



Galway Hooker Sailing Club
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Galway Hooker Sailing Club Disciplinary Procedure

Disciplinary Procedure

Galway Hooker Sailing Club (GHSC) aims to operate on the basis of good practice and in accordance with recommendations from our governing body, Irish Sailing (IS). Complaints can be made against both the club as a whole, as well as individuals within the club in reference to the **GHSC Constitution** and the **GHSC Code of Conduct**.

To be considered as a complaint where actions can be taken, a complaint must be made in writing by a named person and details of the complaint must be furnished as fully as possible. Anonymous comments cannot be dealt with as a complaint.

Complaints should be emailed to secretary@galwayhookersailingclub.ie or posted to:

Galway Hooker Sailing Club, 13 Claddagh Quay, Galway, H91HH5F for the attention of either of the following;

- Commodore
- Secretary
- Youth Officer
- Disability & Social Inclusion Officer

A disciplinary committee will be established. Within 5 working days of receipt the complainant will receive a response to detail the process and to seek engagement with them. The disciplinary committee will consist of at least 2 members of the Club Committee, the Club Children's Officer (in the case of youth/safeguarding complaints) as well as ordinary registered members of the club.

If the complainant is under 18 years of age, correspondence should be addressed to the parents/carers and invited to partake in the process. If the complaint involves suspected abuse or a criminal offence involving a child or vulnerable person as defined by the Safeguarding Policy then the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.

Should a complaint detail a criminal act against an adult or property then the club reserves the right to make an immediate direction to An Garda Síochána.

The disciplinary committee should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Club Committee of the progress of the disciplinary process. This should be done within 10 working days.

The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee. It is advised to take onboard any information that witnesses can give from both parties of the complaint.

Written confidential records of all complaints should be safely and confidentially kept in compliance with **GHSC Privacy Statement & GDPR** and club procedures should be defined for the possession of such records in the event of election of new officers.

Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed.

Sanctions include, but are not limited to:

- 1) verbal warnings in the cases of minor breaches
- 2) written warnings in the case of major or repeat breaches
- 3) revoking of membership in the case of extreme/criminal breaches

The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/ carers.

Appealing Procedure

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of the disciplinary committee).

Any appeal should be made in writing within 10 days of the decision of the disciplinary committee.

The chairperson of the appeals committee should be a member of the GHSC Executive Committee (Commodore, Secretary, Treasurer) who will appoint at least one member of the Club Committee and one Ordinary member of the club to assist. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.

The appeals committee will have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.

Details of Galway Hooker Sailing Club committee are available on www.galwayhookersailingclub.ie or on request from secretary@galwayhookersailingclub.ie.

If any party is not satisfied with the outcome the matter can be referred to the governing body Irish Sailing (IS). To make an appeal to Irish Sailing it must be in writing and addressed to:

National Children's Officer
Irish Sailing
3 Park Road, Dun Laoghaire, Co. Dublin

This procedure is valid from May 2022 and will be reviewed every 2 years.

Any documents, policies or procedures referred to in this Code of Conduct can be found at any or all of the following locations;

- Files section in SPOND,
- Our club website www.galwayhookersailingclub.ie
- On request from any Committee Member

Last reviewed: 6thst March 2025