

HCPA DISCIPLINARY PROCEDURE

I. Policy Statement

HCPA Pickleball is committed to fostering a supportive and fun court environment. However, when behavior or conduct does not meet our Code of Conduct and standards or the YMCA standards, we believe in addressing these issues fairly and consistently. This Disciplinary Procedure outlines the steps we will follow in such situations.

II. Scope

This procedure applies to all members of HCPA Pickleball.

III. Definitions

1. **Misconduct:** Inappropriate behavior or actions in violation of the Code of Conduct and YMCA policies.
2. **Gross Misconduct:** Serious misconduct that can lead to immediate dismissal.

IV. Incident Reported

A misconduct incident is reported to a Board Member or Operations Manager or through the HCPA gmail account. Details (date, time, description) and possible witnesses are noted. The information is reported to the Board. If it is an email, follow-up verbal discussion with the sender is completed.

V. Board Discussion

The HCPA Board will be presented the incident in question by the Board Member or Operation Manager that heard the concern. They will decide if the misconduct warrants immediate action (gross misconduct) or a 1st step in the disciplinary process.

VI. Investigation

Before taking any formal disciplinary action, an investigation will be carried out to gather all relevant facts. Witnesses will be interviewed. Identification of the Code of Conduct or YMCA policy that has been breached is recorded.

VII. Disciplinary Procedure

1. Minor issues will be dealt with informally through discussions between the member and an Operation Manager or Board Member.
2. For more serious or repeated misconduct, a formal process will be followed:

a. **First Warning:** If behavior and misconduct is deemed severe, a verbal warning and formal written warning will be issued to the member detailing the nature of the misconduct. The consequences of further misconduct will also be stated.

b. **Second Warning:** If the issue is not resolved and the behavior continues or if a more serious offense occurs, a final written warning will be issued. This warning will include suspension and/or cancelled membership.

VIII. Appeals

Members have the right to appeal any disciplinary action. The appeal should be submitted in writing to HCPA Board within 7 days of the disciplinary action.

IX. Confidentiality

All disciplinary matters will be kept confidential and only shared with those involved in the process.