



# Cork Constitution Football Club

Grounds: TEMPLE HILL, BALLINTEMPLE, CORK. Colours: BLACK, BLUE & WHITE

Bar (021) 4292563  
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## Cork Constitution F.C. Child Welfare/ Safeguarding Complaints / Appeals Procedure

Where there is a concern or a written complaint raised with regard to the safety or welfare (including bullying) of a child or youth under 18 years of age, CCFC will,

- Direct such concerns / complaints to the Club Welfare Officer (CWO) immediately.
- If the complaint involves suspected abuse or a criminal offence, the CWO will immediately inform the Statutory Authorities.
- In all other situations, the CWO will setup a Disciplinary Committee to investigate the concerns / complaints raised. The Committee shall consist of a minimum of three people, including the CWO, a member of the Management Committee, and an Ordinary registered member of CCFC.
- The concern / complaint shall be acknowledged and responded to within 10 working days.
- The Committee in the course of its investigation will,
  - Review all paperwork
  - Hold meetings as necessary with all parties
  - Inform Management Committee of progress
  - Conclude the investigation with findings within 10 days of commencement.

Where the Disciplinary Committee concludes that an incident of misconduct has taken place, it will notify the member of same, along with any sanction the Club intends imposing. The notification will be made in writing setting out the reasons for any sanction. If the member is under 18 years, the correspondence will be addressed to the parents / guardians.

### Appeals

If the member against whom the complaint was made, is unhappy with the decision of the Disciplinary Committee the member has a right to appeal.

- Intention to appeal must be made in writing to the CWO within 10 days of the issue of the decision to the Disciplinary Committee.
- An Appeals Committee will be established to hear any such appeal. The Appeals Committee will be independent of the Disciplinary Committee. The Chairperson of the Appeals Committee should be a registered member of the CCFC Management Committee. The committee should consist of a minimum of two other Ordinary registered members of CCFC.
- The Appeals Committee shall consult the CWO in relation to issues of Child Welfare and Codes of Conduct.
- The Appeals Committee will have the right to confirm, set aside, or change any sanction imposed by the Disciplinary Committee.



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- Such decision will be made within 10 days of commencement.

The decision of the Appeal Committee will be made in writing setting out the reasons for its decision. If the member is under 18 years, the correspondence will be addressed to the parents / guardians. Following conclusion of the Appeals Committee process, the member can refer the matter to the IRFU, if they are unhappy with the outcome. However, all efforts to resolve the issue at a local level should be exhausted before the IRFU is engaged in attempts to resolve the matter.

Sanctions and / or decisions of the Disciplinary Committee and / or the Appeals Committee can include,

- ✓ A decision to take no further action.
- ✓ Remind member of their responsibility as a member of CCFC, with no further action.
- ✓ Suspend the individual's membership of the Club for a period of time (not greater than 52 weeks).
- ✓ Suspend the individual member from participation in training and matches for a period of time (not greater than 52 weeks).
- ✓ Expulsion of the member from the Club.

Written records of all complaints and disciplinary procedures and outcomes will be kept safely and confidentially by the CW. Such records will be kept for a period of 36 months and thereafter will be destroyed.