

Ulverston Canoe Club

Disciplinary Policy

The ethos of our club is based upon safety, development, inclusion and everybody playing nicely. Without wishing to be proscriptive as to what constitutes good discipline within the club, our disciplinary policy will come into effect in the event of any member bringing to the attention of an Activity Leader or committee member any negative behaviour which deviates from the broad ethos stated above.

Minor infringements

Minor infringements should be raised as soon as reasonably possible with an Activity Leader or committee member. The Activity Leader or committee member will determine what course of action to take but as a minimum will discuss the matter with those involved and may issue a verbal warning. If a young person (under 18 years old) is involved then the matter will be brought to the attention of the responsible adult at the earliest opportunity. The club Welfare Officer (WO) must also be informed if a disciplinary matter involves a young person and a written record of the circumstances will be drafted, shared with those involved and kept on record by the WO.

Persistent minor infringements or serious infringements

In the event of an Activity Leader or committee member becoming aware of matters becoming persistent or developing beyond minor infringements of discipline further action will be taken as follows:

A written report will be raised by the Activity Leader or committee member and copied to the club secretary and WO (or Deputy WO if the matter involved the WO or the WO is not available). The secretary may be one of the committee members involved in the next stage of the process.

The secretary will invite those involved, two committee members and the WO (or Deputy WO) to discuss the report. This discussion should, if feasible, take place within two weeks of the matter giving rise to the report having taken place. Declining to take part in such discussion may result in action being taken without further involvement of those declining. Minutes of these discussions will be taken and copies issued to all involved.

Following the discussion, the club committee will consider the minutes and a course of action determined; this will be arrived at by a simple majority vote of those attending. No committee member directly involved in a serious infringement may take part in the meeting or vote but if the matter involves persistent minor infringements directly involving different committee members then they may attend and vote. In the event of a tied vote then the chair person, secretary, treasurer or WO / DWO will hold a casting vote (in that order).

The course of action determined by the committee may result in one or more of the following outcomes:

- A conclusion agreed by all involved to be satisfactory to all parties
- A written warning (parents/guardians/responsible adults will receive this if young person(s) involved.
- Suspension from club activities pending further investigation.
- Expulsion from the club without refund of membership fees *.
- Involvement of other authorities including (but not limited to) British Canoeing, County Children's Services, Local Area Designated Officer, Police.

* In the event of a recommendation that a member be expelled from the club an appeal may be raised. The appeal will be heard at a meeting of the full committee, the person(s) subject to expulsion plus their representative(s) in the case of young persons and any other relevant witness(es). The meeting will take verbal evidence from all involved in the initial matter(s) leading to the disciplinary process being instigated. Minutes of the meeting will be taken and retained by the club. All decisions surrounding the management of the appeal process (except for final outcome) will be made by the chair, secretary, treasurer or WO / DWO (in that order); the final outcome by simple majority vote of the committee members attending but not directly involved in the initial matter. Again, in the event of a tied vote the casting vote will be held by the chair, secretary, treasurer or WO / DWO (in that order).

Possible outcomes include:

Expulsion upheld

Expulsion upheld but pro-rata membership fee refunded

Expulsion quashed with appropriate alternative sanction as determined by the committee

Declaration of Intent

This policy was ratified by the club committee and adopted as policy on 17 Aug 2019