



Disciplinary & Complaints Procedure

Complaints in relation to young people, their coaches and their parents shall be dealt with under schedule 1 contained within the club's Articles of Association. When complaints involve juveniles the Juvenile Convenor is delegated to act.

- Complaints may be lodged by all members of the club
- They shall be received in writing by the Honorary Secretary/Juvenile Convenor of the club. Complaints shall be made to the Honorary Secretary if it is about the lead officer or convenor
- The complaint should outline all relevant details about the parties involved
- The Juvenile Convenor shall convene the juvenile sub-committee and appoint a disciplinary committee of 3. However, if the complaint involves the possibility of criminal offence the convenor should talk to the lead officer within the club or organisation as appropriate, who will follow the Code's reporting procedure. The statutory authorities will then be informed
- The disciplinary committee shall hear the case of all parties involved and decide if a rule or regulation of the Code has been infringed.
- They shall, in writing, inform those involved of the sanctions to be imposed. Written notification shall be given to parents if the complaint is against a juvenile member
- All records to be kept on file in the office for 1 year or until the young person concerned becomes a full member within the club; whichever is the shorter
- If any party does not agree with the disciplinary committee they can appeal the decision in writing within a 10 day period
- The appeals committee is convened by the Juvenile Convenor, whose chairperson should be taken from the Council and include those who have not been on the original disciplinary committee
- The appeals committee shall confirm or set aside or change any sanction imposed by the disciplinary committee.

- If the issue cannot be resolved at this level the complaint may be referred to the Council whose decision shall be final

For complaints in relation to PGA members, the lead officer should be contacted in order to ensure the PGA process is followed.



Child Protection Accident Report Form

Warrenpoint Golf Club

Coach/Leaders in Attendance: _____

Accident Details:

Name of Injured:			
Age:			
Home Address:			
Parents Contacted:	Yes/No	At what number?	
Date:			Exact Location:
Time:			Time Reported:
Reported by who:			
Nature of injury:	How accident happened:		
Name and contact details of any witnesses:			
First Aid Given:			