



# Internal Disciplinary Procedures Policy

Owner: Chair

Date Approved: 14th January, 2026

Review Date: Jan 2029

## Introduction

The IPSC sport demands the highest standards of conduct from all involved as outlined in the [Code of Conduct and Good Standing Policy](#). Should a complaint be made or misconduct occur, these procedures will be followed. UKPSA membership requires acceptance of the Code of Conduct and Good Standing Policy and accountability for any actions that fall short of the Association's expectations.

## Authority to Deal with Complaints

The Association authorises the UKPSA Charity Board and those members of the Association appointed to the Conduct and Standards Committee (C&SC) to deal with complaints. Specifically the nominated Panel for each complaint. Additionally:

- The UKPSA Training Committee (UTC) are specifically authorised to deal with complaints received that relate specifically to the conduct of UKPSA Training Personnel while carrying out training, coaching or qualifying activities.
- The National Range Officers Institute (NROI) is specifically authorised to deal with complaints that relate to the conduct of match officials when working at UKPSA or IPSC sanctioned competitions.
- A competitor who has a dispute about the application of IPSC rules at a sanctioned match must resolve this at the event through the Range Master and/or arbitration committee using the procedure laid out in the IPSC rules. Such disputes would not normally be treated as complaints.
- The UKPSA Charity Board is authorised as the appeals body for outcomes and sanctions decided by the Conduct and Standards Committee, the UKPSA Training Committee and the National Range Officers Institute.



## Code of Conduct and Good Standing

Everyone is expected to maintain the highest standards of conduct and behaviour whilst they are involved in activities directly linked to the activities of the Association.

Association members should conduct themselves with honesty, fairness, impartiality and transparency, treating others with respect and dignity, and adhering to the Association's Constitution, bylaws, rules and regulation.

**Note:** The process below applies to Complaints within the remit of the C&SC. Complaints within remit of the UTC or NROI will be dealt with in accordance with these processes and procedures.

### Complaint Process

#### 1. Complaint Submission

An Association member completes the **Complaint Registration Form** via the UKPSA website, which will be directed to the C&SC Chair. The Chair will refer relevant complaints to the Associate Director NROI (President) or Associate Director Training.

*Deadline:* Must be submitted within **2 months** of the incident.

*Requirement:* Complainant must provide sufficient evidence (statement of facts, time/date/location, collaborating evidence/witness statements).

#### 2. Initial Review by Conduct and Standards Committee (C&SC) Panel

The Chair of the C&SC appoints a Panel from the committee members (with due consideration of conflicts of interest). The panel must consist of three or more members of the C&SC who have no conflict of interest.

The Panel reviews the complaint to determine if it has **merit and grounds to proceed**.

→ **NO Merit/Grounds:** Chair or their delegate notifies the complainant. **The matter is closed.**

→ **YES Merit/Grounds:**

- Panel decides if a **Suspension of Membership** is appropriate during the investigation and the Chair notifies the member immediately in writing if it is. Any suspension must be notified to
  - the Charity Board via the General Secretary
  - the Membership Secretary.
  - If the member is also an NROI member or Instructor then the relevant Associate Directors must also be notified.
- The C&SC Chair or their delegate contacts the subject of the complaint with details of the allegation to request their version of events and evidence. The subject will be given reasonable time to respond however failure to cooperate by any party may be classed as misconduct.



### 3. Evidence Review and Recommendation

The Panel reviews the evidence from both parties and may seek further information/witnesses.

The Panel recommends a course of action to the C&SC. Should a panel request a formal investigation they should produce clear rationale/terms of reference.

### 4. C&SC Decision on Outcome

The C&SC decides on the appropriate course of action and notifies all parties. Should the Committee decide that a complaint is vexatious, then they may apply any of the outcomes below to the complainant.

Outcome	Description
<b>No Further Action or Sanctions</b>	Occurs if misconduct/gross misconduct is determined not to have happened. Matter is closed and recorded.
<b>Written Warning</b>	The member will be advised of the precise nature of the misconduct in writing. The warning will state that any further offence or misconduct on the part of the member will result in the termination of UKPSA membership or such other sanction as is determined by the C&SC. A record of the written warning will be retained while the individual remains a member of the Association however, will be disregarded for disciplinary purposes usually after a period of 12 months, subject to satisfactory conduct during this period. The C&SC may specify a shorter or longer period.
<b>Suspension of Membership</b>	Suspension of all membership privileges, usually for <b>3-6 months</b> (up to 24 months in extreme cases following a Disciplinary Hearing).
<b>Full Disciplinary Hearing</b>	<b>Required</b> if the C&SC determines a more significant sanction (e.g., Termination) may be necessary.

### 5. Disciplinary Hearing (If Convened)

The member is advised in writing of the time and place. Except with the consent of all parties, and the agreement of the C&SC Panel conducting the hearing, all Disciplinary Hearings should be held in person but can be online.

The hearing is conducted by the C&SC (with the Membership Secretary or their delegate as an observer).

Both parties can explain their written submissions and discuss evidence.

A party may ask questions of another party at the discretion of the C&SC Panel conducting the hearing.



The members have the right to be accompanied or assisted by another Association member.

A member under the age of 18 must be accompanied or assisted by an adult, who should be a member of the Association.

Parties are advised in writing of the Committee's decision and any sanctions.

## 6. Sanctions (Following a Hearing)

If a complaint is upheld or a complaint is held to be frivolous (a complaint that has no serious purpose, value or substance) or vexatious (one that is one being pressed specifically to cause harassment, annoyance, frustration, worry, or bring financial cost to the respondent), then the C&SC decides the final sanction.

Any sanction will be proportionate, consistent, clearly linked to the misconduct, have considered mitigating factors, and with termination as a last resort.

The sanction may include:

- **A Written Warning** which may include the withdrawal of "[good standing](#)" for a period to be determined by the C&SC
- **Suspension of Membership** for a period up to 24 months
- **Termination of Membership** (usually for gross misconduct, repeated/multiple offenses, or a single proven misconduct during the first year of membership).

Sanctions are enforced **22 days** after notification (if no appeal) or immediately following the conclusion of an appeal.

## 7. Appeals

An individual must submit an appeal to the **UKPSA General Secretary** within **21 days** of receiving the original notification of the C&SC outcome.

The appeal is considered by the **UKPSA Charity Board**.

Disagreement with the outcome of the disciplinary process does not in itself constitute grounds for an appeal.

An appeal will only normally be considered where there is evidence of a substantive procedural irregularity, new evidence that could not have been provided to the C&SC as part of their deliberation, or it is believed that the sanction is disproportionate.

An appeal hearing (if granted) is conducted in accordance with section 5. and within a reasonable period, and the result is confirmed in writing within 14 days of the appeal meeting.

The Charity Board's decision is final except where allowed in law.

