
Southern Canberra Gymnastics Club DISCIPLINE AND APPEALS (NON-INTEGRITY) POLICY

POLICY NAME:	SCGC Discipline & Appeals (Non-Integrity) Policy
DATE OF ISSUE:	16 April 2024
REVIEW TIMING:	September/October, every year
NEXT REVIEW	September/October 2024

1 INTRODUCTION

The Southern Canberra Gymnastics Club Incorporated (SCGC) is committed to providing a recreational and professional environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity. SCGC will not tolerate discriminatory or harassment behaviour under any circumstances and nor will it tolerate willful disregard of its values, policies and procedures and will take disciplinary action against anyone undertakes such actions or who breaches the club's policies and rules.

SCGC's overarching discipline and appeals rules are set out in Rule 2.12 of the SCGC Constitution. This policy applies to all non-integrity related matters.

Should a person wish to make any enquiries in relation to this Policy, please contact the SCGC Administration Officer at the club's front office or by calling 02 6296 3331.

2 POLICY STATEMENT

SCGC will:

- in regard to non-integrity matters
 - act on all discipline matters in accordance with Rule 2.12 of the SCGC Constitution;
 - develop guidelines for the handling of discipline and appeals matters;
 - establish a subcommittee as required by the Constitution with specific terms of reference to consider discipline matters;
 - act in a fair and non-discriminatory way when dealing with all discipline matters;
 - establish a independent appeals panel in accordance with the Constitution and such panel members may be sought from other local sports clubs and/or depending on the matter involved from the local legal profession (on a pro bono arrangement);and
 - establish the appeals tribunal in accordance with the Constitution.
- in regard to non-integrity matters involve reprimanding/disciplining a child (under 18 years of age)
 - act in the best interests of the children in the group/gym;

- act immediately to stop the behaviour giving rise to the matter;
- ensure that more than one coach/staff member is present, the incident and all actions are formally recorded and parents advised as soon as practical;
- ensure any reprimand or action is consistent with the severity of the incident.
- In regard to integrity matters:
 - act in accordance with the Gymnastics Australia Complaints, Disputes and Appeals Policy;
 - provide the necessary support to both Gymnastics Australia and the club member involved in an unbiased and professional manner; and
 - fully support any sanctions or other penalties imposed by Gymnastics Australia or Sports Integrity Australia.

3 RELATED DOCUMENTS

Related SCGC documents include the following:

- the Constitution;
- Child Safeguarding Policy;
- Respect@work Policy;
- Competition Manipulation and Sport Wagering Policy;
- Improper Use of Drugs and Medicine Policy; and
- Complaints, Disputes and Discipline Policy.

4 POLICY PROMOTION

This policy will be made available to all SCGC members via the SCGC website at: www.southerncanberra.gymnastics.org.au and shall also be communicated to all staff.

5 NON-COMPLIANCE

Non-compliance with this policy by any committee or other member will be treated as a serious breach of the club's ethics and standards. Disciplinary action may be taken against any infringement of this policy with those responsible asked to explain to the committee the basis of their actions.

6 MEMBER RIGHTS

The Club has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and at all times confidentially. However, for complaints or matters that falls within the scope of the National Integrity Framework policy such matters will be referred to and handled by Gymnastics Australia and Sports Integrity Australia. The Club recognises the principle of natural justice which will be applied in the investigation and adjudication of a complaint.

7 CONFIDENTIALITY AND REPORTING

The Club administration is responsible for implementing this Policy and will keep confidential the names and details relating to complaints, unless disclosure is:

- necessary as part of the disciplinary or corrective process; and/or
- required by law.

8 VERSION RECORD

Date	Issue	Author	Description of Revision
10 Sep 02	1.0	Bob Weight	First issue.
11 Jan 06	1.1	Bob Weight	Revise to Club 10 requirements
04 Jan 07	1.2	Bob Weight	Update after 2007 Planning Meeting – terminology consistency across the CMS
10 Sep 09	1.2	Bob Weight	Annual Review – no changes
10 Sep 10	1.3	Bob Weight	Annual Review – no changes
19 Jan 12	1.4	Bob Weight	Added obligations under the Working With Vulnerable People Act 2011
11 Sep 14	1.5	Bob Weight	Annual Review – no changes
20 Jan 16	1.6	Bob Weight	Annual Review – no changes
1 Aug 19	2.0	Bob Weight	Adoption of GA MPP
7 Jun 21	2.1	Bob Weight	In Policy Promotion section added requirement for all committee, senior managers and senior coaches to review the policy at start of each term
9 May 22	2.2	Bob Weight	Amended iaw latest GA version and included reference to National Integrity Framework
11 May 22	3.0	Bob Weight	Revised to reflect the GA National Integrity Framework and restrict this policy to non-integrity matters.
11 Aug 23	3.1	Bob Weight	Annual review no changes
29 Sep 23	3.2	Bob Weight	New format. Delete superfluous text and minor grammar corrections.
16 Apr 24	3.3	Bob Weight	Added new 2 nd bullet in para 2 regarding policy relating to reprimanding/disciplining a child