



## Discipline & Grievance Policy

### 1. Policy Statement

North Somerset Paddlesports Club (NSPC) is committed to maintaining high standards of conduct, integrity, and safety. Members, volunteers, and coaches are expected to uphold the values of the club, comply with its constitution, and adhere to all policies (including safeguarding, code of conduct, and equity).

The purpose of this policy is to set out clear procedures for handling disciplinary matters and grievances fairly, consistently, and in line with natural justice.

### 2. Scope

This policy applies to:

- All club members (junior, adult, and family members)
- Volunteers, coaches, and officials
- Visitors and participants engaged in club activities

It covers:

- Breaches of club rules or policies
- Misconduct, including inappropriate behaviour, bullying, harassment, discrimination, or unsafe practice
- Grievances raised by members relating to the conduct of others or concerns about club management

### 3. Principles

The club will ensure that:

- Issues are dealt with promptly and fairly
- Individuals are given the opportunity to explain their case
- Confidentiality is maintained, except where disclosure is necessary for a fair process or safeguarding purposes
- Outcomes are proportionate, consistent, and focused on improvement and protection of members
- Appeals are available to ensure fairness

### 4. Misconduct

Examples of misconduct include (but are not limited to):

- Breach of the club's Constitution, Code of Conduct, or policies
- Unsporting or abusive behaviour
- Bullying, harassment, or discrimination
- Endangering the safety of self or others
- Misuse of club property or facilities
- Bringing the club into disrepute



# North Somerset Paddlesports Club

## 5. Disciplinary Procedure

### 5.1 Informal Resolution

- Where possible, minor issues will be addressed informally by a committee member or coach through discussion and agreement.
- If informal resolution is not appropriate or fails, the formal procedure will be used.

### 5.2 Formal Procedure

#### 1. Written Complaint

- A complaint must be submitted in writing to the Club Secretary (or Chair if the complaint concerns the Secretary).
- The complaint should set out the facts, dates, and any supporting evidence.

#### 2. Investigation

- The General Committee (or a sub-group appointed by it) will investigate the matter fairly and impartially.
- The individual(s) concerned will be informed of the complaint and given the opportunity to respond.

#### 3. Disciplinary Hearing

- If warranted, a hearing will be convened.
- Both the complainant and the member subject to the complaint may present evidence, call witnesses, and be accompanied by a representative

#### Decision & Outcome

The Committee may decide on one or more of the following actions:

- No case to answer
- Verbal warning
- Written warning
  
- Suspension from club activities (for a specified period)
- Termination of membership
- Referral to PaddleUK or other appropriate authority (e.g., safeguarding concerns)

#### 4. Notification

- The decision will be confirmed in writing to all relevant parties.

## 6. Grievance Procedure

- Members with concerns about club management, policies, or treatment by others may raise a grievance.
- A grievance should be submitted in writing to the Club Secretary (or Chair if it concerns the Secretary).
- The Committee will investigate and attempt to resolve the issue promptly and fairly.
- If unresolved, an independent mediator (e.g., British Canoeing representative) may be invited to assist.

## 7. Appeals

- Members have the right to appeal against any disciplinary sanction.
- Appeals must be lodged in writing within 14 days of the decision.
- Appeals will be heard by a panel of three members not previously involved in the case, chaired by the Vice-Chair or another committee member.
- The appeal decision will be final.



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## 8. Confidentiality

All disciplinary and grievance matters will be handled sensitively and confidentially. Records will be kept securely and retained only as long as necessary.

## 9. Responsibilities

- The General Committee is responsible for ensuring this policy is implemented and applied consistently.
- The Chair and Secretary oversee the process and ensure fairness.
- All members are responsible for behaving in accordance with club values and reporting misconduct when it occurs.

## 10. Review

- Reviewed: August 2025
- Next Review: April 2026