



Disciplinary and Corrective Action Policy

Adopted By: Sussex Pickleball Club Inc.

Adopted Date:

Last Review Date:

1. PURPOSE

Disciplinary and Corrective Action Policy

This policy aims to maintain a safe, respectful, inclusive and enjoyable environment for all members of Sussex Pickleball Club Incorporated. It provides a clear, step-by-step process for addressing and resolving instances of unacceptable behaviour that violate [Pickleball Canada's Code of Conduct](#).

2. POLICY

This policy applies to all members of the Sussex Pickleball Club. It covers behaviour that occurs on club premises, during club-sponsored events, or in any situation that affects the club's reputation or the well-being of its members.

3. PROCEDURE

Code of Conduct Expectations:

All members are expected to:

- Treat all members, staff, volunteers and visitors with respect and courtesy.
- Adhere to the club's rules and regulations.
- Avoid any behaviour that could harm others physically or emotionally.
- Promote a positive and inclusive atmosphere within the club.

Disciplinary and Corrective Action Process:

Sussex Pickleball Club reserves the right to bypass any or all steps outlined in this process based on the specific circumstances and merits of each case.

STEP 1: Verbal Warning

Purpose: To address the first instance of unacceptable behaviour and remind the member of the club's Code of Conduct which aligns with that of Pickleball Canada (Please see [Pickleball Canada Code of Conduct](#)).

Procedure: The member will be privately spoken to by a club official (e.g., Board Member) about the unacceptable behaviour. The official will outline the specific behaviour that violated the club's Code of Conduct and provide guidance on expected behaviour moving forward.

Documentation: The verbal warning will be documented in the member's file for reference.

STEP 2: Written Warning

Purpose: To formally address continued or repeated unacceptable behaviour following a verbal warning.

Procedure: A formal written warning letter will be issued to the member, outlining the behaviour that led to the warning and referencing the previous verbal warning. The letter will clearly state that continued misconduct will lead to further disciplinary action and could include the termination of their membership.

Documentation: A copy of the written warning will be kept in the member's file. Termination letter to be mailed through Registered mail.

STEP 3: Final Written Warning

Purpose: To provide a final opportunity for the member to correct their behaviour.

Procedure: A final written warning letter will be issued, outlining the member's repeated unacceptable behaviour and stating that any further incidents will result in the termination of their membership. The letter will also include any conditions or requirements the member must meet to avoid termination.

Documentation: A copy of this final warning will be retained in the member's file. Termination letter to be mailed through Registered mail.

STEP 4: Suspension

Purpose: To formally address repeated behavioural violations and to give the member a final opportunity to comply with our Club's standards before termination.

Procedure: A notice of suspension letter will be sent/given to member referring to the previous letters of warnings, and specifying the length and conditions of the suspension. This suspension may last for a set period, e.g., 30 days, during which the member's access to club facilities and events will be restricted.

Conditions for reinstatement will be outlined, clearly stating the behavioral expectations moving forward.

Documentation: A copy of suspension notices and conditions of behaviour to avoid termination will be retained in the member's file ensuring transparency in case of future disputes. Termination letter to be mailed through Registered mail.

STEP 5: Membership Termination

Purpose: To revoke membership due to ongoing unacceptable behaviour, despite previous warnings.

Procedure: A formal termination letter will be issued, clearly stating that the member's privileges have been revoked and explaining the reasons for this decision. The member will be informed that they are no longer allowed to access the club's facilities or participate in any club activities.

Documentation: The termination letter will be recorded in the member's file, and the Board of Directors will be notified of the termination. Termination letter to me mailed through Registered mail.

STEP 6: Appeals Process

Members have the right to appeal the termination decision by submitting a written appeal to the Board of Directors within 14 days of receiving the termination letter.

The Board will review the appeal and make a final decision, which will be communicated in writing to the member.

STEP 7: Reinstatement

In exceptional circumstances, a member may apply for reinstatement after a period of no less than one year from the date of termination. The application will be reviewed by the Board of Directors, and reinstatement will be considered on a case-by-case basis.

4. UPDATE OF THE POLICY/DIRECTIVE

This policy/directive will be updated based on operational need.