

# UCD Athletic Union Council Complaints Procedure

## Complaints Procedure

Anyone wishing to make a complaint about any person acting in the capacity of a club coach within the context of this Code of Conduct must follow the procedures outlined below:

1. Report the matter to the AUC Executive Secretary, Ms. Suzanne Bailey.
2. Report the matter to the employer of the coach i.e. the UCD club that has engaged the coach.
3. On receipt of a complaint procedural guidelines will be issued to all parties.

## AUC Disciplinary Procedure

1. Without prejudice to the rights of the University or of individual students in relation to proceedings against individual students under the terms of the Student Code, a club, its officers or members may be charged with conduct which infringes on the rights of members of the University or which brings the University into disrepute, or with failing to abide by the provisions of its constitution, the operations of a club as outlined in the AUC Club Operations Manual and /or the constitution of the AUC. (Ignorance of the content of the Club Operations Manual will not be considered a reasonable excuse).
2. Accusations leading to charges under "Disciplinary Procedures" may be made by any individual or group and should be brought in the first instance to the attention of the AUC Executive Secretary. The Executive Secretary, in consultation with the AUC Hon. Secretary, the AUC President and the UCD Director of Sport shall decide if there is, *prima facie*, a case to be considered. If it is so decided the case may be heard in the first instance by the Executive Secretary. The decision of the Executive Secretary will be communicated in writing to the parties concerned within 14 days of the hearing.
3. Where the parties concerned wish to appeal the decision of the Executive Secretary, this appeal must be lodged within 7 days of receipt of the decision and the case shall be referred to a sub-committee of the AUC officers. The sub-committee will usually be comprised of at least one officer of the AUC and the Director of Sport, and will hear the appeal within 14 days of it being lodged.
4. The AUC shall regulate and apply its own procedures in accordance with the principles of natural justice. In cases where it is satisfied that the charges brought have been proved, it may impose such penalties as it considers appropriate, including fines, suspension from office, exclusion from sporting activities, withdrawal of affiliation, non-awarding or reclamation of any grant.
5. The final decision of the AUC will be communicated in writing to the parties concerned and to the Vice President for Students who can adjudicate if the case needs to also be brought to a higher internal UCD authority and / or the Gardai.
6. In the event of any inability on the part of the AUC to deal with any matter, or in relation to former officers of a Club over whom the AUC has no jurisdiction, the case be referred to the Registrar of the University, who bears ultimate responsibility for student discipline or to the Vice President for Staff in the case of staff discipline.