



Walbrook Teddington

ROWING CLUB

Disciplinary Procedure

If an incident involving abusive or intimidating behaviour OR disregard of the club's safe boating rules is brought to the attention of the Club Welfare Officer/Committee this may, in the absolute discretion of the Committee, lead to disciplinary action and potentially the expulsion of that Member from the Club.

It is important that there is clarity about the procedure to be followed and that the Member concerned is made aware of the procedures and process that will be put in place.

Stage 1 - following an initial incident/disregard of safe boating rules

- A meeting to be held with 3 committee members plus member (who is invited to bring a supporter):
 - to ascertain the circumstances of the incident that led to unacceptable behaviour and to agree a resolution
- OR
- to explain that safe boating rules are necessary and that we expect all members to abide by them
- The Member will be given a written account of this meeting

Stage 2 – following a further incident/disregard of safe boating rules

- A meeting to be held with 3 committee members plus member (who is invited to bring a supporter) to give formal warning that if the Club's Code of Conduct/safe boating rules are not followed the Club will have no choice but to terminate membership
- The Member will be given a written account of this meeting

Stage 3 - following an additional incident/disregard of safe boating rules

- Formal termination of membership
- The Member will have the option to appeal

Appeal procedure

If the Member wishes to appeal against the termination of their membership they should set out the grounds on which they wish to appeal in writing.

This letter should be sent to the Club Chairman within 14 days of the notice of the termination.

An appeal should be granted where there is a "strong arguable case" that either:-

- relevant information was ignored or not considered by the original panel; or
- the disciplinary process was tainted by unreasonable bias or conflict of interests; or
- the provisions of the disciplinary procedure were not adhered to; or

- the original panel exceeded its jurisdiction; or
- the findings of the original panel were irrational or otherwise exhibited an error of general law.

The Committee will appoint an independent Appeals Panel to consider the appeal; none of whom have had any prior involvement in the matter. This will consist of members of the Club Committee or other senior Club Members at the agreement of all parties.

One Club Member will be named as the Chairman of the Appeals Panel and he/she will convene a hearing of the Appeals Panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings. If appropriate, he/she may request written submissions and the Appeals Panel may or may not require the parties to be attend.

The appellant has the right to be accompanied at an appeals hearing.

Discussions should be well recorded.

The outcome and sufficient reason to explain the outcome of the appeal panel will be communicated to both parties within 14 days of the appeal panel hearing.

The outcome of the appeal will be final.