



WARMINSTER RUNNING CLUB

Welfare and Safeguarding Policy

V1.0

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Approved by: The Warminster Running Club Committee

Version/Date policy approved: Version 1.0, 13/11/2023

Next review date: 13/11/2025

1. Introduction

Warminster Running Club (WRC) is committed to ensuring that all members can participate in club activities in an enjoyable and safe environment. In addition, all adults at risk are entitled to a duty of care and to be protected from abuse. This document outlines the club's approach, responsibilities, policy and procedures to ensuring a fair, safe and welcoming club.

WRC adheres to the England Athletics safeguarding policies and procedures:

- [Adult Safeguarding Policy](#)
- [Adult Safeguarding Procedures](#) (including [Safeguarding Process Map](#))

2. Roles and Responsibilities

All Committee Members, Coaches, Run Leaders and members of the club have responsibility to uphold this Welfare and Safeguarding Policy, to adhere to good practice and to respond to any suspected breaches.

Warminster Running Club will appoint a Welfare Officer to advise and support the Committee, Coaches and Run Leaders to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practice. This Welfare and Safeguarding policy will be actively promoted to club members, and published on the club's website. All members are required to sign and adhere to the [WRC Code of Conduct \(See Annex A\)](#).

3. Recruitment, Selection and Training

Recruitment and selection

In line with England Athletics (EA) guidance, the following club roles will all have DBS clearance:

- Qualified coaches and leaders
- Welfare Officer

The club's Welfare Officer will maintain a register of all club roles with DBS clearance and volunteers who have self-certified, and a copy of the self-certification forms.

This will be stored in the welfare section of the club's shared drive, so that it is available for Committee members (only) to access at any time. All roles identified above will not commence duties with adults at risk until their DBS has cleared, licence has been received and/or self-certification has occurred and has been registered by the club Welfare Officer.

The Welfare Officer is responsible for ensuring the DBS/ self-certification register is kept up-to-date, including removing those who are no longer in their role or whose certification/ registration has expired.

Induction

All Committee members and volunteers will be provided with this welfare and safeguarding policy and asked to sign the Code of Conduct as part of their induction, to ensure they are aware of their roles and responsibilities.

Training

The Welfare Officer will have the relevant EA Welfare Office Safeguarding Training and will undertake refresher training every three years. The club's Welfare Officer will maintain a register of all safeguarding training. This will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members (only) to access at any time. All committee members will be expected to complete relevant training within three months of taking up their role, and undertake refresher training as required.

4. Adult Safeguarding

WRC utilises England Athletics guidance on adult safeguarding. A Vulnerable adult or Adult at Risk (AR) can broadly be defined as follows:

- *a person over the age of 18 who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.*

It is not our job at the club to decide whether the person is vulnerable or whether they should be receiving services. Even if the person we are worried about does for example have a learning disability or mental health problem, it doesn't necessarily mean they are vulnerable in that instance, as the person's capacity around that issue comes into play.

One of Social Services' most important tasks is to protect vulnerable people from harm and abuse. If a vulnerable adult is harmed and cannot protect themselves we call this adult abuse. Abuse can happen in many different places such as:

- someone's own home
- In a care home
- In a hospital
- In a day centre
- In a public place

The abuse can be of different types such as:

- Physical abuse – being hit or slapped.
- Emotional abuse – being threatened or bullied, or someone else making decisions for you.
- Financial abuse – having money or property stolen, being tricked out of benefits.
- Neglect – not being given enough to eat or drink; being given the wrong medication.
- Sexual abuse – being touched or kissed when it is not wanted, being raped or made to listen to sexual comments.
- Discrimination – ignoring religious beliefs, comments or jokes about someone's race or disability.

If anyone in the club has concerns about a vulnerable person being abused they should contact the Advice and Contact team at Wiltshire Council or complete a safeguarding referral form online. If an individual is in immediate danger, you should dial 999 to speak to the emergency services.

Staff will be sensitive and respect your confidence. Information may be shared with others, including the police if it is necessary to protect any vulnerable person. You should be told if this is going to happen.

5. Equality, Diversity and Inclusion

Equality

Warminster Running Club is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

The aim of this policy is to ensure that everyone is treated fairly and with respect and that Warminster Running Club is equally accessible to all.

