



Standard Operating Procedure

Complaints & Disciplinary Policy For Young People

Ownership & Applicability

Person responsible for update of this procedure:	Children's Officer
Responsible for Activity:	
Applicable to:	

Approval

Drafted / Revised	Approved	Revision	Effective from
Emer O'Donnell	Ciaran O'Reilly	Rev1	June 2021

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

Complaints & Disciplinary Policy for Young People

Malahide Yacht Club operates on the basis of good practice. We have a child centred code of conduct which is drawn up and disseminated to both the young people and all instructors, coaches, volunteers and members involved in working with young people.

Nevertheless from time to time issues arise which may be brought to the attention of the Club Children's Officer or a committee member which need to be addressed. This document outlines MYC's process for handling such complaints.

This document does not address investigation of suspected child abuse which is the responsibility of the Statutory Authorities. In such cases MYC's CCO and committee adhere to the standard reporting procedure outlined in the Statutory Authorities guidelines.

Complaints/ Disciplinary Process for Young People

- Where a complaint is received the club will appoint a disciplinary committee to investigate and resolve any problems relating to the conduct of its members.
- The complaint should be in writing to the Secretary or Club Children's Officer and should be responded to within 5 working days.
- The disciplinary committee should consist of a representative from the Executive Committee, the Club Children's Officer and ordinary registered members of the club.
- Where the complainant is under 18 years of age all correspondence will be addressed to parents/ carers.
- If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
- The disciplinary committee should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Executive Committee of the progress of the disciplinary process. This should be done within 10 working days.
- The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee. It is

advised to take onboard any information that witnesses can give from both parties of the complaint.

- Written confidential records of all complaints should be safely and confidentially kept in compliance with GDPR and club procedures should be defined for the possession of such records in the event of election of new officers.
- Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/ carers.

Appealing Procedure

- If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of the disciplinary committee).
- Any appeal should be made in writing within 10 days of the decision of the disciplinary committee.
- The chairperson of the appeals committee should be a member of the Management Committee.
- The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.
- The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
- If any party is not satisfied with the outcome the matter can be referred to the governing body Irish Sailing.