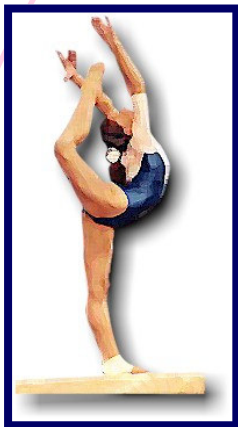




DISCIPLINE & ETIQUETTE



PROCEDURES



L.G.F. DISCIPLINARY PROCEDURES

L.G.F. RULES OF CONDUCT & ETIQUETTE

The London Gymnastics Federation adhere to and support the Disciplinary Procedures laid down by British Gymnastics as laid down in SECTION 15 (PROCEDURES FOR COMPLAINTS, DISCIPLINARY ISSUES AND MEMBERSHIP SUSPENSION AND EXPULSIONS) in the BG Handbook.

The LGF also supports the BG CONDUCT & ETIQUETTE RULES laid down in the BG Handbook Section 15 (Rules & Regulations).

Most of our Technical Committees publish their own Conduct & Etiquette rules for their competitions in their Handbooks. The L.G.F. Executive Council give these their support.

If any person in an LGF club has a complaint – they should follow the BG procedure in association with the following:

Complaints regarding Club organisation etc:

1. Go to Club Committee.
2. Go to Regional Executive Committee via Secretary.
3. Go to BG.

Complaint regarding Welfare /Child protection issue within a club

1. Go to Club Welfare Officer or
2. Go to Regional Welfare Officer or
3. Go to BG Welfare Officer

Whereas these procedures are not necessarily that of a 'ladder-system, and any issue can be taken directly to either the Region or to BG, in most cases it would be preferred if complaints did start at club level, then proceed to regional, etc. if satisfaction is not obtained

Any Complaint regarding arrangements and organisation at competitions or

Child Protection issues at competitions:

- Competitions organised inter-club should be taken to own club's Welfare Officer. The club, if they support the complaint can then send complaint to competition organiser, and/or LGF Secretary.
- Competitions organised regionally should go that technical committees Welfare Officer, and/or to Club Welfare Officer and/or to Regional Welfare Officer
- National & International competitions events – go to event Welfare Officer and/or British Gymnastics Welfare Officer

The L.G.F. Executive holds that clubs have responsibility for their coaches, officials, gymnasts and parents at all events. Complaints against any of these will be directed, in the first instance, to the appropriate organising technical committee for that event, and if not able to be resolved then on to the LGF Executive Committee through the Regional Office directed either to the Secretary or Chairman. Where the E.C. is unable to bring about a satisfactory conclusion they may pass it on to BG.

Any investigation taken on behalf of the L.G.F. into any disciplinary matter will be carried through strictly under BG rules and regulations.

PROCEDURES FOR COMPLAINTS, DISCIPLINARY ISSUES AND MEMBERSHIP SUSPENSION AND EXPULSIONS.

1. Introduction

London Gymnastics Federation is committed to providing a quality service to its members and the complaints procedure will ensure a fair and consistent solution to complaints or allegations

These procedures should be read in connection with the British Gymnastics Complaints procedures and Disciplinary procedures.

2. Principles

The complaints procedure will be implemented in relation to complaints or allegations against a club, coach, official or individual member.

3. Procedure

When an individual chooses to make a complaint, the issue must be detailed in writing and forwarded to the person or body designated to deal with the particular type of complaint (Please see Appendix 1)

- i) A letter acknowledging the complaint will be sent by the person designated to receive the complaint within 5 days of receipt.
- ii) The designated person, in consultation with a second senior official will appraise the significance of the complaint before determining an appropriate course of action.
- iii) The designated persons will inform the person/s against whom the complaint is made and provide detail of the allegations or complaint. The accused person will be invited to provide a signed written statement in response to the allegations.
- iv) Upon receipt of the accused person's statement the designated person may request written statements from other relevant persons/witnesses to obtain corroborative evidence.
- v) Where a technical committee feels unable to deal with the complaint, or the complainant is unhappy about the way this complaint has been dealt with, the complainant may have direct access to making the complaint to the E.C. (in writing either to the Chairman or regional secretary).
- vi) If the matter cannot be resolved, then it should be passed to the next higher designated authority or body.
- vii) Once a decision has been made, the complaint and accused person/s will be notified, in writing, of the course of action to be taken
- viii) The accused person/s and complainant have the right to appeal against the decision within two weeks of the receipt of the letter describing the course of action. This appeal to be addressed to the Chairman of the Executive Committee.

