



The following guidance is issued on behalf of the Home Countries to assist athletics clubs when dealing with allegations of poor practice or breaches of the Codes of Conduct. The guidance document should be read in conjunction with any Club Constitution.

Poor practice is defined as any behaviour which contravenes the home countries Codes of Conduct or guidance provided in the Welfare Policy and Procedures.

- a) Once an incident is reported to the Club Welfare Officer he/she shall consult with their respective home country national Welfare Officer or in the event of their unavailability with the Lead Child Protection Officer at UKA, in order to ascertain whether the allegation is to be investigated/dealt with as poor practice, bullying or abuse.
- b) Once the incident has been identified by the National Welfare Officer as poor practice and in consultation with senior club officials (Club Chairman) a decision will be made whether or not to suspend temporarily the person accused. Each case will be considered on its merit.
- c) A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria:
  - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel.
  - Senior management of the club must be represented
  - As the case relates to poor coaching practice, experience in this field must be represented.
- d) The accused will be advised of receipt of the report and provided with both copies of the reports and all witness statements.
- e) The accused will be invited to attend any disciplinary hearing.

- f) The accused must be given sufficient advance notice of the disciplinary hearing..
- g) The accused must be given the opportunity to offer his/her side of events and call witnesses.
- h) Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing and to the parents of the young person.
- i) A copy of the finding should be sent to the National Welfare Officer and to the Lead Child Protection Officer at UKA.

#### Possible Outcomes

1. Temporary suspension
2. Person may only coach whilst supervised
3. Coach must undertake the UKA Safeguarding and Protecting Children home study pack
4. Coach must attend a SCUk Safeguarding and Protecting Children Course