



Cumann Lúthchleas Gael

# PORTLAOISE



Gaelach i gCroí agus in Aigne

## Complaints Procedure and Club Discipline for Portlaoise GAA Club

### Disciplinary Procedure

Misconduct by players will result in a warning issued by a coach, selector or club official. If this misconduct is repeated, minor sanctions, such as a time out from a training session will be invoked. If the misconduct continues still the club executive will be informed. This action is appropriate where a player has continued to offend, does not respond to the instructions of the coach, has wilfully damaged club property or property of visiting clubs or teams or where the player has brought the team or club into disrepute during training sessions, match or other organised events. Examples of such serious behaviour are: striking another player/officer of club, using repeated bad language, bullying or refusal to abide by the Clubs Code of Behaviour. Also inappropriate use of a mobile phone (i.e. taking inappropriate pictures in a dressing room or anywhere else) will be considered a serious offence by Portlaoise GAA Club .

Where a serious problem has occurred the a meeting will be convened between affected parties, separately if possible, to resolve the difficulties. Where the problem is not resolved the sanctions outlined below may be imposed.

- Issue warning as to future behaviour
- Suspension from training and/or matches.
- Suspension from club teams.
- Suspension from club.
- Expulsion from club.

### • **Stage 1 (informal complaint)**

Portlaoise GAA will endeavour to deal will all informal/verbal complaints as soon as possible. A complaint may be made to the Clubs Secretary or Health & Wellbeing Officer. All complaints will be noted and kept on file. The Club Secretary will have responsibility for doing this.

The clubs first course of action will be to encourage the complainant to speak directly to the person they have an issue with in a calm and non-



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aggressive manner. If the issue cannot be resolved then a member of the committee may mediate to try to resolve the issue.

If there are numerous complaints about a club member/coach/parent/player etc. the club may bring the matter to the Disciplinary Committee to resolve it.

- **Stage 2 (formal complaint)**

If the complaint cannot be resolved at the first stage (informally) then the complaint must be put in writing and given to the Clubs Secretary or Health and Wellbeing officer. The complaint will be forwarded to the Disciplinary Committee to resolve the problem.

- **Disciplinary Committee**

The Disciplinary Committee will be made up of the Chairperson, Secretary and vice Chairperson. In an instance it concerns a Member of the Ladies Football or Camogie a member of that Executive should also be in attendance).

If the complaint is about any of the above mentioned people then that person cannot be part of the Disciplinary Committee.

The complaint shall be responded to in writing within 2 weeks.

If the complaint involves suspected abuse then the Procedure for Reporting Allegation of Child Abuse shall be implemented.

The Disciplinary Committee shall hold a meeting to discuss the complaint.

The Disciplinary Committee shall inform the person whom the complaint is being made against in writing. They may provide a response either verbally (at a meeting with disciplinary committee) or in writing. They may be accompanied by a friend or colleague.

All process will be clearly and accurately recorded at every stage.

All information from the process written or verbal will be kept confidential.



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When dealing with a complaint it is important to be clear about:

- The particular incident of concern
- Any previous incidents taken into account
- Any remedial action to be taken, e.g. an apology
- Any new behaviour expected
- And finally what will happen if the arrangement agreed are not adhered to.

Following its deliberations the disciplinary committee may issue any of the following sanction as it deems necessary:

- Issue warning as to future behaviour
- Suspension from training and/or matches.
- Suspension from club.
- Expulsion from club

- **Appeals Procedure**

A finding of the disciplinary committee may be appealed to an Appeal Committee made up of the officers from the county committee.