



## **Branston Pickleball Club Disciplinary Policy**

Version 1.0

### **1.1 Policy Purpose**

The purpose of this Disciplinary Policy is to ensure that any breaches of the Club's Constitution, policies, or Code of Conduct are addressed fairly, consistently, and transparently. The policy aims to protect the welfare of members, uphold the values of the Club, and maintain a safe, respectful, and inclusive environment for all participants.

### **1.2. Scope**

This policy applies to:

- All members
- Management Committee members
- Volunteers, coaches, and officials
- Any individual representing or acting on behalf of the Club

### **1.3. Grounds for Disciplinary Action**

Disciplinary action may be taken where an individual:

- Breaches the Club Constitution
- Breaches the Equality, Inclusion & Code of Conduct Policy
- Fails to comply with Welfare or Safeguarding requirements
- Engages in bullying, harassment, discrimination, or abusive behaviour
- Acts in a way that brings the Club or the sport into disrepute



- Fails to comply with reasonable instructions from Club officials
- Fails to pay membership or session fees in accordance with Club rules

#### **1.4. Principles of Disciplinary Action**

All disciplinary matters will be handled in accordance with the following principles:

- **Fairness** — all parties will be treated impartially
- **Natural justice** — individuals have the right to be heard
- **Confidentiality** — information will be shared only on a need-to-know basis
- **Proportionality** — sanctions will reflect the seriousness of the breach
- **Consistency** — similar cases will be treated similarly

#### **1.5. Disciplinary Procedure**

##### **1.5.1 Informal Resolution**

Where appropriate, minor breaches may be addressed informally through discussion, advice, or mediation.

##### **1.5.2 Formal Disciplinary Process**

If informal resolution is not appropriate or unsuccessful:

1. The member will receive written notice outlining:
  - The nature of the alleged breach
  - The relevant policy or rule
  - The proposed disciplinary meeting
2. A disciplinary hearing will be convened by the Management Committee.
3. The individual will be given:
  - Support from the Welfare & Equality Officer
  - Reasonable notice of the hearing
  - The opportunity to present their case
  - The right to be accompanied by a friend or fellow Club member
4. The Committee will consider all evidence before reaching a decision.



### **1.6. Possible Sanctions**

Sanctions may include (but are not limited to):

- Verbal or written warning
- Temporary suspension from Club activities
- Suspension from holding a Club office or role
- Termination or refusal of renewal of membership

The outcome will be confirmed in writing.

### **1.7. Safeguarding & Welfare Cases**

Where a disciplinary matter involves the welfare of a child, young person, or vulnerable adult:

- The Welfare & Equality Officer must be informed immediately.
- Pickleball England will be notified prior to the hearing, in accordance with the Constitution.
- Disciplinary proceedings may be suspended or adapted pending external investigation.

### **1.8. Appeals**

- Any individual subject to disciplinary action has the right to appeal.
- Appeals must be submitted in writing within 14 days of the decision to either the Secretary or the Chairperson.
- An appeal hearing will be convened within 14 days of receipt.
- The appeal panel will consist of:
  - One Management Committee member, and
  - Up to four Club members independent of the original decision.
- The appeal decision shall be final.



### **1.9. Records & Confidentiality**

- All disciplinary matters will be recorded securely.
- Records will be retained in line with the Club's Data Protection Policy.
- Information will only be shared with those directly involved in managing the process.

### **1.10. Review**

This policy shall be reviewed by the Management Committee at least once every two years, or sooner if required by changes to legislation or governing body guidance.



**Appendix 1. Version control and review cycle**

Version	Date reviewed by MC	Formal review date.
0.1	Created by AF 15/01/26	
0.2	Reviewed by TB	22/02/26
0.3	Version for review by MC	
1.0	Issued 04/04/26	Dec 2026