

Discipline and Corrective Action Policy

Version: 1.0

Board Approved Date: April 9, 2026

Effective Date: April 9, 2026

Visibility: Public, Website

Purpose & Scope

This policy sets out how Red Deer Pickleball Club may respond when a person using RDPC facilities or participating in RDPC activities does not follow RDPC policies, disrupts club activities, harms others, or harms the club. The goal of this policy is to support a fair, respectful, and consistent approach to corrective action and discipline.

This policy applies to all members, guests, visitors, volunteers, and program participants using RDPC facilities or taking part in RDPC activities.

Definitions (only if needed)

- **Corrective action:** Steps taken by RDPC to address behaviour, protect the club, and encourage improvement.
- **Discipline:** Formal action taken by RDPC in response to misconduct or repeated non-compliance.
- **Participant:** Any member, guest, visitor, volunteer, or program participant using RDPC facilities or taking part in RDPC activities.
- **Serious misconduct:** Behaviour that, in the Board's view, is serious enough to justify immediate action, including suspension or removal from RDPC facilities, activities, or membership.

Policy

- All participants are expected to follow RDPC policies, posted rules, and the RDPC Code of Conduct.
 - RDPC may take corrective or disciplinary action when a participant:
 - fails to follow RDPC policies or the Code of Conduct
 - disrupts meetings, organized play, events, or club functions in an inappropriate way
 - harms or threatens to harm another person
 - harms, threatens, or acts against the interests of RDPC, its operations, or its reputation
- RDPC will normally aim to use a fair and progressive approach to discipline where appropriate.
- Depending on the situation, corrective or disciplinary action may include:
 - a verbal reminder or warning
 - a written warning
 - conditions placed on participation

- temporary suspension from RDPC activities or facilities
- suspension of membership privileges
- removal from RDPC facilities or activities
- termination of membership
- The Board is not required to follow progressive steps in every case. The Board may move directly to suspension, removal, or termination where the behaviour is serious, repeated, or creates risk to others or to the club.
- Corrective and disciplinary decisions will be based on the information available and will be made in a manner the Board considers fair and reasonable in the circumstances.
- Any participant subject to formal discipline will be informed of the outcome and the reasons for the decision.
- Unless the Board decides otherwise, membership fees or other amounts already paid to RDPC are not refunded when access, participation, or membership is suspended or terminated due to misconduct.
- The Board's decision under this policy is final, unless another RDPC policy specifically provides for an appeal.

Roles and Responsibilities

Board of Directors

- Approves this policy and any major changes to it.
- Review discipline matters that require formal action.
- Determines appropriate corrective or disciplinary action.
- May delegate certain fact-finding or communication steps, while keeping decision-making authority unless otherwise delegated by Board motion.

President or Board Designate

- Communicates disciplinary decisions to the affected participant when appropriate.
- May deliver verbal or written warnings on behalf of the Board.
- Helps ensure documentation is maintained.

Participants

- Must follow RDPC policies, rules, and conduct expectations.
- Must cooperate with any review of alleged misconduct.
- Must not retaliate against anyone involved in a complaint, review, or discipline process.

Process (How to Use This Policy)

- When a concern is raised, RDPC may gather the information needed to understand the situation fairly.

- The Board will review the information and decide whether corrective or disciplinary action is appropriate.
- In less serious situations, RDPC will generally try to address the matter through reminders, discussion, or warnings before stronger action is taken.
- In serious situations, or where behaviour continues after earlier intervention, the Board may impose stronger disciplinary action immediately.
- The affected participant will be informed of the decision and any conditions, restrictions, suspension, removal, or termination that apply.
- RDPC will keep a record of formal disciplinary action taken under this policy.

Exceptions (only if needed)

The Board may depart from the usual steps in this policy where reasonably necessary to protect safety, support fairness, or respond to serious misconduct.

References and Related Policies

List any supporting docs or other RDPC policies. Use bold names only.

- **Code of Conduct**
- **Complaints and Dispute Resolution Policy**