

WELSH CURLING ASSOCIATION DISCIPLINARY POLICY



Version 2
March 2025

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| Reviewed by: | Laura Beever |
| Approved by: | Committee |
| <i>Next Review Due:</i> | <i>March 2028</i> |



REVISION LOG

| No. | Date | Revisions | Revised by | Approved by |
|-----|---------------|-----------------------------------|-------------|---------------|
| 2 | March 2025 | Minor updates of terminology - | Lisa Peters | WCA Committee |
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1. The Welsh Curling Association (WCA) is the governing body for the sport of curling in Wales and is committed to ensuring that equality is incorporated in all aspects of the organisation, its policies and operations.

2. PURPOSE

2.1 The purpose of the Disciplinary Policy and Procedures is to ensure justice in disciplinary proceedings and to provide a framework within which decisions relating to the WCA can be made in a fair, consistent, independent and expeditious manner and in accordance with the requirements of natural justice.

2.2 It is the policy of WCA to ensure that any disciplinary matters are dealt with fairly, that steps are taken to establish the facts and that there is an entitlement to a fair and reasonable review within a reasonable time and no longer than 90 days from receipt of the Notice by an impartial body.

2.3 The person or persons against whom a disciplinary claim is made or disciplinary proceedings are brought or intended to be brought under the terms of this policy is referred to as the “Respondent”.

3. SCOPE

3.1 This disciplinary policy has been written to govern incidents where persons involved in curling are involved in behaviour, conduct and actions that may breach the WCA’s Rules, Regulations, Policies or Constitution or bring the sport of curling into disrepute.

3.2 Examples of this include:

- Inappropriate behaviour
- Improper conduct
- Failing to comply with WCA’s rules or regulations
- Offensive language
- Equipment abuse
- Wilful damage
- Failing to comply with a written agreement
- Making an untrue written statement
- Breaching a Code of Conduct or the Code of Ethics
- Failing to treat others with dignity or respect
- Taking part in doping or corruption or assisting other person(s) in breach of this policy
- Failure or refusal (without compelling justification) to cooperate with any code-

compliant anti-doping investigation or proceedings

- Committing an act of misconduct related to anti-doping which does not amount to an Anti-Doping Rule Violation

3.3 Any violation may result in disciplinary action being taken against the Respondent by the WCA or other organisation having jurisdiction which could result in suspension or ban from the WCA.

4. RECEIVING A COMPLAINT ~~Notice~~ OF A DISCIPLINARY MATTER

4.1 Anyone wishing to raise a matter under this policy shall submit it as a written complaint to the WCA President. If the President would be conflicted in handling a matter, then it should be submitted to the Safeguarding Officer (the Safeguarding Officer will act in the role of President for the rest of the Disciplinary Procedure).

4.2 The President's role is to ensure procedures are established and may facilitate the process.

4.3 Any complaint that is reported to the WCA will be treated as confidential.

4.4 The President shall notify the Respondent, in writing, of receipt of the written complaint and shall confirm all details included in the written complaint together with the names of the members of the Disciplinary Panel to the Respondent as soon as reasonably practicable following receipt of the Notice.

5. TEMPORARY SUSPENSION

5.1 It may be in the best interests of all parties or necessary due to the nature of the complaint that the individual(s) concerned is(are) temporarily suspended pending the conclusion of the matter.

5.2 If a temporary suspension is deemed appropriate, the President has the authority to issue a temporary suspension which may remain in force until no later than the conclusion of the disciplinary process.

5.3 A temporary suspension shall only be imposed if and for as long as the President is satisfied it is necessary in the best interests of the individual, WCA or the sport.

5.4 The President shall review any temporary suspension at least monthly.

5.5 Temporary suspension is a neutral act and will not be used punitively.

5.6 Support and advice will also be provided to the individual who is suspended as it is recognised that this can be a stressful process and while termed as “neutral” may not feel like this to the individual involved.

6. FORMATION OF A DISCIPLINARY PANEL

6.1 The President is responsible for ensuring that a Disciplinary Panel is formed within ten days of receipt of the complaint.

7. DISCIPLINARY PROCESS

7.1 The panel will meet to consider the complaint and any supplementary information including any statements from witnesses, defendants as appropriate.

7.2 After considering all the evidence provided the panel will reach a conclusion which will be communicated to all parties in writing within ten working days.

8. DISCIPLINARY PANEL DECISION

8.1 The Disciplinary Panel must inform the Respondent and put the decision in writing and inform all relevant parties of the outcome in writing and make sure that any actions arising from its decision are carried out.

9. RIGHT OF APPEAL

9.1 Persons affected by this policy will have the right to appeal the decision made, where they believe that there has been a breach of procedure. An appeal must be lodged within five working days of being informed of the outcome and should be lodged with the President of the WCA.

9.2 The Appeals Panel is a separate panel to the original Disciplinary Panel.

9.3 The initial Disciplinary Panel will view documentation and statements from witnesses and the defendant, in the Appeal Panel, the defendant will have the right to attend in person to discuss the charges.

9.4 The Appeal Panel will consider all evidence and make a decision within thirty working days of the appeal being lodged.