



## DISCIPLINARY POLICY AND PROCESS

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# DEVON RUGBY FOOTBALL UNION

## Disciplinary Policy and Process

### 1. Purpose

The purpose of this policy is to outline Devon RFU Constituent Body (CB) approach to undertaking disciplinary action against a volunteer within the CB, including officers and all involved with our rep rugby teams. This policy aims to ensure fair treatment for all involved in a disciplinary complaint, including maintaining confidentiality, where possible, throughout the process.

### 2. Scope

This policy applies to all current and prospective volunteers.

### 3. Disciplinary Process

#### Code of Conduct and Expectations

- All CB officers and players, coaches & Team Managers playing rep rugby for the CB are expected to adhere to our Code of Conduct. The code outlines expected behaviour, emphasising teamwork respect, sportsmanship, enjoyment and discipline.

#### Reporting Misconduct

- Who Can Report: Any member of the CB or club representative can report misconduct by submitting a complaint to the CB Secretary.
- Initial Review: The Secretary will conduct a preliminary review to determine if further investigation is warranted; taking advice and guidance from relevant people.

#### Investigation Process

- If it is appropriate to carry out an in-depth investigation an individual, or individuals where appropriate, will be tasked to thoroughly investigate the allegation, gathering relevant information, including witness statements and any available documentation, while maintaining confidentiality.

#### Disciplinary Hearing and Decision

- Hearing: If necessary, a hearing is scheduled with the involved parties. The Secretary oversees the hearing, ensuring it is fair and impartial. The Hearing Panel must include a minimum of two people, one of whom must be from the Executive Team

- Outcome and Sanctions: Based on the findings, sanctions may include warnings, suspensions, or expulsions. The severity of the sanction depends on the incident's nature and any previous misconduct.
- Appeals Process: An appeals process allows the sanctioned party to request a review of the decision, within 14 days of the decision. The review should, where possible, include an individual(s) not involved in the initial decision.

### Record-Keeping and Confidentiality

- All disciplinary actions and outcomes are recorded by the Secretary, kept confidential, and only shared with necessary people.

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