

Disciplinary Policy Template

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1. Introduction

This policy and procedure is designed to help coaches, tutors/assessors, staff and athletes deal with disciplinary situations that occur through misconduct.

Parkour UK recommends that wherever possible, minor discipline issues should be resolved informally. Coaches, tutors/assessors, staff and athletes, where appropriate, should talk about the improvement in conduct or performance that is required. In some cases, additional training, coaching and advice may be what is needed.

There will be situations where matters are more serious or where an informal approach has been taken and not achieved the required results. In these cases, if informal action does not bring about an improvement, or the misconduct is considered too serious to be classed as minor, then coaches, tutors/assessors, staff and athletes should consider taking formal action.

If the issue relates to:

- An athlete who is under 18 or an adult at risk¹, the designated safeguarding lead **must** be informed at the start.
- Bullying, harassment or discrimination, refer to the Parkour UK Code of Conduct Policy.
- Matters that might be criminal, legal/safeguarding advice must be taken and the matter referred to the statutory authorities before proceeding further.
- If Parkour UK is informed of a criminal matter and any further contact with children or adults could place them at risk, we reserve the right to suspend or revoke the coach's or tutor/assessor's qualifications or terminate the employee's contract. In such cases, Parkour UK will notify all relevant bodies of this action. This applies whether or not the coach is affiliated with Parkour UK.

Coaches or athletes under the age of 18 or classified as an adult at risk should be supported by their parents or legal guardians, who shall act on their behalf.

The wellbeing of the coach, tutor/assessors, staff member or athlete during this process is paramount and support will be offered by Parkour UK if possible or we will signpost people to external organisations, such as [UK Coaching](#), especially during any period of suspension.

¹ An adult who: has needs for care and support; and is experiencing, or is at risk of, abuse or neglect; and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

2. Purpose and Scope

The purpose of this policy is to ensure consistent and fair treatment of disciplinary situations and to encourage coaches, tutors/assessors, staff and athletes to maintain appropriate standards of conduct. Coaches, tutors/assessors, staff and athletes should ensure that they have a good understanding of these procedures.

This policy is not part of any individual's contract. Parkour UK may review it and its discretion and update it to reflect changes in the law.

Parkour UK may at its discretion appoint external parties to conduct investigations and disciplinary hearings. This may be because of conflicts of interest; availability of resources; complexity; or specialist knowledge of the issues. Parkour UK's discretion is not limited by these examples.

3. Standards

Parkour UK sets out clear standards in its Code of Conduct which reflect our values. They are explained to coaches, tutors/assessors, staff and athletes when they enrol on our qualifications, join Parkour UK as affiliate members, sign our tutor codes of conducts or on board as a Parkour UK employee. They are reinforced through updates on our website. These cover such areas as:

- The requirement for being responsible and accountable for your conduct.
- Behaviour towards staff, participants, volunteers, learners and parents, including respecting professional boundaries and the use of social media.
- Health and Safety regulations.
- The inappropriate use of facilities (vehicles, property, email and communication equipment).
- Claiming expenses.
- Personal appearance.

Coaches, tutors/assessors, staff and affiliate athletes are responsible for representing Parkour UK– this includes maintaining high standards of behaviour and presentation of appropriate branded clothing where applicable.

4. Principles

The principles governing the policy and its application are:

- Consistency and fairness, with all coaches, tutors/assessors, staff and athletes treated with respect and dignity.
- Individuals' rights and responsibilities being respected.
- Openness and transparency.
- Minor instances of misconduct initially addressed by means of informal counselling, guidance and instruction. However, if problems continue or Parkour UK regards matters to be sufficiently serious, this disciplinary procedure shall apply.
- No coach, tutor/assessor, staff member or athlete will be removed from employment for a first breach of discipline **except in the case of gross misconduct**.

To ensure that matters are dealt with fairly the following shall apply:

- Coaches, tutors/assessors, staff and athletes should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.
- Coaches, tutors/assessors, staff and athletes should ensure that any necessary investigations are conducted, to establish the facts of the case.
- Coaches, tutors/assessors, staff and athletes should be given an opportunity to put their case in response before any decisions are made.
- Parkour UK should allow coaches, tutors/assessors, staff and athletes to be accompanied at any disciplinary meeting if required.
- Coaches, tutors/assessors, staff and athletes have the right to appeal any action taken against them under this procedure.

