



SINGAPORE CANOE FEDERATION
DISCIPLINARY COMMITTEE REGULATIONS

REVISION HISTORY LOG

S/N	Descriptions of changes	Ver No.	Ver. Date	Prepared by	Endorsed by	Approved by
1	New	2020-1.1	27/05/2020	Chloe Goh	Mr Henry Sim	Mr Yip Kwan Guan
2						
3						

CONTENTS

1. DEFINITIONS

2. BACKGROUND

3. DISCIPLINARY COMMITTEE

3.1. Composition

3.2. Purpose / Role

3.3. Duties / Responsibilities

3.4. Code of Conduct

4. APPEALS

5. AMENDMENT AND VARIATION

1. DEFINITIONS

The following definitions shall apply in these Disciplinary Committee Regulations unless expressly stated otherwise.

“SCF” refers to the Singapore Canoe Federation.

“DC” refers to a Disciplinary Committee of the SCF as constituted pursuant to regulation 3.2.1 of these Regulations.

“EC” refers to the Executive Committee of the SCF established pursuant to Article IX paragraph 4 of the SCF Constitution.

“The Sub-committee” refers to the sub-committees of the SCF’s various canoe disciplines.

“AC” refers to an Appeal Committee of the SCF as constituted pursuant to regulation 4.1 of these Regulations.

“Council” refers to the Council of the SCF established pursuant to Article IX paragraph 1 of the SCF Constitution.

2. BACKGROUND

In the event of (a) any dispute between any members of the SCF, or between any member of the SCF and a non-member (the “Disputing Parties”), or (b) any matter of complaint concerning any member of the SCF (the “Complaint Subject”) in any matter relating to the SCF, or over which the SCF has the power and capacity to decide on and which requires further investigation and disciplinary action, the DC shall meet with the Complaint Subject or the Disputing Parties, as the case may be, to discuss the subject matter immediately to reach an amicable solution. Any proposed solution reached shall be referred to the DC constituted under Regulation 3.1.

3. DISCIPLINARY COMMITTEE

3.1. Purpose / Role

The DC is committed to examine, regulate, enforce and resolve any matter of violation of codes of conduct or rules and regulations laid down by the SCF, or disputes and complaints concerning any member in any matter relating to the SCF.

3.2. Composition

3.2.1 Subject to regulation 3.2.2, the EC shall, upon receipt of a dispute or complaint, appoint the DC which shall comprise the following:

- a. Chairman of the DC; and
- b. 4 other representatives appointed by the EC

3.2.2 No person who was a party to the dispute or complaint, who took part in the organisation of any competition or event in the course of which the dispute or complaint concerned arose, who was a witness to or a participant in the incident leading to the dispute or complaint, who has a special interest in the outcome of the proceedings, or who has any relationship or connection with

either the Disputing Parties or the Complaint Subject that would make it inappropriate for him to serve on the DC, shall be eligible to be a member of the DC.

3.2.3 The DC shall be appointed within 7 days from the date of receipt of the complaint or dispute.

3.2.4 The DC shall investigate all disputes or complaint within one (1) month of being appointed.

3.3. Duties / Responsibilities

The DC's duties / responsibilities shall include the following:

3.3.1 To inquire into and act upon any dispute or complaint and to decide on the most appropriate measure to be taken, if any. In doing so, the DC shall consider the matter fairly, independently and impartially.

3.3.2 All decisions by the DC shall be reached by a majority vote of the DC, and shall be binding on all parties involved. In the event a party is not satisfied with the decision of the DC, the dissatisfied party shall refer the matter to the EC for resolution.

3.3.3 Decisions of the DC and brief reasons for the same must be conveyed in writing to the subject(s) of the dispute or complaint.

3.4. Code of Conduct

3.4.1 Any member of the DC who, after being appointed, is in fact or becomes an interested person as set out in paragraph 3.2.2 above must immediately declare any such interest to the EC and voluntarily abstain from further involvement and participation in the DC's deliberation on any dispute or complaint. This involves interacting with either disputing parties or attempting to unduly influence the panelists. In such situations the EC is at liberty to, without prejudice to any other appropriate actions that may be taken, appoint a replacement member of the DC, determine that the DC's deliberations can continue among the remaining members of the DC, or determine that the DC's deliberations commence de novo with or without a replacement member.

3.4.2 The summary of the discussion of the agenda of the DC recorded in the minutes shall be kept strictly confidential.

3.4.3 Members of the DC shall at all times, and regardless of whether they are still on the DC or whether the DC's mandate has ended, preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties as such members.

4. APPEALS

4.1 The EC shall appoint, when appointing a DC, an AC which shall comprise 3 representatives, not being members of the DC, from among members of the Council or Chairpersons of the SCF's sub-committee.

4.2 Any appeal against the decision of a DC must be made in writing to the AC within three working days upon being notified of the DC's decision. The AC shall

deliberate the matter and reach a decision based on a majority or unanimous vote. The AC's decision shall be final.

5. AMENDMENT AND VARIATION

The Council may from time to time in their sole and absolute discretion vary and amend these Regulations as they see fit.