

National Coarse Fishing Federation of Ireland



COMPLAINTS & DISCIPLINE PROCEDURE

Background

In accordance with the Rules of The National Coarse Fishing Federation of Ireland (NCFFI) and the requirements in natural justice for a fair and transparent Complaints and Disciplinary Procedure to be adopted, this document was produced to give guidance to the NCFFI executive and to the appointed Complaints and Disciplinary Committee.

Rule 1: A Complaints and Disciplinary Committee (CDC) shall be appointed by the executive committee of NCFFI to deal promptly with any complaint or incident.

The CDC will consist of a minimum of 3 members. Complaints relating to incidents at certain level (Club, Region or National) should be dealt with by a Complaints and Disciplinary Committee at that level.

Rule 2: A standing **National Complaints and Discipline Committee (NCDC)** consisting of a minimum of 3 national executive members shall be appointed by the executive committee of NCFFI.

Maintenance of Discipline in Affiliated Clubs

The authoritative body in respect of discipline in each affiliated club is, in the first instance, the executive of that club. Appeals against disciplinary decisions at club level may be heard by the NCDC of the national executive of NCFFI, or by an appeals committee appointed by NCDC.

Function of NCDC:

A review of disciplinary procedures in each affiliated club is a proper and necessary function of the NCDC of NCFFI.

Maintenance of Discipline in the NCFFI

The NCFFI executive is the authoritative body in respect of discipline in

- Areas and activities organised or funded directly by the executive of NCFFI.
- Activities organised, funded and run by more than one affiliated club or by a provincial council.

The NCFFI executive shall take whatever measures to maintain an acceptable standard of behaviour and apply appropriate penalties.

Duties of Complaints and Disciplinary Boards

The NCDC shall have the power to hear and determine any complaints whether made by a party alleging a grievance, by a member of NCFFI or by any affiliated club that a member has acted in a manner damaging to the interests of NCFFI. In the event of the Complaints and Disciplinary Committee determining that a member has acted in such a manner it shall be entitled to impose whatever penalty it considers appropriate provided however that the member against whom the complaint has been made is entitled to appeal the decision of the CDC within 2 weeks (14 days) of being notified in writing by the CDC of its decision. This appeal will in the first instance be made to the NCDC. NCDC may choose to determine the appeal itself or to appoint a committee of at least 3 NCFFI executive members to determine the appeal. The committee hearing the appeal will be

independent of the CDC who heard the original complaint and having examined all the relevant information shall be entitled to uphold, vary or reject the determination of the CDC and the penalty imposed by it.

Procedure

Before Formal Complaints procedures are instigated members should consider whether the matter can be dealt with informally first. If the Informal Complaints Procedure does not lead to a satisfactory conclusion then the Formal Complaints procedure shall be adopted.

The CDC appointed should, in the first instance consider an informal resolution and seek to facilitate a resolution informally. If either party is still dissatisfied then the CDC must proceed to a formal determination of the complaint.

There are specific exclusions contained in the document where it would not be appropriate to use these procedures to deal with matters arising.

There are timeframes contained in the document which should be adhered to.

There is a cost involved in administering the Complaints and Disciplinary process. Accordingly members, when making a Complaint or an appeal, may be subjected to an administration fee as set out in this document. However, where a Complainant is upheld or where an appeal is upheld, the administration fee will be reimbursed to the Complainant.

It should be emphasised that disputes should be dealt with at a local level and all efforts at a resolution at this level exhausted.

Exclusions

Please note that these Procedures are not an appropriate mechanism for dealing with certain complaints.

Allegations of physical or sexual abuse or other potential child abuse issues for which other procedures exist using the appropriate statutory authorities. In respect of such allegations parties are referred to the document entitled “Guidelines for NCFEI members with regard to child protection” as amended from time to time.

Complaints of behaviour which is unlawful should be referred to the GARDA SÍOCÁNA or the PSNI as appropriate.

Informal Procedure

Any NCFEI Member who has a complaint made against them shall be treated with respect and dignity and shall be innocent of any complaint until proven otherwise.

A complaint may be made in writing to the Secretary of a Club in the first instance or directly to the executive of NCFEI, if the complaint involves an officer of the national governing body.

The committee will forward the complaint without delay to the Chairman of the National Complaints and Disciplinary Committee or another member of that committee if he/she is not available.

The Chairman of the National Complaints Committee will, in consultation with the committee members appoint a Complaints and Discipline Committee (CDC), at the appropriate level (club, regional etc), to adjudicate the complaint. Based on the seriousness of the complaint or incident the CDC shall decide if the complaint or incident may be dealt with by the Informal procedure.

In the case of the Informal Procedure the CDC will invite all parties involved, separately to review the issues at hand in an attempt to resolve those issues by mutual agreement if practicable.

If mutual agreement is reached it will be recorded by the Disciplinary Committee and reported to the NCDC. All parties involved will be notified of the decision and no further action will be taken.

Where the complaint or incident cannot be resolved the matter will be referred to the Complaints and Disciplinary Committee and the matter will be dealt with under the Formal Procedure.

Formal Procedure

Any Club Member who has a complaint made against them shall be treated with respect and dignity and shall be innocent of any complaint until proven otherwise. Fair procedures shall be applied at all times.

All procedures shall be treated as confidential between the Executive Committee, the NCFEI Member involved, witnesses, CDC and the NCDC

Complaints shall be made in writing or orally to a member of the Committee who will formally put the complaint in writing and have the complainant, when satisfied as to its contents, sign and date the complaint. A copy of the complaint will then be available to the complainant.

Any witness reports to the incident shall be documented and forwarded to the Chairman of the Complaints and Disciplinary Committee along with the actual letter of complaint without delay.

The Complaints and Disciplinary Committee shall meet within fourteen days of receipt of a complaint and set a date for hearing of the complaint and provide sufficient opportunity for the person or persons whom the complaint is made against to defend themselves against such complaint and to give any explanation or offer any evidence on their behalf.

This Complaints and Disciplinary Procedures has been adopted by the Executive Members of the Angling Council of Ireland at an executive committee meeting held on;

Signed _____ Signed _____

Chairman NCFFI

Secretary NCFFI

The elected members of the Complaints and Disciplinary Committee appointed by the Executive Committee agree to abide by the procedures herein.

Signed _____ Appointed _____ \ _____ \ _____

Signed _____ Appointed _____ \ _____ \ _____

Signed _____ Appointed _____ \ _____ \ _____