It is recommended that for any serious disciplinary issues and/or disciplinary appeals, consideration should be given as to whether the investigation is conducted by an independent investigator, to prevent any potential conflict of interest.

All warning letters issued under this policy are to be approved by the CEO, to ensure consistency and to ensure that appropriate records are maintained.

5. Gross Misconduct

The following are examples of Gross Misconduct which may result in immediate revocation of qualifications, membership or termination of contract.

- Actual or attempted theft, fraud or dishonesty.
- Sports betting, corrupt conduct, disclosure of confidential information pertaining to Parkour UK and competition fixing.
- Fighting, physical or sexual assault, violence, threatening behaviour or deliberate and serious damage to people or property.
- Anti-Doping Regulation Violations.
- Gross insubordination, including failure to comply with reasonable requests/instructions.
- Incapacity for training or competing owing to the use of alcohol or illegal drugs.
- Serious breaches of Parkour UK Values.
- Deliberate actions or omissions that bring Parkour UK's name into serious disrepute.
- Gross negligence or incompetence which causes serious loss, damage or injury.
- Serious breaches of Parkour UK's rules relating to Health & Safety.
- Bullying or harassment on the grounds of sex, race, disability, age, sexual orientation, religion or belief or any other protected characteristic of another coaches, tutor/assessor, staff member or athlete, participant, learner or any other third party to whom Parkour UK has a duty to prevent such discrimination.
- Indecent, offensive or immoral behaviour.
- Offensive use of social media, including unauthorised use or hacking of another person's account.
- Disclosure of confidential information pertaining to Parkour UK.
- Deliberate telephone, computer and e-mail misuse, including hacking and/or the access, downloading or transmission of any pornographic or otherwise offensive material.
- Violation of the rules outlined in the Code of Conduct.
- Encouraging an athlete to intentionally misrepresent themselves to a classification panel.

6. Informal Resolution

Where conduct and behaviour fall short of the standards expected by Parkour UK, coaches, tutors/assessors, staff and athletes, Parkour UK should conduct an interview to find out if there are any problems, reiterate the required standards/improvements with timescales (usually immediate and sustained) and provide any help and support that may be needed. This will take the form of informal counselling, guidance and instruction and is NOT part of the formal procedure.

Parkour UK should take notes of any such discussions. These will be retained for 12 months.

In some cases, the problem may be more serious at the outset, or the counselling, guidance and instruction has not worked. If this is the case, the formal disciplinary procedure may apply.

7. Disciplinary Process

7.1 Establishing the facts of each case

It is important to carry out an investigation without unreasonable delay to establish a fair and balanced view of the allegations against the coach, tutor/assessor, staff member or athlete, before deciding whether to proceed with a disciplinary hearing. The investigation and disciplinary hearing must be carried out by different people. Neither should be conducted by anyone with a potential conflict of interest involving the coaches, tutors/assessors, athletes, or the staff member concerned.

If the investigation identifies potential criminal conduct, the matter will be referred to the police. The internal investigation will then be paused until any related criminal proceedings have concluded.

7.2 Informing the coach, tutor/assessor, staff member or athlete of the problem

If, at the end of the investigation, it is decided that there is a disciplinary case to answer, the coach, tutor/assessor, staff member or athlete must be informed in writing.

The written notification must explain the alleged misconduct, the possible consequences, and the details needed to respond at a disciplinary hearing. This includes copies of any written evidence, such as witness statements, and confirmation of the possible outcomes of the hearing.

The individual must also be given the time and venue for the hearing and advised of their right to be accompanied. Parkour UK will ensure that the date, time and location are reasonable and that the hearing takes place as soon as reasonably practicable.

If Parkour UK is made aware of a criminal matter and any further contact with children or adults could put them at risk, it reserves the right to revoke the coach's or tutor/assessor's qualifications or terminate the employee's contract. In these circumstances, Parkour UK will notify all relevant bodies. This applies whether or not the coach is affiliated with Parkour UK.

7.3 Holding a Disciplinary Hearing

Parkour UK should hold the hearing without unreasonable delay whilst allowing the coach, tutor/assessor, staff member or athlete reasonable time to prepare their case. (What is judged to be reasonable will depend on the complexity of the case but will not be less than 7 days from the date the letter is sent). The coach, tutor/assessor, staff member or athlete and their companion must take all reasonable steps to attend. In circumstances where someone persistently fails to attend a disciplinary hearing without good cause, Parkour UK may make a decision in the coach, tutor/assessor, staff member or athletes' absence on the basis of the evidence available.

