



Portsmouth Darts Academy

Disciplinary Policy

This Disciplinary policy forms part of the terms and conditions of membership at Portsmouth Darts Academy (PDA). It also forms part of the terms and conditions of participation in tournaments, competitions and other events organised and/or sanctioned by the PDA.

The scope of this policy includes, and is not limited to, any student member, player, parent, guardian, spectator at a PDA event or session, dart official, PDA coach or PDA support member.

The disciplinary procedure described in this policy is instigated as a means of dealing with any incident judged as having brought the name of Portsmouth Darts Academy or the sport of darts in to disrepute. It shall also cover any deliberate act of misappropriation/misuse of PDA property or assets. It is at the discretion of Portsmouth Darts Academy to instigate the disciplinary procedures.

The disciplinary procedure will be instigated, if after investigation, the following has occurred;

- A grievance or complaint is upheld
- A breach of the PDA Code of Conduct
- Unacceptable behaviour
- A breach of the Anti-Bullying and Harassment policy
- A breach of the Child Welfare and Safeguarding policy

This policy will always be applied in a fair and consistent manner, and only following thorough investigation.

The Procedure

Once established that the disciplinary procedure is to be invoked, the Head of Portsmouth Darts Academy will write to the persons involved confirming, in the first instance, any action taken against them at the time of the incident if applicable, and informing them that they are subject to disciplinary proceedings pending the result of a disciplinary hearing, at which they will be required to attend. This will occur at least 5 days prior to any disciplinary hearing.

Within this notification, it will be confirmed that any student/player subject to disciplinary proceedings will need to be accompanied by a parent or guardian, over the age of 18.

Any information relevant to the hearing will be made available to all persons involved prior to the hearing.

It will also be confirmed that failure to attend the disciplinary hearing may result in the matter being conducted in their absence.



The Disciplinary Hearing

The Head of Portsmouth Darts Academy shall convene any disciplinary hearing at a time and place deemed suitable and inform all necessary attendees of the requirement to attend. The persons involved may request an alternative time or place for the hearing, subject to the agreement of The Head of Portsmouth Darts Academy.

A minute taker will be present to compile a written record of the procedure. A copy of the minutes will be made available to all persons involved in the disciplinary procedure.

At the hearing, the persons involved;

- Will be permitted to ask questions, either verbally or in writing and/or produce statements
- May be accompanied, if desired by a companion. Those under the age of 18 **must be** accompanied by a parent/guardian over the age of 18.
- Will be given the opportunity to put forward any information they deem necessary. This may include, but is not limited to, requests for mitigating circumstances, witness statements to substantiate any pleas of innocence or claims of non-involvement, for consideration by the Academy Director

If, after the disciplinary hearing, misconduct is considered to have taken place, the outcome will be confirmed in writing as soon as practicable. Similarly, in cases where the disciplinary procedure has been invoked and no further action is to be taken, the persons concerned will be notified in writing as early as possible.

The outcome of a disciplinary hearing may be no further action, expulsion from the PDA, a warning or other disciplinary sanction. The decision as the appropriate outcome will be decided by the Head of Portsmouth Darts Academy. The PDA reserves the right to implement any sanction without a prior warning or caution, if the issue is deemed to be serious enough.

The persons involved will be informed in writing of their right of appeal against any decision and advised to lodge any such appeal within 28 days of the relevant disciplinary hearing. Details of the basis for appeal should be set out in writing.

Possible Sanctions & Disciplinary Actions

Written Warning/Caution

If a written warning or caution is issued to the persons involved, the warning or caution will remain in effect for a period of 12 months.

Details will be provided to the persons involved as to;

- The improvement required/the behaviour and/or action that is not to be repeated
- The consequences of further disciplinary action being required may result in immediate expulsion from the PDA.



Suspended Sentence

If a suspended sentence is imposed for a period of time, the sentence will only be implemented should the persons involved be subject to further disciplinary actions during that period of time.

The consequences of further disciplinary action being required may result in immediate expulsion from the PDA.

Suspension

The persons involved may be suspended from taking part in any PDA sessions, events or functions organised by the PDA for a stated period of time.

The PDA reserves the right to refuse entry to any suspended persons into any premises where events or functions as organised by the PDA are taking place, for the period of the suspension.

Expulsion

Should an incident warrant the expulsion of any offending student member, player, parent, guardian, spectator at a PDA event or session, dart official, PDA coach or PDA support member then that person shall be excluded in perpetuity from participation in all darts events staged by the PDA.

The PDA reserves the right to refuse entry to any excluded persons into any premises where events or functions as organised by the PDA are taking place.

The Right of Appeal

Any person has the right to appeal against any action or decision resulting from a disciplinary hearing.

In lodging an appeal, the grounds of the appeal, additional evidence or details of witnesses, must be detailed in writing. Such substantiations must be submitted no later than 28 days following disciplinary hearing.

Following receipt of the written appeal, the Head of Portsmouth Darts Academy will convene an appeal hearing at a time and place deemed suitable and inform all necessary attendees of the requirement to attend. The persons involved may request an alternative time or place for the hearing, subject to the agreement of The Head of Portsmouth Darts Academy.

A minute taker will be present to compile a written record of the appeal hearing. A copy of the minutes will be made available to all persons involved.

Following conclusion of the appeal hearing the persons involved shall be informed officially in writing and within 7 days of the hearing the precise details of the decisions reached in the appeal hearings together with advice on the effect of those decisions on that persons future involvement in the activities of Portsmouth Darts Academy.



Associated Policies

Code of Conduct

Unacceptable Behaviour Policy

Dart Etiquette

Investigation Procedure

Anti-Bullying and Harassment Policy

Child Protection and Safeguarding Policy