



West Lothian Clarion Disciplinary Process

West Lothian Clarion strives to ensure that our club is a safe place for all involved – riders, coaches, leaders, parents and guardians and the wider club community.

The following behaviours/conduct would be deemed as unacceptable and would be subject to our disciplinary process:

- The consumption of or evidence of alcohol or drug use before or during session
- Unnecessary physical contact with riders and/or other personnel within the club environment
- The use of physical violence towards riders and/or other personnel within the club environment
- Swearing, offensive or inappropriate language during club sessions
- Unwarranted conduct when dealing with poor behaviour within club sessions
- Not treating all riders equally
- Inappropriate communication with riders out with sessions via any means (as outlined in Club Communications policy)
- Not representing the club in a positive manner online and/or in public
- Inappropriate image capturing
- Undermining Head Coach or Committee members
- Operating outwith the remit of your qualifications
- Theft / criminal activity relating to the club
- Causing deliberate damage to rider / club equipment
- Gross negligence which causes unacceptable loss / damage or injury

The following process will be followed if standards fall below that which is expected as outlined above. The list is not exhaustive and there may be other instances by which the disciplinary process is followed.

Stage 0 – Normal Coaching Intervention/Interaction

- We anticipate that most issues can be dealt with at source through informal intervention by the Club President with the parties involved.
- While this initial stage does not require input from other parties, the Club President may informally consult with Parents/Guardians/Wellbeing and Protection Officer if considered appropriate
- This may result in a performance review.
- The Club President may use their discretion to initiate and repeat Stage 0 as many times as deemed necessary before progressing to Stage 1



Stage 1 – Verbal Warning

- Where a breach of code of conduct is persistent and not resolved at Stage 0, the Club President will raise the matter with the Wellbeing and Protection Officer.
- Upon investigation, the Wellbeing and Protection Officer will take any necessary action to resolve the issue.
- They may call a meeting with the Coach/Leader in question to discuss the matter further, issue a verbal warning. Notes of this meeting will be copied to them in writing, may be referred to should there be further incidents, and will be stored in their file.

Stage 2 – Written warning

- In the case of more serious incidents and/or if a further offence occurs, a written warning will be issued to Coach/Leader from the Wellbeing and Protection Officer / Club President as appropriate.
- This will give the reasons for the warning, the improvement required, and the date when the warning expires.
- It will outline that if improvement is not observed, or further acts of misconduct occur, then the club may take action under Stage 3 of the disciplinary process.

Stage 3 – Suspension or termination of role within club

- If conduct is still unsatisfactory and the coach still fails to reach the prescribed standards despite receiving a written warning, or if the coach / leader has committed an act of gross misconduct, suspension and or termination of the coach / leaders role within the club may occur.
- Suspension / termination may also breach British Cycling Code of Conduct and in this instance the club is duty bound to make the governing body aware.
- Depending on the severity of the incident the club may conclude that the involvement of Social Services and or the police is required.
- Depending on the severity of the incident, the club may also conclude that Scottish Cycling and/or Disclosure Scotland should be notified.
- Before suspension / termination a full investigation will be carried out.

See Incident Response Flowchart for the club's role in response to a safeguarding concern

Any appeal against termination must be submitted to the Club President within 14 days by formal letter. Upon receiving an appeal the Club Committee will organise an independent assessment of the case and report within 28 days unless there is good reason to extend the time frame.