At the hearing, Parkour UK will explain the role of all those attending and the allegation(s) against the coach, tutor/assessor, staff member or athlete, and will then go through the evidence that has been gathered. The Athlete will be allowed to set out their case and answer any allegations that have been made. The coach, tutor/assessor, staff member or athlete will also be given a reasonable opportunity to:

- ask questions;
- present evidence;
- call relevant witnesses; and
- raise points about any information provided by witnesses.

Where Parkour UK is conducting the hearing or the coach, tutor/assessor, staff member or athlete intend to call relevant witnesses they should give advance written notice that they intend to do this. Any written statements of case, witness statements or other documentary evidence should be exchanged at least 10 days in advance of the hearing.

The main points of the discussion will be summarised, and the coach, tutor/assessor, staff member or athlete will be asked if they have anything further to say.

7.4 Coach, Tutor/Assessor, Staff Member or Athlete companion

Coaches, tutors/assessors, staff members or athletes may be accompanied by a companion at any formal disciplinary, investigative or appeal hearing or meeting, such as another athlete; another tutor or coach, a support staff of their choice or a parent or guardian. They may not choose a companion whose presence would prejudice the outcome of any hearing. If the chosen companion cannot attend the original date, an alternative date will be offered within the following 5 working days.

The companion may address the hearing to present and/or sum up the coach, tutor/assessor, staff member or athlete's case, respond on their behalf to any views expressed at the hearing and confer privately with

them at any stage during the hearing. The companion does not have the right to answer questions on their behalf, address the hearing if the coach, tutor/assessor, staff member or athlete does not want them to or prevent anyone, including the coach, tutor/assessor, staff member or athlete, from explaining their case.

Any companion who attends a hearing in connection with this disciplinary policy shall not be penalised in any way. No one shall be obliged to act as a companion if they do not wish to so.

The Parkour UK representative conducting the disciplinary hearing (see below) will normally be accompanied by another member of staff or board member. Parkour UK reserves the right to outsource any disciplinary matters to an external organisation if required.

7.5 Decide on the appropriate action

The representative of Parkour UK conducting the disciplinary hearing must decide whether or not disciplinary action (or any other action) is justified and proportionate, and inform the coach, tutor/assessor, staff member or athlete accordingly in writing giving the reasons for the imposition of any sanction, including any mitigating and/or aggravating factors. Save for cases in which the athlete persistently fails to attend a disciplinary hearing without good cause, no disciplinary action should be imposed without a hearing.

Where misconduct is confirmed, the possible outcomes include:

- **Written Warning.** For a first instance which is not Gross Misconduct, then a Written Warning is appropriate.
- **Final Written Warning.** Where the Athlete is already subject to a Written Warning, and the Misconduct is not Gross Misconduct, then a Final Written Warning is appropriate.

Revocation of qualifications, membership and or termination of employment. Where the misconduct is considered to be Gross Misconduct, or the coach, tutor/assessor, staff member or athlete is already on their Final Written Warning, then it may be appropriate to revoke qualifications or terminate a staff members employment. This sanction will be done in conjunction with the CEO.

If Parkour UK is made aware of a criminal matter and any further contact with children or adults could put them at risk, it reserves the right to revoke the coach's or tutor/assessor's qualifications or terminate the employee's contract. In these circumstances, Parkour UK will notify all relevant bodies. This applies regardless of whether the coach is affiliated with Parkour UK.

A Written Warning or Final Written Warning should set out:

- The nature of the misconduct and the change in behaviour required (with timescale);
- How long the warning will remain current (in cases where further contact with children or adults could put them at risk, Parkour UK reserves the right to revoke the coach's or tutor/assessor's qualifications permanently).
- The consequences of further misconduct within the set period (that it may result in dismissal or some other penalty such as demotion or loss of seniority).

A record of the warning will be kept on the coach, tutor/assessor, staff member or athlete personal file for:

- 6 months (Written Warning).
- 12 months (Final Written Warning).

7.6 Revocation of Qualifications

Some acts amounting to Gross Misconduct are so serious in themselves or have such serious consequences that they may require revocation of qualifications or termination of employment without notice for a first offence. However, the disciplinary process should still be followed in such circumstances.

