

Royal City Curling Club

Reporting and Investigation Procedures

The Royal City Curling Club (RCCC) is committed to promptly and thoroughly addressing any reported breaches of the Code of Conduct. The following process outlines the steps for reporting and investigating such breaches:

Reporting a Breach:

- Any individual who witnesses or experiences a breach of the Code of Conduct is encouraged to report the incident promptly.
- Reports should be submitted in writing to the designated club official, which may include a member of the club's executive committee or a designated Code of Conduct officer.
 - Designated official is: president@royalcitycc.com

Confidentiality:

- The RCCC is committed to treating all reports with the utmost confidentiality. Information will only be disclosed to those directly involved in the investigation.

Preliminary Assessment:

- Upon receiving a report, the designated official will conduct a preliminary assessment to determine the nature and severity of the alleged breach.

Formal Investigation:

- If the preliminary assessment indicates the need for a formal investigation, a designated committee or investigator will be appointed. This individual or group should be impartial and unbiased.

Notification to Involved Parties:

- The individuals involved in the alleged breach will be notified of the investigation. They will have an opportunity to provide their perspective and any relevant evidence.

Interviews and Evidence Gathering:

- The investigator(s) will conduct interviews with all relevant parties and gather any necessary evidence. This may include witness statements, documents, or other relevant information.

Conclusion and Findings:

- Following the investigation, the designated committee or investigator will reach a conclusion based on the evidence and present their findings.

Decision and Consequences:

- The RCCC will make a decision regarding the consequences for the individual found to have breached the Code of Conduct. Consequences will be commensurate with the severity of the breach.

Appeals Process:

- Individuals have the right to appeal the decision to ensure fairness and transparency.

Recordkeeping:

- All records related to the investigation will be securely maintained for a specified period, as per the club's recordkeeping policy.

The Royal City Curling Club is dedicated to fostering a safe and respectful environment, and this reporting and investigation process is designed to ensure the fair and thorough resolution of reported breaches of the Code of Conduct.