WRC will not tolerate harassment, bullying, abuse or victimisation of an individual. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. WRC will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. WRC is committed to promoting the eradication of discrimination within the club and within running, and to a policy of equal treatment of all members. WRC requires all members to abide by these policies and the requirements of the relevant equalities legislation.

Diversity and Inclusion

WRC embraces diversity and difference and is committed to eliminating discrimination and providing opportunities that are safe, inclusive, accessible, and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status. WRC will focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible. The full inclusion policy may be found at [Annex B](#).

6. Bullying

WRC will not tolerate bullying. It is committed to providing a caring, friendly, and safe environment for all of its members so they can participate in an inclusive sport where everyone belongs and can flourish. The full Anti-Bullying statement may be found at [Annex C](#).

7. Grievance and Disciplinary

WRC has a policy and process on how it will deal with complaints (both internal and external) and grievances. The full Grievance and Disciplinary policy can be found at [Annex D](#). The full Discipline and Appeals Process can be found at [Annex E](#). If a complaint goes to a hearing, details of the fully Discipline and Appeals Hearing process can be found at [Annex F](#).

ANNEX A: Code of Conduct: All Members

Warminster Running Club | Code of Conduct – All Members - V2 | JANUARY 2022

As a responsible athlete, I will:

- abide by the UKA and the HCAF Child Safeguarding Policy and Child Safeguarding Procedures
- abide by the UKA and the HCAF Adult Safeguarding Policy and Adult Safeguarding Procedures
- respect the rights of every athlete, coach, technical official and others involved in athletics and treat everyone equitably
- uphold the same sporting values away from sport as I do when I am engaged in athletics
- participate within the rules of the sport, respect decisions of coaches and officials, and demonstrate respect towards fellow athletes
- cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in my best interests and those of other athletes
- consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances
- anticipate and be responsible for my own needs, including being organised, having the appropriate equipment and being on time
- inform my coach of any other coaching that I am seeking or receiving
- act with dignity and display courtesy and good manners towards others
- in no way undermine, put down or belittle other athletes, coaches or practitioners
- avoid swearing and abusive language whilst in athletic venues, at club functions and events, or when as part of a team/squad
- never engage in any inappropriate or illegal behaviour
- challenge and report inappropriate behaviour and language by others
- not misuse or abuse sporting equipment and venues
- not carry or consume alcohol or illegal substances while training or competing in athletics
- maintain strict boundaries between friendship and intimacy with a coach or official
- use safe transport or travel arrangements
- act ethically, professionally and with integrity, and take responsibility for your actions.

BREACH OF THE CODE OF CONDUCT

I understand that if I do not follow the code, action can be taken by my club and I may:

- be asked to apologise for my behaviour
- receive a verbal warning from my coach
- receive a verbal or written warning from the club committee
- be suspended from attending club training sessions
- be suspended from the club
- be required to leave the club.

Print name

Signature

Date

ANNEX B: WRC Inclusion Policy

Warminster Running Club| Inclusion Policy V1 | NOVEMBER 2023

Introduction

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals/groups and providing opportunities for them to participate in athletics and running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

WRC embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the Equality Act 2010 and the characteristics protected by it (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.

Aims

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act. The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.

- To adopt inclusive practice within our competition and events.
- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

Commitment

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the Equality Act (2010).

We will provide a welcoming environment

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

We will talk to people

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.
- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made.

We will make reasonable adjustments

- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

ANNEX C: WRC Anti-Bullying Statement

Warminster Running Club | Anti-Bullying Statement V1 | NOVEMBER 2023

Statement of intent

Warminster Running Club is committed to providing a caring, friendly, and safe environment for all of our members so they can participate in an inclusive sport where everyone belongs and can flourish.

Bullying can be defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.

This statement relates to both online and face to face bullying. Bullying of any kind is unacceptable. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. We expect that all volunteers and staff will work together to prevent and reduce bullying.

If bullying does occur, everyone should be able to speak up and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer, committee member, competition provider or England Athletics.

What is bullying?

- Physical bullying, hitting, slapping, or pushing someone.
- Verbal; name calling, gossiping, or threatening someone.
- Non – verbal abuse; hand signs or text messages
- Emotional abuse; threatening, intimidating, or humiliating someone.
- Undermining, constant criticism or spreading rumours.
- Controlling or manipulating someone
- Making silent, hoax or abuse calls
- The following types of bullying are also hate crimes:
- Racial, sexual, transphobic, or homophobic bullying
- Bullying someone because they have a disability.

