

Shropshire Paddlesport Club

1 Document Control

1. About this document

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2. Club disciplinary policy

2.1. Summary

The Shropshire Paddlesport recognises its responsibility to foster and maintain a sense of community and social spirit relating to its paddlesport activities. This includes spectating, helping, officiating, teaching, training, coaching, competing and other related paddling activities.

To assist Shropshire Paddlesport in meeting its responsibilities the Club relies upon each member to adopt and maintain a responsible attitude in regard to their own behaviour and attitude. Specifically, to ensure the well-being of paddlers (as well as the well-being of others affected by our behaviour) all individuals are required to conduct themselves, at all times, in a manner that is safe, responsible and socially acceptable.

The Club disciplinary policy is designed to promote good practice, and all individuals are required to demonstrate exemplary behaviour in order to create a positive culture and climate, this includes:

- Providing children and young people with appropriate behavioural leadership and guidance whilst in the care of Shropshire Paddlesport
- Allowing all staff/volunteers to make informed and confident responses to specific behavioural issues

This document outlines what is expected of club members in support of these goals and defines the procedure which will be followed in the event that unacceptable behaviour occurs.

2.2. Responsibility of management

The Shropshire Paddlesport structure and normal method of operation requires that all individuals are accountable to the "PERSON-IN-CHARGE" of their particular activity. The "Person-in-Charge" reports to the officers of Shropshire Paddlesport through the management committee.

The management committee is comprised of the principal officers of the Club, namely

- The President
- The Vice-president
- The Secretary
- The Treasurer

In addition, Shropshire Paddlesport has established a disciplinary committee who report directly to the management committee and who will meet as required in order to investigate / respond to a particular incident or allegation.

2.3. Disciplinary committee

The disciplinary committee consists of five voting members of the club and must include the Child Protection Officer and Health and Safety officer, plus at least 1 other member of the management committee and at least, 2 other voting members.

The disciplinary committee has particular responsibility for the following:-

- To record ALL incidents and complaints and to investigate ALL reported incidents and complaints.
- If the complaint involves child protection issues to refer to the procedures set out in the Shropshire Paddlesport child protection policy.
- To convene a disciplinary hearing as soon as practicable, but not later than 21 days after a complaint is received.
- To hear evidence either verbally or by written statement
- To notify all parties involved, in writing, not later than 7 days after the hearing, of the decision of the disciplinary committee.

2.4. Unacceptable Behaviour

Behaviour becomes “unacceptable” when it is considered “offensive” to others. This includes the following:-

- Theft
- Wilful damage to property and/or equipment
- Acts of vandalism
- Abuse of alcohol and/or drugs
- Bullying
- Offensive language
- Aggressive / violent acts
- Threatening behaviour
- Failure to comply with instructions / directions
- Failure to comply with the Club constitution
- Failure to comply with BCU discipline codes
- Breaches of safety practices
- Bringing the Club into disrepute
- Bringing the sport of paddlesport into disrepute

In the event of any incident involving “unacceptable” behaviour resulting in a formal complaint, the complaint must outline

- the reasons why such action is being instigated
- the events immediately preceding the incident
- the actions taken during the incident
- the events immediately following the incident
- the names of all involved in the incident
- the names of all witnesses to the incident.

These documents form the basis of any subsequent investigation and will be used in the event of any disciplinary proceedings arising from the incident.

2.5. Disciplinary process

Disciplinary action may be taken where any of the following have occurred

- where health and safety practices have been breached
- where a member’s behaviour becomes unacceptable to others
- where a member’s behaviour is persistently below standard
- where a member’s behaviour damages the reputation of Shropshire Paddlesport
- where a member’s behaviour brings the sport of paddlesport into disrepute

Any complaint shall be made, in writing, to the club Welfare Officer (Child Protection Officer) no later than 7 days after the incident which gave rise to the complaint occurred, or within 24 hours if the complaint arises from a health & safety, child protection issue or injury.

The Welfare Officer shall, in the event that a complaint is made against another person

- Notify the disciplinary committee to request a disciplinary hearing

- Submit full details of the complaint to the individual against whom the complaint is being made, no later than 7 days after the complaint was made.

The disciplinary committee shall not hear any charge against a member of Shropshire Paddlesport aged 18 years or under unless the parent or guardian is present. Such parent or guardian shall be allowed to speak as well as the said member.

Any other member of Shropshire Paddlesport aged 18 or over against which a disciplinary charge has been made shall have the right to have 1 other person present with them at the hearing, that other person shall have the right to speak.

The disciplinary committee, subject to ratification by the Shropshire Paddlesport management committee is empowered to:-

1. Issue a fine
2. Issue written warnings
3. Suspend for a period of time (up to indefinitely)
4. Expel a member from the club

2.6. Right of Appeal

Any member of Shropshire Paddlesport found guilty of breaching the disciplinary policy shall have the right of appeal to the Club. Any such appeal against the decision of the disciplinary committee shall be made in writing to the management committee, within 21 days from receipt of the original decision.

The management committee shall within 7 days of receiving such notice of appeal set up an “appeals committee” which shall consist of 7 voting members of the Club, who shall be independent of the disciplinary committee and shall be chaired by a representative of the Area or Governing Body applicable to the club.

Pending the hearing from the “appeals committee” any sentence imposed by the disciplinary committee shall be suspended, except where child protection issues are involved and the matter is in the hands of either Social Services and/or the Police.

Should the final decision include either suspension or expulsion from the Shropshire Paddlesport a full copy of the investigation, findings and conclusions will be lodged with the BCU.

2.7. Conclusion

Good behaviour is everybody’s responsibility – it’s NOT an optional extra! This applies not just to your own behaviour, but also extends to the well-being of others who may be affected by your own attitude and actions. This is particularly important to those individuals who are too young to understand the complexities of such responsibility, and who perceive others as role models and who look to others to provide relevant moral leadership.