



COMMITTEE CAPABILITY PROCEDURE

Whilst recognising Members of the Committee perform their duties voluntarily, Lancaster & District Hockey Club is committed to ensuring a high standard of performance from those elected to positions, paid to fulfil duties or volunteer with agreed obligations.

This procedure is designed to ensure consistent and fair treatment for all Coaches, Volunteers and Committee Members, and to assist anybody who is having trouble performing their duties.

For the purpose of this procedure, capability is defined as the following:

"Where a Coach, Volunteer or Member of the Committee is failing in a significant or persistent way to carry out their responsibilities or duties in a satisfactory manner, either due to a lack of ability, inadequate training or lack of experience."

STAGE ONE - INFORMAL RESOLUTION

Where there are concerns regarding Coaches, Volunteers, or Committee Member's capabilities, the Club Captain* will arrange an informal meeting with the person to discuss the issues, concentrating on the following:

- Defining the problem
- Discussing the standard of job performance required
- Identifying the shortcomings in reaching that standard
- Agreeing how and when acceptable performance can be achieved
- Setting a timescale for improvement targets and review

Notes will be made and shared with actions and timeframes made clear.

STAGE TWO – FORMAL RESOLUTION

If improvements have not been made, or if agreed timeframes and actions have not been adhered to the Club Captain may refer the issue to a formal meeting to discuss the issues further.

The Club Captain will ensure the Coach, Volunteer or Committee Member is made aware of the 'vote of no confidence' section of the Constitution and ask why improvements have not been made or targets/timeframes met.

The Club Captain will support the Coach, Volunteer or Committee member to identify support mechanisms that can be put into place and agree further actions and timeframes.

Notes will be made and shared with actions and timeframes made clear.

STAGE THREE - FORMAL REVIEW MEETING

The Coach, Volunteer or Committee Member will be asked to attend a formal review and will be advised of their right to be accompanied by an impartial Committee Member for support. This will normally be held at the end of the review period; however, where no improvement is made or sustained, or Coach, Volunteer or Committee Member's performance worsens, the review meeting may be held before the end of the review period.

- If the Club Captain considers that the required improvement in performance has achieved and sustained the matter shall be closed and this will be confirmed in writing.
- If it is agreed that the objective may be reached by allowing a short extension period then a revised review date will be set, and a further review meeting held at the end of that period.
- Should the Club Captain consider that the required improvement in performance has not been achieved or sustained; a recommendation will be made that the issue should be taken to the Club Chair** for review.
- The Club Chair will review information from both parties and decide how the matter should conclude. Options available to the Club Chair are:
 - Dismiss all complaints and concerns and re-set targets for the Coach, Volunteer or Committee member.
 - Dismiss all complaints and concerns and re-set targets for the Coach, Volunteer or Committee member with clear support mechanisms and reporting procedures put into place.
 - Recommend the initiation of a 'vote of no confidence' (in the case of a Committee member).
 - Recommend the termination of any agreed obligations (for paid or voluntary Coaches).

* In the case that the capability procedure needs to be initiated against the Club Captain the Club Chair must lead each stage of the procedure. The Club Chair must seek the opinion and advice of one other impartial member of the Management Committee.

** In the case that the capability procedure needs to be initiated against the Club Chair the Club Captain must lead each stage of the procedure. The Club Captain must seek the opinion and advice of two other impartial members of the Management Committee.