

Greenhills Boys Football Club



Disciplinary, Complaints and Appeals Procedure

While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the formal complaints and appeals procedure. All reasonable efforts to resolve matters should be exhausted at local level before accessing the appeals procedure.

Step One

Any person who has a complaint or concern should bring it to the attention of the Club Secretary. The complaint or concern should be in writing and should outline all relevant details and other parties involved. The Club Secretary will acknowledge receipt of the complaint.

Step Two

The complaint or concern should then be brought to the attention of the Club Chairperson who will convene a disciplinary committee/panel, unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities.

The disciplinary committee/panel will comprise a minimum of three members. The Club Child Protection Officer may be asked to sit on the panel if it is deemed necessary.

Where there are potential contentious issues, due consideration will be given to ensure the independence of the disciplinary committee/panel.

Step Three

The disciplinary committee/panel should furnish any participant with details of the complaint being made against them and afford them the opportunity of providing a response either verbally or in writing. In the event of a complaint against a child, the parents/guardians should be informed and advised of the process.

Step Four

The disciplinary committee/panel should then hear the case of all parties involved and decide if a rule or regulation has been infringed.

Step Five

The disciplinary committee/panel should then inform those involved of their decision and the sanctions, if any, that are to be imposed. This notification should be in writing, setting out the reasons for the sanction. Written notification will be forwarded to parents if the proceedings involve a participant under eighteen years of age.

Kear of St Josephs Rd , Greenhills, Dublin 12.

Chairman: Robbie Macken Tel: 087 6241012
Dir of football : Ger Looney Tel :086 6056352
Exec Member : Andrew Kane Tel :086 3852043

Treasurer: Martin Finn Tel: 085 7600521
Jnr Secretary.: Daren Keane Tel: 086 4193503
Exec Member :Alan Dawnay Tel:087 9175537

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Step Six

Any party unhappy with the findings of the disciplinary committee/panel can appeal the decision in writing to the club chairperson. Any such appeal must be made within fourteen days of the notification of the original decision.

Step Seven

The appeal will be heard by the executive committee of the Club. The case and all evidence will be considered. The executive committee will have the power to uphold or reject the appeal or to vary, alter or set aside any sanction imposed by the disciplinary committee/panel. Such decisions are final.

General Points:

All complaints relating to inappropriate behaviour/poor practice should be brought to the attention of the Chairperson of the Club. In all cases the safety and welfare of the child/children is paramount. All complaints will be checked out and handled in a confidential manner. All such complaints and actions taken will be recorded and kept on file.

Rumours

Rumours should not be allowed hang in the air. Any rumour/s relating to inappropriate behaviour/s circulating in the club should be brought to the attention of the Chairperson and checked out promptly. All ensuing information should be handled confidentially and with sensitivity.

False and misleading complaints will be dealt with appropriately.

Confidentiality

Confidentiality is about managing information in a respectful, professional and purposeful manner. It is important that the rights of both the child and the person about whom the complaint has been made are protected. Therefore, appropriate confidentiality will be maintained in respect of all issues and people involved in concerns about the welfare of a child or bad practice within the club.

The following points will be borne in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.
- All information will be treated in a careful and sensitive manner and will only be discussed with those who need to know.

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- Information will be conveyed to the parents/guardians of a child about whom there are concerns in a sensitive way.
 - Giving information to others on a “need to know” basis for the protection of a child is not a breach of confidentiality.
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