



Old Wilsonians Cricket Club

Complaints Policy and Club Procedure

Old Wilsonians' Cricket Club ("OWCC") is committed to the investigation of any claims when brought to its attention discrimination, harassment, bullying, abuse or victimisation of an individual, and reserves the right to impose such sanction as it considers appropriate and proportionate where such is found to be the case. This will include 'on the field' incidents and complaints from or abuse towards Umpires or Captains.

There may be instances where it may be preferable to resolve grievances from incidents outlined above on an informal basis without entering into formal disciplinary procedures. If this is the case please contact the Club Captain doug.forbes@outlook.com to discuss. This is not mandatory and does not preclude the submission of a formal complaint if the matter cannot be resolved by the informal process.

In the event that any employee, member, volunteer, participant or spectator feels that he/she has suffered discrimination, harassment, bullying, abuse or victimisation, and does not wish to have the matter dealt with informally, then they should report the matter in writing to the Club Secretary owmikepike@yahoo.co.uk detailing what occurred, when and where the occurrence took place, any witness details and copies of any witness statements. Such statements can be submitted by electronic means. All statements **MUST** originate from the complainant or witness and not via a third party.

Upon receipt of a written complaint the Club Committee shall appoint a Disciplinary Subcommittee who will meet to hear the complaint within 14 days of it having been lodged. Any member requested to attend a disciplinary subcommittee hearing shall be entitled to be accompanied by a friend or other representative and to call witnesses.

In situations where a member's conduct is considered unsatisfactory, the Club's objective is to implement a disciplinary procedure that identifies and corrects the cause of unsatisfactory behaviour in a constructive manner, encouraging improvement in the member's conduct by ensuring that the member clearly understands his/her responsibilities



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and the cause for dissatisfaction with his/her conduct or performance. However in some circumstances the sub-committee has the power, if appropriate, to terminate membership.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days following the hearing.

For both the person who lodged the complaint and the member against whom the complaint was made there shall be a right of appeal to the Committee with regard to the Disciplinary Subcommittee's finding or the sanction imposed or both. The Committee shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non members of the club. The Appeals Committee shall consider the appeal within 14 days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

Additional special provisions exist with regard to the policy procedure where an under 18 is involved in a disciplinary matter as a witness, alleged victim, alleged offender or any other way.

The special provisions are

- No part of the process should be oppressive or intimidating for the young person.
- As soon as it becomes apparent that the process will involve an Under 18, the Club Safeguarding and the County Safeguarding Officers should be informed.
- The subcommittee panel should consider whether they need the young person to attend in person, and may discuss this with the County Welfare Officer; they should take into consideration
 - the age of the child.
 - the seriousness of the offence.
 - the evidence likely to be given.
 - the possible affect on the young person.
- Parents or carers of the young person must be included in any invitation.
- The young person is properly supported. The County Welfare Officer will ensure this and will either act as, or appoint, a suitable 'Welfare Chaperone' for the



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investigative/disciplinary process, in consultation with the child's parent(s) or carers. The Welfare Chaperone is likely to be the young person's Club Safeguarding Officer, unless there is potential conflict of interest and their role is purely in regard to the welfare of the young person; they have no other role in the proceedings.

- The Welfare Chaperone must liaise, inform and explain procedures and all other relevant issues with the young person and their family throughout.
- If the young person does not wish to attend they cannot be compelled to.
- The young person can choose to provide a written statement which should be provided in advance of the hearing.

Presented to and agreed by the OWCC Committee 1st March 2022



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