

## LUU Athletics Club Disciplinary Procedure

LUU Athletics Club prides itself on the performance of its members in both competitive and social environments, and takes very seriously any accusation of misconduct or rule breaking. A breach of our code of conduct or official UK Athletics rules could result in the athlete being excluded from the club, and unable to represent Leeds University in any future competitions.

In the event that a minor issue is raised, the parties involved will be summoned to a committee meeting within five working days where we will investigate the matter and attempt to resolve it internally.

Complaints made against any member of the team by a competing university or UK Athletics official will be subject to the England Athletics Informal Resolution procedures or Grievance procedures for affiliated members (where applicable- see attached).

Where relevant the University Union will be involved (via the Activities Officer or a member of the Arc staff- this must be done within a month of the situation occurring) and will follow the university union guidelines in resolving the issue.

### University Union guidelines

Leeds University Union takes its image, and that of its activities, incredibly seriously. Any member of any activity that is involved in an incident which affects this is subject to these disciplinary guidelines.

- 1. Complaint received**
- 2. Investigation** - At this point the Student Activities Manager will carry out an investigation into the incident taking statements from relevant witnesses and gathering evidence from those people involved in the incident. Those individuals involved will be contacted to let them know that they are under investigation so that they can give their side of what has happened. The group associated will also be informed.
- 3. Development Co-ordinator decides punishment and informs group or individual** - The Development Co-ordinator for the group in question will consider the evidence outlined in the investigation. Using the below guidelines, they will then decide on an appropriate punishment and write to the committee of the group and the individuals involved in the incident to let them know what has been decided.

The individual can then take one of two routes:

#### **Accept punishment OR**

**Appeal** - Here, the individuals in question can ask the Activities Executive to hear the grounds of their appeal. They would then suggest a final action to the Activities Officer.

### Punishment

Depending on the nature of the incident, below are some punishments that could be expected. The Development Co-ordinators have the discretion to choose the punishment within the boundaries laid down based on their interpretation of the seriousness of the incident.

Level Type of Incident	Likely Punishment
1 - General Misbehaviour	Formal written apology to the Activities Officer and person making complaint. Plus warning.
2 (a) - Any activity considered to bring the Union and/or the group into disrepute, violent	2 – 6 game / session ban depending upon seriousness of incident. Formal written apology

# England Athletics

## Grievance Procedure

### Flow chart