What is cyber bullying?

A peer who intimidates using a social networking website

- A coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum. Cyber Bullying may also include threats, sexual remarks and hate speech.

E-Bullies may publish personal contact information of their victims at websites. They may attempt to act as the victim for the purpose of publishing material in their name that would defame or ridicule them.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed private format where the victim may feel isolated, and the content will not be viewed by parents, friends or siblings. Alternatively, it could take place in a public format. It may lead to the victim rereading any material in private perhaps leading to feelings of paranoia, depression, or loneliness.

Useful contact

- WRC Welfare Officer – Vicky Griffiths, warminsterrunningclubwelfare@gmail.com
- UKA 07920 532552/ safeguarding@uka.org.uk
- EA welfare@englandathletics.org
- Anti-Bullying Alliance www.antibullyingalliance.org

ANNEX D: WRC Complaints and Grievance Policy

Warminster Running Club| Complaints and Grievance Policy V1 | NOVEMBER 2023

Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process (ANNEX E) and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint three Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.
3. Any appeals must be received by the Secretary within seven days of receiving the written decision and, if appropriate, the appeals process will be followed.
4. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.
5. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

ANNEX E: WRC Discipline and Appeals Process

Warminster Running Club | Discipline and Appeals Process V1 | **NOVEMBER 2023**

Step 1:

All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary. Where the matter relates to the Club Secretary, submit the complaint to the Club Welfare Officer. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Club Secretary shall, having taken, and subject to, such advice as they consider it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Club Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage. If the matter is sufficiently evidenced a process will be pursued. The Club Secretary will appoint three club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4:

The Club Disciplinary Panel or Hearing will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved. The Club Disciplinary Panel will have the power to suspend temporarily membership from any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/ Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;
- ii. formally warn the Member concerned as to future conduct;

- iii. suspend or disqualify the Member from club athletic competition, club coaching and/or administration and/or use of the Club's premises for some definite or indefinite period;
- iv. recommend to the relevant governing body that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- v. terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by hand or by recorded delivery within seven days of the decision.

Step 5 – Appeal Process:

The letter notifying the decision of the Disciplinary Panel shall also set out the right to Appeal. The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.

The Club Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regard to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence (Step 5.1.), if there are insufficient grounds, the appeal will be dismissed.

Step 5.1.

The Club Secretary shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself.

The Club Secretary shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition of the Appeal Panel by notifying the Club Secretary of the Objection and setting out the reasons for such an Objection no later than seven calendar days from the date of being informed of the composition of the Panel.

The Club Secretary, within fourteen calendar days from the date of receipt of an Objection, will notify in writing the parties that either:

- the composition of the Panel has changed, in which case the Club Secretary shall provide details of the new Appeal Panel; or
- the composition of the Panel has not changed, in which case the Club Secretary shall give reasons why it has not accepted the Objection.

Within fourteen calendar days from the date the Club Secretary responds to the Objection above (as appropriate), the Club Secretary shall give such directions to all parties that include;

- the date and place at which the Appeal Panel will meet to determine the Appeal.

- whether the appeal will proceed by way of written submissions or an oral hearing; and
- whether the parties should be required to submit statements of their evidence and/or written submissions prior to the hearing and, if so, a timetable for doing so and the procedure for exchanging such statements and written submissions.

Powers of the Appeal Panel

The Appeal Panel shall meet on the date fixed by the Club Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- Quash the original decision;
- Confirm the original findings
- Request that the case be reheard (re-trial)
- Increase the original sanction;
- Abate the original sanction;

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority.

A supporter can be a legal representative, who must be named, and may accompany the Complainant/Accused throughout the appeal process.

ANNEX F: WRC Discipline and Appeals Hearing Process

Warminster Running Club | Discipline and Appeals Hearing Process V1 | **NOVEMBER 2023**

Records of Hearings and Appeals

The decision of a Disciplinary Panel/Hearing, including Appeal Panel/Hearing, shall be recorded and retained in confidential records for a period of six years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics (UKA) and England Athletics (EA)

Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA/UKA;

- **Disciplinary Hearing** – details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- **Appeal Panel** – details of a decision, including sanctions imposed, will be communicated to EA and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.

