



# **DISCIPLINARY POLICY**

**English Karate National Governing Body (EKNGB)**

**Tier 3 Governance Compliant**

Version 1 – 2025

# **ENGLISH KARATE NATIONAL GOVERNING BODY (EKNGB)**

## **DISCIPLINARY POLICY**

(Tier 3 Governance Compliant)

### **1. PURPOSE**

This Policy establishes a fair, independent, and transparent disciplinary framework to:

Safeguard participants and protect welfare.

Uphold the integrity of karate in England.

Ensure accountability at all levels of EKNGB.

Protect the reputation and regulatory standing of EKNGB.

Meet the requirements of Sport England Tier 3 governance.

This policy forms part of the EKNGB governance framework and must be read alongside:

The EKNGB Constitution

Code of Conduct

Safeguarding Policy

Equality, Diversity & Inclusion Policy

Anti-Doping Policy

Whistleblowing Policy

Complaints & Grievance Procedures

Conflict of Interest Policy

Data Protection Policy

### **2. GOVERNANCE ALIGNMENT (TIER 3 REQUIREMENTS)**

This Policy ensures compliance with Tier 3 governance standards by:

Separating investigation from decision-making.

Ensuring independent disciplinary and appeal panels.

Managing conflicts of interest.

Providing documented procedures and record keeping.

Protecting whistleblowers.

Reporting serious matters to the Board and, where required, to Sport England.

Ensuring safeguarding concerns are prioritised.

Maintaining transparency while respecting confidentiality.

### **3. SCOPE**

This Policy applies to:

Board Directors (including Independent Non-Executive Directors).

Employees and consultants.

Club officials of affiliated clubs.

Coaches, instructors, referees and judges.

Athletes and competitors.

Volunteers and members.

Any individual participating in EKNGB-sanctioned activity.

Board members are subject to the same disciplinary standards as all members.

### **4. PRINCIPLES**

All disciplinary matters shall be conducted in accordance with:

Natural justice.

Independence of decision-making.

Proportionality.

Transparency of process.

Equality and non-discrimination.

Safeguarding-first approach.

Right to representation.

Timely resolution.

### **5. GROUNDS FOR DISCIPLINARY ACTION**

Grounds include, but are not limited to:

#### **5.1 Governance Breaches**

Breach of the Constitution.

Failure to comply with Board decisions.

Breach of fiduciary duties (Directors).

Failure to declare conflicts of interest.

#### **5.2 Safeguarding Violations**

Breach of safeguarding procedures.

Failure to report safeguarding concerns.

Inappropriate conduct involving children or adults at risk.

### 5.3 Equality & Conduct Breaches

Discrimination, harassment or victimisation.

Bullying or abuse.

Breach of Code of Conduct.

### 5.4 Competition & Technical Misconduct

Deliberate rule violations.

Manipulation of results.

Referee abuse.

Misrepresentation of qualifications or grading status.

### 5.5 Anti-Doping Violations

Handled in accordance with UK Anti-Doping rules and EKNGB Anti-Doping Policy.

### 5.6 Financial or Integrity Misconduct

Fraud.

Misuse of funds.

Bribery or corruption.

Data protection breaches.

### 5.7 Criminal Conduct

Any criminal offence that may bring EKNGB into disrepute or pose risk.

## 6. REPORTING MECHANISMS

Concerns may be raised through:

Formal written complaint.

Safeguarding reporting route.

Whistleblowing channel (confidential).

Direct report to Governance Officer or Chair.

Whistleblowers shall be protected from retaliation under EKNGB policy.

## 7. INITIAL ASSESSMENT

Upon receipt of a complaint:

A Governance Officer (or independent designated person) conducts a preliminary review.

The matter is classified as:

Minor misconduct

Serious misconduct

Safeguarding

Anti-doping

Governance breach (Director-level)

If a Board member is implicated, the matter shall be handled by independent directors or external legal advisors.

The respondent will be notified unless doing so compromises safeguarding or legal requirements.

## **8. INTERIM MEASURES**

Where necessary, the CEO or Chair (or independent director where conflict exists) may impose:

Temporary suspension.

Removal from duties.

Event participation restrictions.

Withdrawal of licence (temporary).

Interim measures are precautionary, not punitive.

All interim decisions must be documented and reviewed within 30 days.

## **9. INVESTIGATION**

An Investigating Officer shall:

Be independent of decision-makers.

Have no conflict of interest.

Collect written statements and evidence.

Provide the respondent opportunity to respond.

Produce a written report.

External investigators may be appointed in serious or sensitive matters.

## **10. DISCIPLINARY PANEL**

### 10.1 Composition

The Panel shall:

Consist of at least three members.

Include at least one independent person.

Exclude anyone involved in the investigation.

Exclude anyone with a conflict of interest.

For Director-level matters, the majority of the Panel must be independent.

### 10.2 Hearing Rights

The respondent shall have:

Written notice of allegations.

Disclosure of evidence.

Reasonable time to prepare.  
Right to representation.  
Right to call witnesses.  
Standard of proof: balance of probabilities.

## **11. SANCTIONS**

Sanctions may include:

Verbal or written warning.  
Mandatory training.  
Formal reprimand.  
Financial penalty (where permitted by Constitution).  
Suspension (time-limited).  
Removal from competition.  
Removal from committee or Board.  
Termination of employment.  
Withdrawal of licence.  
Expulsion from membership.  
Lifetime ban (serious safeguarding/integrity cases).  
Referral to statutory or regulatory authorities.  
Sanctions must be proportionate and documented with written reasoning.

## **12. SAFEGUARDING PRIORITY**

Where safeguarding concerns arise:

The Designated Safeguarding Lead must be informed immediately.  
Statutory agencies shall be notified where required.  
The welfare of children and adults at risk is paramount.  
Safeguarding investigations may run parallel to disciplinary proceedings.

## **13. APPEALS**

An appeal must be lodged within 14 days.  
Appeals may be made on grounds of:  
Procedural error.  
New evidence.  
Disproportionate sanction.

Bias or conflict of interest.

Appeals shall be heard by an independent Appeal Panel not involved previously.

The Appeal Panel must include at least one independent member.

The decision of the Appeal Panel is final within EKNGB's jurisdiction.

## **14. RECORD KEEPING & REPORTING (TIER 3 COMPLIANCE)**

EKNGB shall:

Maintain secure records of all disciplinary matters.

Report serious safeguarding or governance failures to the Board.

Escalate material risks to Sport England where required.

Include disciplinary risk oversight in Board risk registers.

Conduct annual review of disciplinary trends.

## **15. CONFLICTS OF INTEREST**

Any person involved in investigation, panel or appeal must:

Declare conflicts of interest.

Recuse themselves where necessary.

Failure to declare a conflict constitutes misconduct.

## **16. TRANSPARENCY**

EKNGB may publish anonymised summaries of disciplinary outcomes where appropriate to:

Maintain confidence.

Demonstrate accountability.

Uphold governance transparency.

## **7. POLICY REVIEW**

This Policy shall be reviewed annually by the Board to ensure continued compliance with:

Sport England Tier 3 governance.

The Code for Sports Governance.

Legal and safeguarding obligations.

Independent governance review may be commissioned periodically.

## **ADOPTION**

Adopted by resolution of the Board of the English Karate National Governing Body (EKNGB).