



Littledown Harriers Disciplinary Matters Procedural Guidelines

Matters of discipline will be reported to a committee member, preferably the chair or the secretary, who will disseminate an outline of the matter, in the briefest of terms and without opinions, to all committee members. They will then decide, by email if necessary, what level (see below) is appropriate, if any.

Options;

A - Does not warrant any formal action.

B - Level One procedures.

Matter of a minor or moderate nature.

One committee member will collect information from all involved and verbally inform the committee of the facts.

Committee will then decide if there is a case for the committee to deal with and what action to take.

C - Level Two procedures.

Matter of a moderate or serious nature.

One (or two) committee member/s will obtain written testimonies and these will then be presented to the committee.

Committee will then decide if there is a case for the committee to deal with and what action to take.

Level One can be included in a scheduled committee meeting, Level Two will require a special committee meeting. Quorum on both occasions will be as detailed in the constitution (two thirds.)

General

Appropriate action taken by the committee will be judged on the merits of each case.

Previous cases can be used as a guide for proportionality but are not a definitive precedent.

In extreme cases immediate suspension, pending a meeting, can be instigated if agreed by the whole committee as part of the initial informing process.