Co-operation of All Parties

The process assumes that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation, or if it is withdrawn at any stage, the Club reserves the right to proceed with a Hearing or an Appeal based on such evidence and information as it is able to obtain.

When dealing with a complaint, the Club Secretary or nominated Club representative shall be entitled to take, or omit to take, such action as is recommended pursuant to legal advice received from a legal practitioner whom the Club Secretary reasonably believes is competent to provide such advice and/or EA's legal representative service for affiliated members (contact EA Membership Services for further details on 0121 347 6543).

Process of the Hearing

1. Chair of Panel introduces fellow Panel members and confirms identity and status of all other persons present.
2. Chair reminds all parties of the confidentiality of the Hearing and that it will be held in private.
3. Chair informs all parties that a Hearing conducted under these procedures is not a judicial Hearing and so evidence given will not be delivered under oath. The Panel adjudicating the Hearing will, however, apply the rules of Natural Justice. For example, the duty to give a fair hearing to everyone with a concern in the

case, the duty to explain the reasoning behind any decision and the obligation for any decision makers to be impartial.

4. Chair informs the parties that the Panel will make its decisions on whether the accused is guilty of misconduct, based on a balance of probabilities. This means that it must be demonstrated that it is "more probable than not" that the accused is guilty of misconduct. The panel will consider whether or not on the balance of probabilities the allegations are substantiated by the facts of the case.
5. Chair confirms that all parties and Panel members have previously received copies of all relevant documentation. In the event that documents have not been exchanged as required, the Chair may consider an adjournment.
6. The Panel must consider any written and or oral submission made by the accused and any written and or oral evidence provided by witnesses called on his or her behalf.
7. The Panel will then consider their decision in private. The Panel shall decide any matter based on a simple majority and may reject the complaint or may partially or fully uphold the complaint.
8. If the Panel upholds the complaint they must then consider the most appropriate manner to resolve the case and in so doing may take account of all relevant information disclosed during the Hearing, including any submission made by or on behalf of the Accused.
9. In consideration of what sanction to impose the Panel should consider the following criteria:
 - a. the nature and seriousness of the misconduct including whether the misconduct involved dishonesty, culpable or reckless neglect;
 - b. the accused conduct record and, in particular, whether any misconduct of a similar kind has occurred before and the period of time which has elapsed since any previous misconduct.
 - c. where relevant, the length of time over which the misconduct occurred;
 - d. the number of breaches;
 - e. any steps taken by the accused to avoid a recurrence of the misconduct;
 - f. whether any admission, and regret is expressed by the accused;
 - g. the extent to which the accused has derived benefit, or stood to derive benefit, from the misconduct;
 - h. any steps taken by the accused to compensate or provide restitution to the Complainant;
 - i. the degree of co-operation with the Investigation;
 - j. any penalties previously imposed by the Club in similar cases;
 - k. the need to deter the accused and other Members from future misconduct;
 - l. the need to demonstrate to the athletics community and society in general, that England Athletics (EA) takes firm action intended to promote the

standards of conduct and behaviour required of all athletes and volunteers and others engaged in athletics.

10. The powers of the Panel are to issue:

- i. a warning in respect of the misconduct committed;
- ii. to terminate his or her membership or remove him or her from any official position within the club;
- iii. a requirement to complete education or training;
- iv. in the case of an accused who is a registered EA athlete, a recommendation to EA that the athlete is suspended from competition (or official participation within athletics) or from taking part in any event organized or run under the UKA Rules for Competition for a specified period;
- v. In the case of an accused who is a UKA Licensed coach or technical official, a recommendation to UKA that the Accused license to coach or officiate be suspended for a period of time;
- vi. any combination of the above.

11. The Chair of the Panel may vary this procedure in their absolute discretion if, after discussion with the other parties they are of the opinion that such change would assist the Hearing process in a fair and impartial way.

12. Where appropriate and in the absolute discretion of the Chair of a Disciplinary Panel, details of a decision, including sanctions imposed, may be communicated to UKA, a National Association, county association, club or other body where it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity.

13. A record of the proceedings and decisions of Disciplinary/Appeal Panels, including any sanctions imposed, shall be confidentially held on file by the Club for a period of six years and confidentially shredded/deleted after six years