



Chairman: Ken Kirby
Treasurer: Charles Simms
Secretary: Ken Gould
Ladies: Clare Williamson



Ipswich Octopush Club **Disciplinary Procedure**

Despite the best efforts of all concerned there could be instances when club members may have cause for complaint, or club members behaviour may not meet a standard acceptable for the smooth, safe and efficient running of the Octopush club. If this does occur then this disciplinary procedure will be followed.

Any person taking part in any Ipswich Octopush Club event, whether an octopush session or an associated activity will abide by this disciplinary procedure and will obey all reasonable requests made by any responsible person on behalf of the club.

Unacceptable behaviour affected by this code may include (but is not limited to):

- Verbal insult or use of insulting language,
- Unjust or corrupt behaviour,
- Maltreatment or assault of a person (including fighting),
- Any unwelcome sexual advances whether physical or verbal.
- Bullying of any kind, whether physical or verbal,
- Any behaviour which may bring Ipswich Octopush club or the British Octopush Association into disrepute,
- Horseplay beyond reasonable fun,
- Any act which might put a person or property in any form of danger.
- Refusing to obey the reasonable requests of a club official or responsible person.

Action to be taken immediately after an incident or complaint.

The responsible person in charge of the octopush session must decide on any immediate action required to ensure the smooth and safe running of the session.

Action taken may include (but is not limited to):

- Asking a person to moderate their behaviour so the session may continue with them,
- Asking a person to leave the pool so the session may continue without them,
- Stopping the session and asking all present to leave the pool.

Action to be taken following an incident or complaint:

Should an incident occur, or if a complaint is made against any club member then the responsible person in charge of the octopush session will take details and will write a report to be presented to the club committee. The report should include:

- Date, time and location of the incident.
- A detailed report of what happened, including the nature of the incident or complaint,
- (It is important to keep solely to the facts. Do not try to speculate, give an opinion or apportion blame in the report),
- Names of anyone involved in the incident,
- Names of any witnesses to the incident,
- Names of those present including lifeguards and spectators,
- Any action taken at the time,
- Any action requested by anyone involved,
- Any statements made (verbal or written) by any person involved.
- Any statements made of any intended future action (including any threats made).

This report will primarily be for the use of the club committee but may be released to outside agencies should action beyond the authority of the committee be required.

What will happen next:

The club committee will arrange a disciplinary meeting as soon as reasonably practicable to discuss the report.

All members of the committee must be informed of the meeting and given reasonable notice to enable them to attend,

At least three members of the committee must be present at such meeting.

The person writing the report will not chair such meeting ie: if the Chairman was the responsible person who wrote the report, then an alternative Chairman will be elected from among the other committee members for the duration of the disciplinary committee meeting.

The disciplinary committee will be informed of any previous reports which include anyone involved and will make a decision accordingly.

The disciplinary committee will decide on any action to be taken which may include (but is not limited to):

- File the report for future reference with no further action required,
- verbal discussion with the person involved,
- Verbal warning to the person involved,
- Written warning to the person involved,
- Exclusion from one or more club sessions,
- Exclusion from Ipswich Octopush club,
- A report to the Disciplinary committee of The British Octopush Association.
- A report to any external agency such as the Police.

If the committee are not unanimous in their decision a vote will be taken and decided by a simple majority. If there are equal votes then the Chairman of the meeting will have a casting vote.

Attendance at a disciplinary committee meeting

The disciplinary committee may ask one or more of those involved in any incident or complaint to attend a disciplinary committee meeting. This may be the same meeting as the first disciplinary committee meeting or may be a second meeting arranged at a later date.

Sufficient notice must be given when arranging a disciplinary committee meeting to give all involved a reasonable chance to attend (not less than 7 days).

If anyone refuses to attend a disciplinary committee meeting it will go ahead in their absence and any decisions will be made in their absence.

Anyone asked to attend a disciplinary committee meeting may bring a friend to speak on their behalf who does not need to be a member of Ipswich Octopush club.

The final decision of the committee will be binding and anyone involved will be expected to respect and comply with that decision.

If anyone is not satisfied with the final decision of the disciplinary committee meeting they may resort to section 17 of the club constitution which states:

“If at least ten members request a special general meeting in writing stating the business to be considered the secretary will call such a meeting”.

Any majority decision made at a special general meeting may over rule a decision made by a disciplinary committee meeting.