experiences misconduct should report the incident to a club officer, preferably the Secretary or the Child Welfare Officer depending on whether an adult or child is involved. Where the complaint is against the Secretary the complaint shall be made to the Club Chairperson. Reports can be made verbally or in writing and should include details of the incident, including date, time, location, and individuals involved. Reports should be made within a reasonable period of time, e.g. two weeks. Failure to report an incident within a reasonable period of time may result in it being dismissed by the committee.

b) **Investigation**: Upon receiving a report of misconduct, the club will conduct a thorough investigation within 21 days. This may involve interviewing the individuals involved, gathering evidence, and consulting with relevant parties. The investigation will be carried out by a designated committee member or small panel to ensure impartiality.

   i. **Setting up Investigation Panel**
   Only the Club Committee may set up an investigation panel. The committee will nominate members of the panel always bearing in mind potential conflicts of interest. Panel members do not have to be members of the club however it is preferable that they should be. Independent members may be sought depending on the seriousness of the allegations.

   ii. **Terms of Reference**
   The committee shall set a term of reference for the panel outlining what issue is to be investigated, the timeframe for the investigation and what range of sanctions may be appropriate.

   iii. **Reporting back to Committee**
   The panel shall report back to the committee at the end of their investigation with a report of their findings. Where appropriate this report should include a recommended sanction.

c) **Disciplinary Hearing**: If the investigation finds sufficient evidence of misconduct, a disciplinary hearing will be convened within a further 7 days. The member accused of misconduct will be notified in writing and given the opportunity to present their case. The hearing will be conducted by a panel of club officers appointed by the committee as per section c) i.

   The member accused shall be allowed to invite someone to accompany them to the hearing. This person does not have to be a club member.

d) **Format of the Hearing**

I. The chair shall outline the accusation and provide details of the evidence available, ideally within 15minutes.
II. The member accused shall be allowed 15 minutes to refute any evidence and to provide evidence in their defence.
III. The panel may question the member on the information they provided.
IV. Following any questions, the member accused shall be asked to leave where upon the panel will debate the evidence and come to a consensus recommendation.
V. The panel shall summarise their findings in writing for presentation to the committee.

e) **Sanctions**: If the panel finds the member guilty of misconduct, appropriate sanctions may be imposed. These may include:

a. A verbal or written warning.
b. Suspension from club activities for a specified period.
c. Expulsion from the club.
d. Any other action deemed appropriate by the panel.

All sanctions shall be approved by a majority of the Committee. In the case where the exclusion of a member is recommended it shall be agreed by a resolution of a majority of at least two thirds of those present at a properly convened committee meeting at which no fewer than 7 of the committee must be present.

The member accused shall be informed of the outcome within seven days of the hearing.

1. **Appeals**: Members have the right to appeal any disciplinary decision. Appeals must be submitted in writing to the club Secretary within 14 days of the decision. An appeals panel, consisting of different club officers, will review the case and make a final decision.

2. **Confidentiality**: All disciplinary matters will be handled with the utmost confidentiality. Information will only be shared with those directly involved in the process.

3. Child Welfare or Criminality

If the complaint involves suspected abuse or a criminal offence, the Children's Officer/Designated Liaison Person (DLP) will consult statutory authorities, and the disciplinary committee will be disbanded.

The Chairperson/DLP is legally required to liaise with authorities in cases of suspected abuse or criminality.

4. Other Disciplinary Procedures

Where a complaint is made to the County Board, Munster Athletics or Athletics Ireland they shall be responsible for carrying out an investigation and any sanctions they deem appropriate will be recognised by Limerick AC.