



GUISELEY CRICKET CLUB

DISCIPLINARY PROCESS

Abstract

This disciplinary process provides a fair, transparent, and consistent framework for dealing with breaches of club rules, codes of conduct, and behaviour standards by players, coaches, volunteers, officials, members, and spectators.

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Document Control

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TABLE OF CONTENTS

Document Control	1
Guisley Cricket Club Disciplinary Process	3
1. Purpose	3
2. Scope	3
3. Examples of Misconduct	4
4. Reporting a Concern	4
5. Initial Assessment.....	5
6. Informal Resolution.....	5
7. Formal Investigation.....	6
8. Disciplinary Hearing	6
9. Possible Outcomes	7
10. Factors Considered.....	8
11. Communication of Outcome	8
12. Appeals Process	8
13. Record Keeping.....	9
14. Safeguarding and Equality	9
Disciplinary Process Flow	9



Guiselay Cricket Club Disciplinary Process

1. Purpose

The purpose of this process is to:

- Maintain high standards of behaviour and sportsmanship.
 - Protect the welfare, safety, and reputation of the club.
 - Ensure disciplinary matters are handled fairly and consistently.
 - Provide individuals with the opportunity to explain their actions.
 - Encourage improvement while applying appropriate sanctions where necessary.
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2. Scope

This process applies to:

- Playing members
- Junior and senior members
- Coaches and team managers
- Club officials and committee members
- Volunteers
- Parents and guardians
- Spectators attending club activities

The process covers conduct occurring:

- At club facilities
 - During matches and training sessions
 - On tours and club events
 - On social media where the club is referenced
 - In any situation that may adversely affect the club's reputation
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3. Examples of Misconduct

Examples include, but are not limited to breaches of the Clubs and ECB code of conduct.

The Guiseley Cricket Club code of Conduct can be on www.guiseleycc.co.uk

Minor Misconduct

- Persistent lateness
- Failure to follow team or club rules
- Inappropriate language
- Poor sportsmanship
- Failure to carry out agreed club duties

Serious Misconduct

- Abuse of players, officials, volunteers, or spectators
 - Bullying, harassment, or discrimination
 - Bringing the club into disrepute
 - Damage to club property
 - Serious breaches of safeguarding requirements
 - Violence or threatening behaviour
 - Theft, fraud, or misuse of club funds
 - Drug or alcohol-related misconduct affecting club activities
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4. Reporting a Concern

A formal report can be made in person but a formal complaint must be made in writing ([email: secretary@guiseleycricketclub.co.uk](mailto:secretary@guiseleycricketclub.co.uk)). Any member may report misconduct to:

- Club Chair
- Club Secretary
- Welfare/Safeguarding Officer
- Team Manager or Captain

In the event of a club official concern or complaint (Secretary, Treasurer, Chairman or president) then an official not directly involved in the complaint / disciplinary action can be contacted to report a concern.



Reports should include:

- Date and time of incident
- Individuals involved
- Witnesses
- Description of events
- Any supporting evidence

Where safeguarding matters arise, the Welfare Officer must be informed immediately.

Concern or complaint emails will be acknowledged within 48hrs of submission.

5. Initial Assessment

The Chair, Secretary, or nominated committee member will: Note; all initial assessment activity must be completed impartially by someone independent and not directly involved in the report or concern raised.

1. Review the complaint.
2. Determine whether there is a case to answer.
3. Decide whether:
 - Informal resolution is appropriate; or
 - A formal disciplinary investigation is required.

Where necessary, a member may be temporarily suspended pending investigation.

6. Informal Resolution

For minor issues, the club may:

- Hold a discussion with the individual.
- Issue informal guidance or temporary sanction.
- Agree an improvement plan.
- Provide mentoring or support.

If behaviour improves, no further action is required.



7. Formal Investigation

For more serious allegations:

Investigating Officer

A Club official or committee member not directly involved in the matter will be appointed to investigate.

Investigation Activities

May include:

- Interviewing the complainant
- Interviewing the member concerned
- Interviewing witnesses
- Reviewing documentation, emails, messages, or social media evidence

A written investigation report will be prepared.

8. Disciplinary Hearing

If there is a case to answer:

Notice

The member will receive:

- Written details of the allegation.
- Any supporting evidence.
- At least 7 days' notice of the hearing date.

Hearing Panel

The panel should consist of:

- Three officials or committee members
- Individuals with no conflict of interest

Representation

The member may:

- Attend the hearing.



