

## Strathclyde Park Rowing Club

### SPRC Disciplinary Procedure September 2022



#### Step 1

If any member of the Club is considered to be acting in a way that is deemed to be disruptive to the smooth running of the Club, or is liable to bring the Club into disrepute, they will in the first instance be asked by either a coach or a member of the Board to desist from such activity or behaviour. For junior members, the parent or guardian will be spoken to about the incident and they will be asked to explain to the young person that their behaviour is unacceptable.

Examples of such behaviour include (but are not limited to) breaches of the Club Code of Conduct, disregard of Club policy, mis-use of Club equipment or property, deliberate damage to Club equipment or property.

Note that in some instances, depending on the seriousness of the behaviour, the procedure may be escalated directly to Step 2.

#### Step 2

If the behaviour continues or is warranted serious enough, it will be put to a Disciplinary Panel consisting of three members of the Board. If there is deemed to be a conflict of interest with any of the Board members, then they shall not sit on this Panel.

This panel shall meet within 14 days of the complaint being raised to them. The individual will have the right to be present at that meeting and to put forward their explanation. In the case of a junior member, a parent or guardian must also be present.

The Discipline Panel will decide the level of sanction to be applied.

**Level 0:** No further action (facts do not warrant undertaking a disciplinary procedure).

**Level 1:** The individual will be given a written warning advising that the behaviour or action in question was found to be in breach of Club policies and must not be repeated. For Junior members, their parent or guardian will be copied in this letter. This written warning will remain in effect for six months.

If during this time there are no further instances of ill-discipline, then the written warning will expire.

**Level 2:** Suspension from the Club for a period of time, up to six months. At the end of the suspension period the individual will be asked to give a written assurance to the Board that they understand that their behaviour was unacceptable, and that they will undertake to behave in an appropriate manner in the future. This suspension will remain on record for two years. If

during this two-year period there are no further instances of ill-discipline, then the record will be removed.

**Level 3:** Termination of membership. Application for re-admission to the Club will not be considered until one year and a day after such suspension, and then only by consensus of the Board.

The following must be considered when deciding on the sanction:

- The nature and seriousness of the misconduct/gross misconduct
- Previous disciplinary record
- The impact on Strathclyde Park Rowing Club and people connected to the organisation

A record of the meeting and the decision taken shall be retained by the Secretary in the appropriate Club archive.

### **Appeal**

The individual shall have the right of appeal. A request for appeal must be lodged in writing with the Secretary within 7 days of the initial Panel decision. The individual should provide a written statement of the appeal, indicating the grounds for the appeal together with such accompanying documents as they feel appropriate. Such grounds will be limited to new information, not available to the disciplinary hearing, or evidence of failure to follow procedure.

The appeal shall be heard by an Appeals Panel convened for this purpose within 14 days of receipt of the appeal. The appeal Panel will consist of three Board members, none of whom should have been on the original panel. This Appeals panel shall interview both the appellant and the Chair of the original panel during the course of its deliberations. If there is deemed to be a conflict of interest with any of the Board members, then they shall not sit on this Panel. The decision at this appeal meeting is final and there is no further right of appeal.

This meeting shall have to power to:

1. Accept the appeal and withdraw any sanction
2. Dismiss the appeal and let the original judgement stand
3. Change the level of sanction to be applied

A record of the meeting and the decision taken shall be retain by the Secretary in the appropriate Club archive.