

# RANDWICK PHYSIE CLUB



## DISCIPLINARY PROCEDURES

Randwick Physie Club is committed to upholding our Code of Conduct and also to procedural fairness.

If a complaint or allegation is made against a member (or the parent/guardian/spectator for a member), the following procedures will be followed, along with reference to Clause 11 in the Randwick Constitution.

### Disciplinary Investigation Procedure

1. A complaint or allegation should be made to the Club Chair or another committee member as soon as possible, preferably in writing and with enough detail to explain the alleged breach.
2. The club will make an initial assessment to decide whether the matter can be resolved informally or whether a formal disciplinary investigation is required.
3. If a formal investigation is required, the club will appoint an appropriate person or small panel to investigate the matter. Any person with a conflict of interest must not take part.
4. The member concerned will be told the substance of the allegation, the relevant part of the Code of Conduct, and given a reasonable opportunity to respond.
5. The investigator may speak with the complainant, the respondent, and any relevant witnesses, and may review any relevant documents, messages, photographs or other material.
6. All participants are expected to keep the matter confidential so far as reasonably possible, except where disclosure is required to properly investigate or manage the matter.
7. If the complaint involves a child or raises any safety concern, the club will give priority to safety and may take immediate protective steps while the matter is being investigated.
8. After considering the available information, the investigator will make findings on whether the alleged breach is substantiated, not substantiated, or unable to be determined.
9. If a breach is found, the committee may decide on an appropriate outcome, having regard to the seriousness of the conduct, any prior behaviour, the impact on others, and the best interests of the club.
10. Possible outcomes may include no further action, an apology, education or counselling, a verbal or written warning, conditions on participation, suspension, or termination of membership, subject to the club's constitution and rules.
11. The outcome will be communicated in writing to the relevant parties, including brief reasons for the decision where appropriate.
12. The club will keep a confidential record of the complaint, investigation process, findings and outcome.

These procedures are intended to guide the club's response to alleged breaches of the Code of Conduct and should be read together with the club constitution, any child safety obligations, and any applicable law.