

Complaints and disciplinary procedures

This is an abbreviation of the constitution Section 24.

Procedures:

- Complaint made in writing to OWP committee
- Complaint dismissed or requiring further investigation
- Complaint investigated by sub committee (made up of no less than 2 committee members with 1 chair and 1 or more non committee members)
- Complaint dismissed or dealt with / complaint upheld
- If dismissed, then response issued stating no further action required
- Feedback to complainant

Complaint email should be acknowledged within 48 hours. And complaint dealt with within a 2-week period.

Any meetings held to discuss complaints or possible breach of code of conduct resulting in disciplinary procedures being initiated should be held with at least 2 members of the sub committee and 1 chair and shall be minuted.

If the complaint involves a coach/es then the committee member(s) who are directly involved with coaches should be present.

If the complaint involves any of the committee, their children or children's age group, then they will not be involved in the process.

Should a meeting be called for all to attend and a date cannot be agreed upon, a date will be set by committee, and a decision will be made with or without those present.

Disciplinary procedures, as a result of a breach in code of conduct which is seen to be calling the club in to disrepute, should be dealt with in a timely fashion.

Breach of code of conduct at tournaments should be dealt at the time. Team manager and coach should contact the disciplinary subcommittee and given authority to give the appropriate outcome immediately.

This could result in

- Suspension
- Loss of game time
- Good behaviour bond
- Fine
- Notification to New Zealand Water Polo
- Termination of membership or contract.

This guidance is not exhaustive. Please refer to constitution should further detail be required.