



# Wellington Rowing Club Complaints & Disciplinary Process



This document is a bylaw of Wellington Rowing Club (WRC), established in accordance with clause 1.6 of WRC's Constitution. In the event of any conflict, the Constitution will take precedence over this bylaw.

## Objectives

- The Complaints and Disciplinary Process outlined below is intended to give effect to WRC's Code of Conduct and Safety Rules.
- WRC will deal with complaints about WRC members in a fair and impartial manner.

## To raise a complaint

- The complaint must be in writing or email, addressed to the Club Captain and/or President and/or Secretary; complaints cannot be made anonymously.
- The complainant will be informed that their complaint has been received as soon as practicable after it is received, including an outline of how it will be considered, and may be asked to provide additional information.

## Complaints members made by members of the public or of other rowing Clubs

- Complaints raised by members of the public or members of other rowing Clubs will be considered equally to those made by WRC members about fellow WRC members.

## WRC disciplinary process

- All complaints will be reported to the WRC Committee.
- If a complaint is made about a member who is a pupil or Coach of an affiliated school, the complaint will be brought to the attention of either the school and/or the Executive Committee of the School's Rowing Club (whichever is applicable in the circumstance)
- The WRC President (or delegate) will agree a process that is consistent with the disciplinary processes of the school, the school's rowing club (if applicable) and WRC.
- If any formal meeting is to be held between a pupil and the Club, then a school representative will be present.
- The member complained about (respondent) will be given reasonable notice of the nature of the complaint and how it will be considered.
- The respondent will be given reasonable time and a fair opportunity to defend any complaint made against them; in most cases, a written explanation within one week will be expected.



# Wellington Rowing Club

## Complaints & Disciplinary Process



- For minor violations of the Code of Conduct and/or Safety Rules, the Club Captain, Safety Officer and President will consider the complaint, the respondent's reply and agree an appropriate course of action, which will be reported to the WRC Committee.
- For significant violations of the Code of Conduct, a Disciplinary Panel will consider the complaint in a fair and unbiased hearing and invite the respondent to defend the complaint, with a support person if requested.
- The Disciplinary Panel will comprise the Club Captain, one Officer and one non-Officer member of WRC's Committee; the Officer and non-Officer members will be rotated amongst Committee members. Where the complaint involves a violation of Safety Rules, the Safety Officer will be a member of the Disciplinary Panel.
- Neither the member who has laid the complaint nor the Coach of the respondent, will be part of the Disciplinary Panel; in the event the Club Captain is the Coach of the respondent, the Committee will determine the composition of the Disciplinary Panel
- Where a significant violation of the Code of Conduct is substantiated, the Disciplinary Panel may impose a penalty that is proportional to the nature of the violation and consistent with the WRC Constitution. This may include temporary exclusion from the Club and/or being unable to be selected for races; in the event of a severe and/or repeated violation(s), the respondent may have their WRC membership rescinded.
- The respondent will be notified of the outcome of Disciplinary Panel's decision(s) and any consequences imposed in line with the Code of Conduct
- The Disciplinary Panel must report its decision(s) and rationale to the WRC Committee; the Committee must record appropriate detail of the complaint, disciplinary process and decision(s) in the minutes of the following Committee meeting (having taken steps to respect privacy where appropriate).
- The respondent may appeal the decision(s) of the Disciplinary Panel by writing to the Club President; an appeal would be considered at the next meeting of WRC's Committee, which will notify the respondent of its decision(s) on the appeal as soon as practicable after meeting.