



Sports Clubs Behaviour Disciplinary Process

This process is designed to provide clarity and transparency on how behavioural matters related to University Sports Clubs will be approached. This should be read alongside the Sports Clubs Constitution and Code of Conduct that outlines expected behaviours.

Sport and Fitness acknowledge that every situation is different and the process below will be used as guidance to support students and staff. This should be read alongside [Student Conduct and Discipline](#) Webpages University of Birmingham

Stage	Actions and considerations	Timescale	Conducted by	Potential Consequences
Stage 1: Alleged Misconduct Report & Investigation	Report received and investigated based upon process. Report created by investigator and sent to Club Development Manager for action. Considerations- Informal resolution or Temporary measures.	Completed within 5 working days of the initial report	- Club Lead - Relevant department staff Temporary measures require Manager approval.	None at this stage, unless allegations reference potential, criminal activity which would be passed to the Police. Informal resolution – Mediation between two parties Temporary measures considered - Suspension of individual or group from sports club activity (governed by UBSport) whilst investigation is ongoing. - Pausing or removal from Sports Club related activity. - Education on expected behaviour(s)
Stage 2: Disciplinary Hearing	Panel to review Stage 1 report and to conclude investigation through formal letter sent.	Completed within 10 working days of the completion of the Disciplinary Investigation <i>Outcome of hearing can select one or more of the 'potential consequence' options as deemed appropriate.</i>	- Club Development Manager (or Head of Student Sport – if unable). - Guild Sports Officer	- Mandatory education - Written and/or public apology - Probation - Reparation (individual) - Suspension – Temporary hold on membership and/or activity/privileges. - Expulsion - Individual related sanctions - Sports Club related sanctions and/or reparation - University and/or external organisations (e.g. police)
Stage 3: Disciplinary Appeal	Meeting arranged to review stage 2 disciplinary outcome.	A written appeal must be submitted within 7 days of written notification of Disciplinary Panel decision. If grounds for appeal granted, a Disciplinary Appeal will be heard within 10 working days of the written appeal.	- UBSport Senior Management Team - Guild of Students Officer (not the Sports Officer)	- Uphold disciplinary hearing decision - Reverse disciplinary hearing decision - Modify disciplinary hearing decision, in part or whole

We advance

We activate