



Disciplinary Procedure

These guidelines identify RCC's disciplinary procedure.

All complaints regarding the behaviour of RCC staff, members or volunteers should be lodged in writing with the Club Secretary. Any such complaint should include: details of what occurred; when and where the occurrence took place; any witness details and copies of any witness statements.

The Club Secretary will contact the Management Committee who will appoint a Disciplinary sub-Committee. The Disciplinary sub-Committee will meet within 31 days of the complaint being lodged. The sub-Committee has the power to apply appropriate sanctions.

Any RCC staff, member or volunteer requested to attend a Disciplinary sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses.

Sanctions that can be imposed as a result of the disciplinary procedure, depending on the seriousness of the incident, include

- Being required to apologise to team-mates, the other team, umpire, team manager or other persons
- Receiving a warning from the coach
- Receiving a written warning from the Club Committee
- Being immediately dropped or substituted
- Being suspended from training
- Not be selected for the team
- Being required to serve a suspension
- Being suspended from all Club events including social events
- Membership being terminated
- Next year's and future memberships not being renewed

Proposed Disciplinary sub-Committee membership

Chairman of the Cricket sub-Committee
Junior or Youth Manager
Club Cricket Secretary

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the RCC staff, member or volunteer against whom the complaint was made within 14 days of the hearing.

There shall be the right to appeal to the Management Committee the sub-Committee's decision against the finding, the sanction imposed or both following disciplinary action being taken. The appeal should be lodged in writing with the Club Secretary within 14 days of the penalty being imposed. The Club Secretary will contact the Management Committee who will appoint an Appeals Committee which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club.

This Disciplinary Appeal Committee shall include at least 3 members of the Management Committee and another independent person. The Appeals Committee shall consider the appeal within 31 days of the Secretary receiving the appeal.

The RCC staff, member or volunteer submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.

Proposed Disciplinary Appeal Committee membership

Club Trustee's representative on the Management Committee
Club Secretary
One other Management Committee member
One other person – VP, Honorary Member or Independent



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The outcome of the Appeal Disciplinary hearing shall be put in writing to the person who lodged the complaint and the RCC staff, member or volunteer against whom the complaint was made within 14 days of the hearing.

There shall be the right to appeal to the Appeal Committee's decision against the finding, the sanction imposed or both. This final appeal should be lodged in writing with the Club Chairman, with a copy to the Club Secretary, within 14 days of the penalty being imposed. The Chairman shall consider the appeal within 31 days of the receiving the appeal letter. The decision of the Chairman shall be binding and final.

If the nature of the complaint is with regard to the Management Committee of RCC the complainant may report the complaint directly to the Surrey County Cricket Board.

Notes – where one of the above is not available for membership of the Disciplinary or Appeal Committee the Management Committee can appoint a substitute.

A member of either Committee can and is expected to exclude themselves if the disciplinary concerns an event they have an involvement or personal interest in, or a family or other particular link with any one of the people involved. In a situation of doubt the other members of the sub-Committee or Appeals Committee can rule.

In certain circumstances the County Board may impose further hearings and impose additional sanctions.