



PCCCT Complaints, Disputes and Discipline Policy

INTRODUCTION

The Professional Cross Country Club of Tasmania Inc. (**PCCCT**) is committed to fairness, equity and good sportsmanship. The PCCCT aims to provide the best possible environment in which its members can excel, and its officials and administrators can discharge their responsibilities. Further to this, all people in The PCCCT care about children and young people's safety and wellbeing above everything else, and make sure they act that way and lead others to act that way. The Code of Conduct is designed to ensure that appropriate forms of behaviour are adopted and remain the norm for all persons associated with the PCCCT.

- This document shall be known as The Professional Cross Country Club of Tasmania Inc. Complaints, Disputes and Discipline Policy (the Discipline Policy).
 - The Discipline Policy governs the conduct of PCCCT officials in the event of a member breaching the PCCCT Code of Conduct.
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- 1.1 Complaints relating to an alleged breach by a Club member should be directed to the President of the PCCCT or if complaints relate to an alleged breach by the President, to a Vice President who shall act instead of the President in clauses 1.2 to 1.7 inclusive.
 - 1.2 As soon as practicable the President shall convene a sub-committee to investigate the alleged breach.
 - 1.3 The sub-committee shall consist of three members of the PCCCT's committee. The President may appoint him/herself to one of the three positions if he/she deems it appropriate.
 - 1.4 The sub-committee shall advise the Committee of the PCCCT of the result of its investigations and recommendation within 3 days of formation.
 - 1.5 The sub-committee shall recommend disciplinary action or dismissal of the allegations, in accordance with clause 1.13.
 - 1.6 If the sub-committee feels that 3 days is insufficient to conduct sufficient investigations, it shall provide an interim report and recommendation at the end of this period and request a further period of time from the President. The granting and length of any further period of investigation shall be at the sole discretion of the President.
 - 1.7 On the day that the sub-committee provides its final recommendation to the Committee, the member concerned must be provided with written notice (by mail or email) of the alleged breach and the sub-committee's recommendation.
 - 1.8 From the date of the written notice, provided under clause 1.7, the member will be given 7 days to respond to the allegation. This may be done either in person (by meeting with the



sub- committee) or in writing.

1.9 If the sub-committee recommends suspension or termination of the member's membership, an interim suspension will be imposed until a final decision is made in accordance with clause 1.10.

1.10 Seven days after the member notification under clause 1.7, whether the member has responded or not, the Committee will meet to endorse or alter any sub-committee recommendations by vote.

1.11 A decision made under clause 1.10 of this Code takes immediate effect. The member must be provided with written notice of the decision and the reasons for the decision (by mail or email), within 7 days of making the decision.

1.12 The decision made under clause 1.11 is final.

1.13 Upon the recommendation of the sub-committee, the PCCCT may deal with an alleged breach of this Code in any one, or combination of the following ways:

- (i) Dismissal of allegations and no further action if no breach has occurred
- (ii) The President (or a delegate) may speak with the member about his/her behaviour;
- (iii) Issue a written warning to the member about his/her behaviour;
- (iv) Suspend the member's membership for a period of time or number of races;
- (v) Terminate the member's membership and direct future committees to not accept future membership applications from the individual

For the avoidance of doubt, this list is not exhaustive and other disciplinary action may be considered.