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DISCIPLINE POLICY

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Crew refers to any person who is on a RtE vessel or supporting on the land.



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1 Overview

Row the Erne's (Hereafter referred to as RtE) Disciplinary Policy is undertaken when a person acts in a way that the Committee believes needs to be disciplined. For example, a crew does not observe the Club's code of conduct or policies.

It promotes the fair treatment of all the Crew. It also ensures the safe and effective operation of the Club.

In all cases crew involved is responsible for his/her actions. He/she will comply with RtE's constitution and policies relating to the matter or matters raised.

Disciplinary action is at the discretion of Row the Erne committee. It will endeavor to exercise common sense and fairness in all matters relating to the grievance/ allegations and any action taken.

These procedures are without prejudice to the rights of any individual. The allegations will be dealt with fairly and without bias.

2 Purpose

To provide a fair method of dealing with alleged failures to observe the standards of sportsmanship expected by the RtE. These are outlined in Club's constitution, code of conduct and policies for all crew.

3 Triggering a Disciplinary procedure

- The procedure is triggered after a grievance has been fully dealt following the Club's policy.
- The Committee is the only party that can trigger the Discipline Policy.
- All efforts will be exhausted by the Committee to resolve the issue prior to triggering the Discipline Policy.



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4 Investigation Procedure

- This investigation happens after the grievance procedure has been fully exhausted.
- The committee will inform the individual that a disciplinary action has been initiated.
- If it is judged that further investigation is needed no further action will be taken until the investigations are completed. The individual is informed of this.
- The investigation is undertaken by an impartial person appointed by the committee.
- Under 18: At no stage under any circumstances will the individual be interviewed or spoken to pursuant to the investigation of a grievance except in the presence of his/her parent/guardian.
- The aim of the investigation is to ascertain all the facts which might have a bearing on any subsequent disciplinary action.
- The investigating officer is responsible re-establishing if there is any substance in the allegation made by fully investigating the case for and against the allegation.
- The investigation must be taken fairly, thoroughly, and impartially and may take some time.
- On completion of the investigation the findings will be brought to the disciplinary panel.



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5 Disciplinary Panel

- The disciplinary panel will consist of the **club committee, and 3 current members of Row the Erne**. The panel and possible appeals panel will consist of different people. This corresponds to the requirements in the Club's constitution, refer Appendix 1: Section 14.1 as follows:

"All complaints regarding the behaviour of members should be submitted in writing to the Secretary. This will be investigated by the Club Committee along with 3 current members selected by the committee."

An additional person, preferably, RtE's secretary, will attend but only to take minutes and deal with correspondence and will have no voting rights.

- The disciplinary panel will decide on any action deemed necessary by a majority vote.
- The Panel will elect a chairperson whose responsibility it will be to make sure the meeting is run fairly. The nominated chairperson will have two votes.
- Minutes of the meeting will be kept and be available to the individual involved if requested.
- If the Panel discovers that a breach of RtE's polices/code of conduct has occurred, the following options are available:
 - A verbal warning;
 - A written warning;
 - Expulsion from RtE.

A written statement will be sent within 10 working days to the individual involved. It will contain the following:

- The disciplinary panel's decision and reasons for that decision stating rules broken;
- All time limits pertaining to that decision; and
- The right of appeal and the appeals procedure.

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6 Appeals

- The individual has the right to lodge an appeal against the decision of the disciplinary panel.
- The individual will commence this appeal by writing to the secretary of RtE within 10 working days from the date of the Disciplinary Panel's decision. The complainant will set out full details of the basis on which they wish to appeal.
- The individual appealing has the right to a fair and proper opportunity for their appeal to be heard by an impartial and open-minded panel independent of the disciplinary panel.
- The purpose of the appeal will be to review the decision taken by the disciplinary panel and ensure procedures have been followed correctly.

7 Appeals Panel

- The RtE committee shall nominate **three members of the club** to sit on the appeals panel. The appeals panel shall nominate one of its members as Chairperson whose duty it will be to see that the hearing is held fairly. The nominated chairperson will have two votes.

These members can be regular club members or committee members as clarified in the Constitution, 14.4 *"an appeal panel which shall comprise of no less than 3 crew selected by the committee."*

- The Disciplinary panel and Appeals panel will consist of different people.
- The identity of the panel shall be made known to the individual involved and they have the right to challenge the appointment of any member of that appeals panel.
- The appeals panel shall have the power to confirm, set aside or change any findings or sanctions imposed by the disciplinary panel.

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8 Appeals Procedure

- The secretary of RtE will reply to the individual's letter of appeal within working ten days of written request for appeal, advising them of the date, time and location of appeal hearing and the crew of the panel.
- All efforts will be made to keep all information concerned confidential.
- The individual lodging the appeal may be accompanied by one other representative/witness.

9 Hearing

- The individual lodging the appeal will be allowed to explain their grounds for appeal and why the disciplinary decision is disputed.
- The appeal panel will adjourn to consider the evidence and will endeavour to notify the individual as soon as possible and preferably within 5 working days of the appeal of their decision. If more time be needed the individual will be informed.
- The decision of the appeals panel is final.
- Written confirmation of the appeals panels' decision will be sent within 5 working days.

10 Warnings

- Verbal Warning – When the misconduct involved is judged to be unacceptable but not unduly serious. This warning will be noted and retained by RtE for future reference.
- Written Warning – When the misconduct involved is judged to be too serious for a verbal warning or has occurred whilst a verbal warning is in force. This warning will be noted and retained by RtE for future reference.
- Expulsion – Depending on the severity of the incident the disciplinary panel will have the discretion to recommend that the individual is expelled from RtE.



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Appendix 1: Constitution

14 Expulsion and Disciplinary Action

14.1 All complaints regarding the behaviour of crew should be submitted in writing to the Secretary. This will be investigated by the Club Committee along with 3 current crew selected by the committee.

14.2 Any member violating any of the rules or regulations of the Club or being adjudged guilty of unsatisfactory conduct may, by resolution of the General Committee, be suspended or expelled.

14.3 The General Committee may temporarily suspend or exclude a member from particular activities where it is deemed in the best interests of the Club.

14.4 Any member who is temporarily excluded or suspended or has had his/her membership terminated shall have the right to appeal against such decision to an appeal panel which shall comprise of no less than 3 crew selected by the committee.