7.7 Provide the opportunity to appeal

Where the coach, tutor/assessor, staff member or athlete believes that the disciplinary action taken against them is wrong or unjust they may appeal the decision. Appeals should be heard without unreasonable delay. The coach, tutor/assessor, staff member or athlete should let the CEO know the grounds (reason) for the appeal in writing within 10 working days of receiving written confirmation of the disciplinary warning.

The grounds for an appeal could reasonably be one or more of the following:

- The correct process was not followed;
- The decision maker was biased;
- The decision was made without considering all the relevant facts; or
- The decision was not one a reasonable person could have made.

Where the appeal is against:

- A written warning, it should be heard by a member of the Parkour UK board member who has not previously been involved in the case; or

- Revocation of qualifications/termination of employment (Gross Misconduct), Parkour UK may refer the matter to a suitably qualified independent panel.

The coach, tutor/assessor, staff member or athlete has the right to be accompanied at appeal hearings and will be informed in writing of the results of the appeal hearing as soon as possible.

An independent appeal is final and concludes Parkour UK's procedure.

8. Additional Information

8.1 Suspension

Parkour UK reserves the right to suspend any coach, tutor/assessor, staff member or athlete who is suspected of serious misconduct, if it is considered in the interests of the individual and/or Parkour UK to do so. Suspension in these circumstances is to:

- Ensure an unhindered investigation to take place; or
- Safeguard other coaches, tutors/assessors, staff members, learners or athletes.

Suspension is not disciplinary action or sanction and will be for as short a time as possible.

Any decision to suspend a coach, tutor/assessor, staff member or athlete must be agreed by CEO before it is confirmed.

Any decision to suspend will be confirmed in writing within five working days and such written confirmation will state that the nature of the suspension is precautionary, not disciplinary, pending the outcome of the investigation and any subsequent disciplinary proceedings.

8.2 Criminal Offences

Where allegations are made that may be of a criminal nature Parkour UK will co-operate fully with any police investigations. Where these issues are related to the potential conduct of a coach, tutor/assessor, staff member or athlete whilst overseas, investigations and prosecution will be subject to the legislation and legal proceedings of the country in which the alleged offence occurred.

8.3 Confidentiality

Parkour UK should only discuss disciplinary matters with Coaches, tutors/assessors, staff and athletes involved in the process and their companion. Breaching confidentiality may result in further disciplinary action being taken.

The outcome of a disciplinary hearing will remain confidential to the parties involved. Disclosure may be made in accordance with Parkour UK's legal, contractual or regulatory obligations.

8.4 Time limits

In cases where it is not practical to implement the procedure fully and expeditiously, coaches, tutors/assessors, staff members or athletes will be dealt with as closely as possible in accordance with this procedure.

Under normal circumstances the disciplinary process should be concluded in no more than 2 months. However, it is recognised that more complex cases could take up to 6 months. When any discipline process takes more than 20 working days, Parkour UK shall provide a written update to all parties at the 20-working day point, and every 20 working days thereafter until the process is concluded. A copy of the update shall be sent to the board.

8.5 Note taking and records

Should an investigation lead to a criminal investigation (or be drawn upon as part of any appeal procedures), all material obtained in the course of an investigation should be considered relevant and be made available to the police and, where applicable, to the coach, tutor/assessor, staff member or athlete.

Parkour UK will not make an audio recording of any investigations or meetings. The coach, tutor/assessor, staff member or athlete is not permitted to record disciplinary interview, meeting or hearing without prior consent.

Parkour UK requires 'meeting notes' to be taken at all meetings to record decisions and outcomes. All interviews must have a written record, signed by the interviewer and the subject of the interview. The interview record must only contain first party evidence and not hearsay or speculation².

The coach, tutor/assessor, staff member or athlete will be sent a copy of the interview or meeting notes produced, which will constitute the Parkour UK's record of proceedings.

All records detailing the nature of any sort of misconduct, the coaches, tutors/assessors, staff members or athletes defence or mitigation, the action taken and the reasons for it, whether an appeal was lodged, its outcome and any subsequent developments, will be kept confidentially. Likewise, Parkour UK may also keep records relating to a coach, tutor/assessor, staff member or athletes' conduct, the implementation of corrective actions and progression of learning.

² First party evidence is evidence that the individual saw or heard. Hearsay is evidence that the individual was told by another party or overheard.