4. Suspension and Expulsions

- i. The region abides by any decision taken by British Gymnastics with regards to Suspension or expulsion of clubs, or members.
- ii. Additionally, the region has the right to suspend a club who –
 - a) Does not pay their annual regional membership fee during the period allocated and published. Written warning of this action must be sent to the club at least 14 days before this action is taken.
Clubs who have been suspended, may be subject to a fine upon re-joining the LGF at least equal to the amount they would have paid had they remained in continuous membership.
 - b) A club who does not abide by the rules and regulations of the LGF
 - c) A Club who is not an affiliated member of BGA – sending in full returns of membership numbers.
- iii. The region has the right to suspend an individual member who
 - a) Breaches the rules and regulations of the LGF.

All such suspensions will be notified to the club / individual in writing giving full details and explaining the Appeal procedure.

Clubs wishing to re-join the LGF after any period of lapsed membership will be subject to a fine, to be decided by the E.C., which will be at least as much as the amount that would have been paid, had the club stayed in continuous membership of the LGF.

Appeals against suspension must be in writing and notified to the E.C. via the Chairman with a copy to the Regional Secretary. This appeal must contain the grounds of appeal and must be received within 28 days of receipt of the letter informing of the suspension..

LGF EC/ JT/feb 2004

APPENDIX 1

London Gymnastics Federation recommended route for Progressing Complaints

To be read alongside the BG recommended rout (section 15 BGA Handbook) Annex 1

Type of Complaint	Persons or body designated to receive the complaint		
	STAGE 1	STAGE 2	STAGE 3
Complaints regarding competitions/ Events organiser or behaviour of coaches or officials	Event Organiser/Controller	Specific Regional Technical Committee Chairman	LGF Executive Council
Regional Coaching Course or Examination	Regional Coaching Co-ordinator	Regional Coach Education Panel	BG Coach Education Department
Regional Judging Course	Specific Regional Technical committee	Executive Council	BG Coach Education Department
Issues of Poor Coaching Practice	Club Senior Coach / Chairperson / Club Welfare Officer	Regional Coaching Co-ordinator/ Welfare Officer	LGF Executive council
Complaints against a club regarding their administrative practices	Club Senior Coach / Chairperson / Club Welfare Officer	Regional Welfare Officer	LGF Executive Council
Complaints against an LGF Official/ EC member	Chairman of LGF executive Council and / or regional Secretary		
Breaches of Code of Ethics or code of Conduct/etiquette	Club Senior Coach / Chairperson	Regional Executive Council	BGA Chief Executive
Complaints involving breaches of Child Protection Policy	Club Welfare office / Child Protection Officer	LGF Welfare / Ethics officer	BGA Ethics officer

Note:

All complaints should be received in writing and considered to for fair, reasonable and proportional action at each stage.

If the issue cannot be resolved at the stage, or it is considered to be a more serious issue, it should be passed without delay to the designated persons or body at the next stage..

Confidentiality must be maintained at all times during any investigation.

L.G.F. RULE on LOWER AGES OF COMPETITORS -

No competitor may be permitted to compete in any competition involving more than one club before they have reached their Sixth birthday.

This to be applied to all members of all LGF clubs. .

L.G.F. RULES Re. INVITATIONAL COMPETITIONS (agreed by LGF EC 16/10/.07)

1. Any BG/LGF club organising or attending an invitational competition have the responsibility to check and ensure that all present are BG Members
2. Any LGF club organising a Club Invitational must send a copy of the competition rules, at least three months prior to competition date to the Chairman of the appropriate LGF TC, so it can be checked and ratified that no breach of rules or regulations are taking place.