



## ISIS CANOE CLUB DISCIPLINARY POLICY

### 1. Purpose

This policy explains how Isis Canoe Club will deal with concerns about behaviour and conduct. It aims to:

- Support a safe and enjoyable environment for all
- Be fair, transparent and proportionate
- Align with Paddle UK's **Disciplinary and Appeal Regulations** (see <https://paddleuk.org.uk/our-policies-and-procedures/>).

### 2. Scope

This policy applies to:

- All club members (including Club Associate members)
- Volunteers, committee members and officials
- Anyone taking part in **club activity** under the authority of Isis Canoe Club.

Safeguarding concerns about children or adults at risk must follow the **Club Safeguarding Policy** and may be reported directly to Paddle UK at: <https://paddleuk.org.uk/report-a-safeguarding-concern/>

### 3. Standards of behaviour

Everyone involved with Isis Canoe Club is expected to:

- Follow the **Club Code of Conduct**
- Treat others with respect and not engage in bullying, harassment or discrimination
- Follow safety rules and reasonable instructions from coaches, leaders, officials and the Welfare Officer
- Take reasonable care of club equipment and facilities
- Avoid behaviour that brings the club or paddlesport into disrepute.

Examples of misconduct include (non-exhaustive):

- Bullying, harassment, abuse or discriminatory behaviour
- Serious or repeated breaches of safety procedures
- Reckless damage to property or equipment
- Dishonesty or misuse of club funds or resources
- Refusal to follow reasonable safety-related instructions during club activity.

#### **4. Raising a concern**

Concerns about behaviour can be raised with:

- The **Club Secretary**
- The **Club Welfare Officer**

Where possible, concerns should be put in writing to the Secretary or Welfare Officer and include:

- What happened
- Date, time and location
- Who was involved and any witnesses
- Any supporting information (e.g. messages, emails).

Safeguarding issues must be handled under the Safeguarding Policy and may be referred straight to Paddle UK.

#### **5. Informal resolution**

For minor issues, the club may deal with matters informally, for example by:

- A quiet word or guidance
- A reminder of the Code of Conduct
- An apology or agreement on how to move forward.

If informal action is not appropriate, or does not resolve the issue, the club may move to the **formal process**.

#### **6. Formal disciplinary process**

##### **6.1 Initial review**

The Club Committee (or a small sub-group appointed by it) will:

- Review the concern
- Decide whether:
  - No further action is needed
  - Informal action is sufficient
  - A **formal investigation** is required
  - The matter should be referred to Paddle UK (e.g. serious or complex cases, safeguarding).

In serious situations, a person may be **temporarily suspended** from club activities as a precaution while the matter is considered.

## 6.2 Investigation

If a formal investigation is needed, the committee will appoint a panel of 3 members of the committee who will:

- Speak to those involved and any witnesses
- Review relevant information
- Produce a short, written summary of their findings.

The member concerned will be told what the allegation is and given the chance to provide their own account and any evidence.

## 6.3 Decision and outcomes

Based on the information gathered, the committee (or a disciplinary panel appointed by it) will decide on the balance of probabilities:

- Whether the concern is upheld, and
- What, if any, action is appropriate.

Possible outcomes include:

- No further action
- Verbal or written warning
- Conditions on future participation (e.g. not leading trips, needing supervision)
- Removal from specific roles (e.g. coaching or committee roles)
- Suspension from club activity for a set period

- Termination of membership, in line with the Club Constitution
- Referral to Paddle UK under its Disciplinary and Appeal Regulations.

**The decision will be made within 30 days of the complaint being received.**

**Within 14 days after the decision has been made, brief reasons will be confirmed in writing to the member.**

## **7. Appeals**

The member has the right to appeal a formal disciplinary decision on one or more of these grounds:

- A significant procedural error
- New, relevant evidence that was not previously available
- The sanction is clearly disproportionate.

Appeals must be submitted in writing to the **Club Secretary** within **14 days** of the date of the decision letter.

An **Appeal Panel** (normally at least two committee members not previously involved, where possible) will:

- Review the original decision and process, and any new evidence
- Decide to:
  - Uphold the original decision
  - Reduce, vary or remove the sanction
  - Overturn the decision and/or require the matter to be reconsidered.

The Appeal Panel's decision is final within the club and would be **confirmed in writing within 14 days of the hearing**, without prejudice to any action Paddle UK may take under its own regulations.

## **8. Confidentiality and records**

- Disciplinary matters will be handled as confidentially as reasonably possible.
- Records will be kept securely and only shared with those who need to know.
- In serious cases, Paddle UK or the relevant National Association may be informed.

**Reviewed by:** Hannah Murray - Chair  
**Last Review Date:** February 2026  
**Next Review Date:** February 2027