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- Present their case.
 - Call witnesses where appropriate.
 - Be accompanied by a fellow club member or representative.
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9. Possible Outcomes

Following the hearing, the panel may decide:

No Action

Where allegations are not proven.

Verbal Warning

For minor breaches.

Written Warning

For more serious or repeated misconduct.

Final Written Warning

Where conduct is serious or previous warnings exist.

Suspension

Temporary suspension from:

- Matches
- Training
- Club facilities
- Committee responsibilities

Removal from Position

For coaches, captains, managers, or officials.

Termination of Membership

For serious misconduct or repeated breaches.



10. Factors Considered

The panel will consider:

- Seriousness of the conduct
 - Any previous disciplinary history
 - Acceptance of responsibility
 - Remorse shown
 - Impact on individuals and the club
 - Any mitigating circumstances
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11. Communication of Outcome

The decision will be provided in writing within 7 days of the hearing and will include:

- Findings
 - Decision
 - Sanction applied
 - Duration of any sanction
 - Right of appeal
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12. Appeals Process

Members may appeal within 7 days of receiving a decision.

Grounds for appeal may include:

- Procedural error
- New evidence
- Unreasonable sanction
- Bias or conflict of interest

Appeal Panel

The appeal will be heard by:

- At least three individuals not involved in the original hearing.
- Club officials or independent persons where possible.



The appeal decision shall be final.

13. Record Keeping

The club will maintain confidential records of:

- Complaints
- Investigations
- Hearing outcomes
- Appeals

Records will be retained in accordance with club policies and data protection requirements.

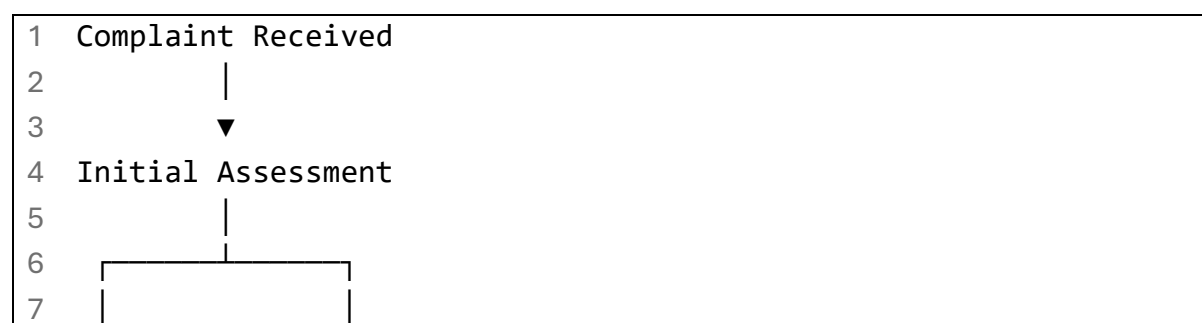
14. Safeguarding and Equality

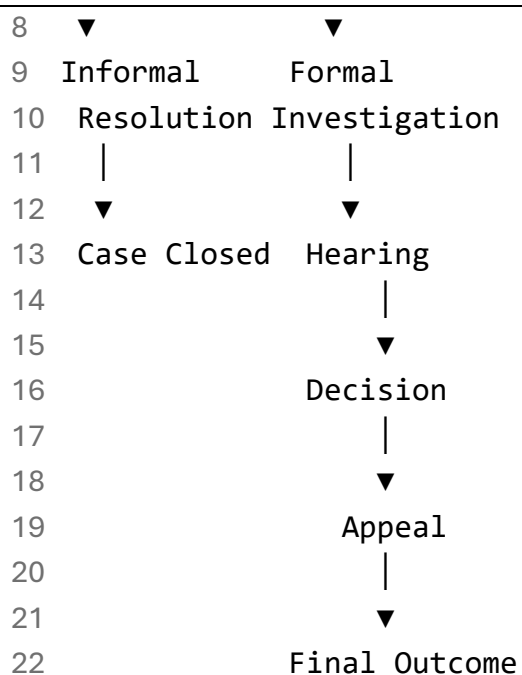
The club is committed to:

- Safeguarding children and vulnerable adults.
- Equal treatment of all members.
- A zero-tolerance approach to discrimination, harassment, bullying, and victimisation.

Any safeguarding concerns will be escalated immediately in line with the club's safeguarding procedures and relevant governing body requirements.

Disciplinary Process Flow





This process can be adopted by most amateur cricket clubs and aligned with ECB club governance and safeguarding standards.