



Disciplinary Procedure

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Introduction

This disciplinary procedure applies to all students and instructors of Bluewave and aims to ensure that all students and instructors are treated fairly and consistently regarding their conduct.

Principles

Disciplinary matters will be

- Conducted without delay.
- Will be treated with confidentiality and only those directly involved in the procedure will be informed.

A member who is the subject of disciplinary action will

- Be advised in writing of the nature of the complaint.
- Allowed sufficient time to prepare for a disciplinary hearing.
- Given the opportunity to present their case.
- Have the right to be accompanied by a fellow member or other representative at the discretion of the disciplinary panel.
- Have the right of appeal against any sanction or penalty imposed if the criteria outlined below are met

The complainant will be informed when the matter is concluded but does not have the right to be informed of the nature of any sanction or penalty involved.

A written record of all actions undertaken, including conversations and statements provided, will be maintained, considering the need for confidentiality.

The principles of the General Data Protection Regulations (GDPR) will be maintained throughout.

Disciplinary Matters

The following may be considered appropriate for investigation

- Abuse of authority.
- Conduct, including the use of social media, likely to damage the reputation of Bluewave.
- Misuse of Bluewave's name, documents, or reputation.
- Criminal conduct.
- Corruption or fraudulent practice.
- Failure to comply with the Code of Conduct, Health and Safety, Safeguarding Policies and any other Policies.

Disciplinary Procedure

1. When details of an incident or complaint are received, the Senior Instructor will acknowledge its receipt.

2. The Senior Instructor will appoint an investigating officer.
3. If the presence at Bluewave of the member who is the subject of the complaint may put others at risk, their membership and attendance at the club is suspended pending the investigation and outcome of the incident/complaint.

Investigation

4. The incident or complaint will be investigated by the investigating officer; this may include speaking to the complainant and gathering statements from any witnesses or those who may hold any information relevant to the incident or complaint.
5. If at any point of the investigation, it appears that the student/instructor may have committed a criminal offence this may be reported to the Police, and the Bluewave disciplinary procedure will be placed on hold until any police investigation and subsequent prosecution has been concluded.

Disciplinary Hearing

6. For more serious incidence/complaints the Investigating Officer may appoint between one and three members to establish a Disciplinary Panel. This may include Instructors of Bluewave or independent individuals from Bluewave, e.g. Instructor or other member from another British Taekwondo club.
7. The Senior Instructor will not be part of the Disciplinary Panel as should it be appropriate, they will be responsible for an appeal should it be made.
8. The Investigating Officer will remain independent of this panel as they will be presenting all the information that they have collected in the investigation of the incident/complaint.
9. The Disciplinary Panel will appoint a Chairperson who will set a date, time and venue for a disciplinary hearing. Sufficient time will be allowed so that the member has time to prepare for the hearing.
10. The Chairperson will inform the member in writing of the nature of the complaint, ask the member to attend the disciplinary hearing, inform them of their right to be accompanied and provide them with a copy of the Bluewave Disciplinary Procedure.
11. If the member is unable to attend on the appointed date for a good reason, the Disciplinary Committee should endeavor to agree a suitable alternative date.
12. If the member is unable to agree a mutually acceptable date within a reasonable period, the hearing will be held in the students/instructors absence.
13. At the disciplinary hearing the Investigating Officer will present all the information that they have collected in the investigation of the incident/complaint. This will be in both a verbal and a written format. A copy of this will be provided to and retained by the Chairperson of the Disciplinary Panel.

14. The Disciplinary Panel may adjourn the hearing to allow for further information to be provided, should it be deemed to be fair to do so.

Decision

15. The Disciplinary Panel decides whether misconduct has taken place and if so, determine an appropriate and proportionate sanction or penalty.
16. Within 7 days of a decision being reached, the subject of the complaint will be notified in writing of the decision and informed of any penalties. Penalties will be effective from the date of the decision. The member should be informed of a right to appeal and the timescales involved.

Appeals

17. An appeal may only be made on the grounds of
 - Bluewave has failed to follow this defined process; and/or
 - The member feels that the sanction is disproportionate to the offence
18. If an appeal is to be made, written notice of an appeal must be given by the member to Senior Instructor within 28 days of being notified of the decision. No appeal can be considered after this time period has elapsed. The member must provide full written grounds for appeal stating exactly what is being appealed against and the reason for this.
19. The Senior Instructor will consider the appeal and either uphold the original decision, reverse it or reduce the penalty. This decision is final and binding on all parties.