

## **Complaints and Disciplinary Procedure**

---

### **1. Purpose and Scope**

This document outlines the procedures for handling complaints and disciplinary matters within the GSD League of Great Britain (GSDL), including its Working Dog Branches. It ensures that all concerns are addressed fairly, transparently, and in accordance with the League's constitution, safeguarding policies, and commitment to best practice.

---

### **2. Governing Authority**

- The **GSDL Council** is the sole governing body responsible for overseeing complaints and disciplinary matters.
  - The **General Secretary** will notify the **GSDL Council** when a complaint or disciplinary request has been received with sufficient information to allow the formation of a **Panel**
  - A **Panel** will be convened by the Council **on a case-by-case basis**.
  - Panel members will be selected for their impartiality, relevant expertise, and absence of conflict of interest.
- 

### **3. Confidentiality and Documentation**

- All documentation associated with complaints or disciplinary matters will be circulated **only to Panel members**.
  - The **identity of Panel members will remain confidential**, unless disclosure is deemed necessary by the Council for procedural fairness or legal compliance.
  - Records of proceedings will be securely stored and maintained by a designated Council officer.
- 

## **Section A: Complaints Procedure**

---

### **A1. Submitting a Complaint**

- Complaints must be submitted **in writing** to the GSDL Council **within 1 calendar month** of the incident.
- Submissions must include:
  - A clear description of the incident

- Supporting evidence (where available)
  - A £50.00 fee (refundable if the complaint is upheld)
  - Anonymous complaints will be recorded but **cannot result in disciplinary action**.
- 

## A2. Investigation Process

The Panel will:

- Review all submitted evidence and documentation
  - Consider the nature, seriousness, and context of the complaint
  - Invite written statements from relevant parties
  - Ensure procedural fairness and allow the respondent to respond
- 

## A3. Resolution Pathways

- **Informal Resolution:** Encouraged for minor breaches or interpersonal disputes
  - **Formal Action:** May include:
    - Written warnings
    - Suspension of membership or privileges
    - Expulsion from the League (in serious cases)
- 

## A4. Appeals

- The respondent may appeal the Panel's decision **within 14 days** of notification.
  - Appeals will be reviewed by a separate group appointed by the Council.
- 

## Section B: Disciplinary Procedure

---

### B1. Grounds for Disciplinary Action

Disciplinary action may be considered where a member, official, or affiliate is alleged to have:

- Breached the League's constitution, codes of conduct, or safeguarding policies
  - Acted in a manner likely to bring the League into disrepute
  - Engaged in bullying, harassment, discrimination, or unethical behaviour
  - Failed to comply with Council directives or procedural obligations
-

## **B2. Initiating a Disciplinary Review**

- Allegations must be submitted **in writing** to the Council, ideally within **1 calendar month** of the incident.
  - The Council will assess whether the matter warrants formal disciplinary review or informal resolution.
- 

## **B3. Investigation Process**

The Disciplinary Panel will:

- Review all evidence and documentation
  - Invite written statements from the subject and any witnesses
  - Consider severity, context, and impact
  - Ensure the subject has the opportunity to respond
- 

## **B4. Outcomes and Sanctions**

The Panel may recommend:

- No further action
- Informal guidance or mediation
- Formal warning
- Suspension of membership or privileges
- Expulsion from the League (in extreme cases)

All decisions will be documented and submitted to the Council for ratification.

---

## **B5. Appeals**

- Appeals must be submitted **within 14 days** of notification.
  - A separate group appointed by the Council will review the appeal.
- 

## **B6. Record Keeping**

- All disciplinary proceedings will be formally recorded and securely stored.
  - Minutes will be taken by a designated Council officer and agreed by the Panel.
-