

Disciplinary Officer

The role of the Disciplinary Officer at Ashford Rugby Club is responsible for upholding the club's standards of conduct, ensuring fair play, and addressing any disciplinary issues that arise among players, coaches, staff, and members. This role involves managing disciplinary processes, maintaining records, and promoting a culture of respect and sportsmanship.

Responsibilities

1. Policy Development and Enforcement

- **Policy Creation:** Developing and implementing disciplinary policies and procedures in line with the club's values and governing body regulations.
- **Rule Enforcement:** Ensuring all members adhere to the club's code of conduct and disciplinary rules.

2. Incident Management

- **Reporting:** Receiving and documenting reports of misconduct or rule violations.
- **Investigation:** Conducting thorough investigations into disciplinary incidents, gathering evidence, and interviewing involved parties.
- **Adjudication:** Organizing disciplinary hearings, if necessary, and making fair and impartial decisions on appropriate actions or sanctions.

3. Record Keeping

- **Documentation:** Maintaining accurate records of all disciplinary incidents, investigations, and outcomes.
- **Reporting:** Providing regular reports to the club's board or relevant committees on disciplinary matters.

4. Appeals Process

- **Review:** Managing the appeals process for disciplinary decisions, ensuring a fair and transparent review.
- **Decision Making:** Making final decisions on appeals, in conjunction with the club's board if necessary.

5. Promotion of Fair Play

- **Sportsmanship:** Promoting a culture of respect, fairness, and sportsmanship within the club.
- **Conflict Resolution:** Mediating conflicts between members to prevent escalation and foster a positive environment.

Skills and Qualifications

- **Integrity and Fairness:** Strong sense of justice and impartiality in handling disciplinary matters.
- **Attention to Detail:** Meticulous in gathering and reviewing evidence.
- **Communication Skills:** Excellent written and verbal communication abilities.
- **Conflict Resolution:** Skilled in mediating conflicts and resolving disputes.
- **Interpersonal Skills:** Ability to manage multiple cases and maintain accurate records.
- **Knowledge of Rugby:** Understanding the rules of the sport and the club's specific policies and culture.

Activities

- Receiving and reviewing reports of misconduct or rule violations.
- Conducting investigations into reported incidents, including interviews and evidence collection.
- Organizing and preparing for disciplinary hearings, including scheduling and documentation.
- Making and communicating decisions on disciplinary actions or sanctions.
- Updating records of disciplinary incidents and outcomes.
- Conducting training sessions and communicating policies to members.
- Mediating conflicts between members to ensure resolution and prevent escalation.

Member of: Executive Committee