

Bynea Cycling Club Breaches of the Code of Conduct

Bynea Club strives to ensure that our club is a safe place for all involved – riders, coaches, lead riders, parents and guardians and the wider club community. Bynea CC will not tolerate any harassment or bullying within its environment. The following behaviours/conduct would be deemed as unacceptable and would be subject to our disciplinary process:

Specific examples of unacceptable behaviour would include:

- The inappropriate consumption of alcohol or non-prescription drug use before or during a club activity
- Inappropriate physical contact with riders and/or other personnel within the club environment
- The use of physical aggression or violence towards riders and/or other personnel within the club environment
- Offensive or inappropriate spoken or written communication within the club environment (including racist/sexist or derogatory language)
- Inappropriate communication with riders/athletes whilst out with sessions via any means
- Not representing the club in a positive manner online and/or in public
- Inappropriate image capturing
- Undermining Head Coach or Committee members
- Operating outside 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
- Contravention of the club social media policy

Any behaviour that may trigger the Child Protection Procedure

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/mediation

- We anticipate that most issues can be dealt with at source through informal intervention by the Club Chair/Committee with the parties involved. Anyone involved in the incident, whether Committee members and/or the Chair/President/other, will suspend any involved activity, pending an outcome.

- While this initial stage does not require input from other parties, the Head Club Coach/Chair may informally consult with Parents/Guardians/Safeguarding Officer if considered appropriate.
- This may result in a performance review.
- The Head Club Coach and Chair, 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 Head Club Coach/Chair will raise the matter with the Chair/Committee/Safeguarding Officer.
- Upon investigation, the Chair/Safeguarding Officer/Committee will take any necessary action to resolve the issue.
- They may call a meeting with the Coach/Leader/Member in question to discuss the matter further and issue a verbal warning. Notes of this meeting will be copied to them in writing and may be referred to should there be further incidents. These notes will be stored in their file.

Appropriate written records will be kept of any communication between parties.

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/Member from the Safeguarding Officer/Head Club Coach/Chair 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 act under Stage 3 of the disciplinary process.

Stage 3 – Suspension or termination of role within club

- If conduct is still unsatisfactory and the coach/member/other still fails to reach the prescribed standards despite receiving a written warning, or if the Coach / Leader/Member has committed an act of gross misconduct, suspension and or termination of the Coach / Leader/Member's role within the club will occur.

- Suspension / termination may also breach British Cycling Code of Conduct/ British Triathlon Code of Conduct and in this instance the club is duty bound to make the appropriate 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. It is anticipated that this will be the default pathway for instances involving *Child Protection or Criminal activity*
- Depending on the severity of the incident, the club may also conclude that Welsh Cycling/Triathlon should notify Disclosure Wales.
- Where suspension / termination is being considered, a full investigation will be carried out. Written statements will be collated from all involved parties and witnesses. This process may not necessarily involve Committee members, with responsible or suitably qualified Club members aiding any investigation. Where suspension or termination is being considered, a special meeting will be convened, where an involved individual(s), will be given an opportunity to represent themselves prior to any decision being made. Any such meeting will involve a minimum of 6 Committee members, together with the Safeguarding Officer and any other persons deemed appropriate by the Committee. Appropriate written records will be kept of any communication between parties.

Any appeal against termination must be submitted to the Head Club Coach/Chair 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. This may involve referral of the case to the Welsh Cycling/Welsh Triathlon Lead Safeguarding Officer.

Bynea Safeguarding Group April... 2021

Date approved by Committee... 14th April 2021

Date due for renewal ...April 2022