



**LEPPÄVAARAN
BUDOSEURA**

Disciplinary Regulations

About the translation: The official disciplinary regulations of *Leppävaaran Budoseura ry* are in Finnish. This English version is an unofficial translation provided for convenience. In the event of any conflict or discrepancy between the two versions, the Finnish version shall prevail.

Approved at the association meeting

18.11.2025



Background

The members of Leppävaaran budoseura ry (hereinafter referred to as 'the club') have approved these disciplinary rules.

Disciplinary measures may be imposed on a member of the club if their conduct within or outside the club has harmed the association's activities or seriously or repeatedly violated the club's principles of safety. The disciplinary regulations are set out in section 6 of the club's rules.

Leppävaaran budoseura is also a member of the Finnish Kendo Association (FKA, hereinafter referred to as the Federation) and, as such, is subject to the Federation's disciplinary regulations. The club's disciplinary rules outlined in this document are in line with the Federation's disciplinary rules.

General

The club's board decides on disciplinary measures. The board's authority is based on the club's rules, which members have accepted and agreed to comply with when joining the association. The board's authority applies to the member's membership and the rights that come with it. The board's authority does not include the handling of claims for compensation related to disciplinary offences.

If necessary, the board may decide to delegate authority for disciplinary measures to the disciplinary bodies of the Federation. Such a decision may be made, for example, in very serious cases.

Disciplinary measures

The Board may use the following disciplinary measures:

- a) verbal warning;
- b) written warning;
- c) temporary ban from participating in club events, including training sessions, courses, events and positions of trust;
- d) full or partial recovery of support paid to the club member, for a maximum period between the date of the punishable act and the imposition of the penalty;
- e) expulsion from the club.

The support to be recovered must be paid within 30 days of notification of the decision. If the support to be recovered is not paid, the board may impose another penalty specified in this section.

The ban on participation may be imposed on all sports practised in the club, not just the one in which the offence occurred.

Different types of penalties may be imposed simultaneously.



Punishable acts

Punishable acts (hereinafter referred to as "harassment") are or may be:

- behaviour that causes unnecessary suffering or danger
- racist, discriminatory or humiliating behaviour
- sexual or other harassment or intimidation
- violation of physical integrity and endangering life or health
- inappropriate language, humiliating behaviour and bullying
- violations of privacy
- violation of the club's valid rules, regulations or decisions
- misleading club officials, such as the board or other elected representatives
- unsportsmanlike or unlawful conduct
- actions that harm the club's interests
- sharing confidential or other secret information or material without permission
- restriction of self-determination
- causing a disturbance
- neglecting safety
- failure to repay recovered support
- other inappropriate behaviour or actions comparable to the above
- use of the club's resources, equipment, facilities and other assets without permission or in a manner that is not in line with the club's objectives

Punishable acts may occur anywhere within the framework of the club's activities, including face-to-face interactions between individuals and/or through the use of communication tools and social media channels.

Reporting and handling of cases

Reports of harassment must be made in writing to the board. Reports may also be made by parties other than the victim of harassment. The board may also take up a case for consideration on its own initiative. Reports will be dealt with without undue delay and without the presence of persons outside the board.

The investigation of the case shall be carried out by the club's board. Cases that are more than one year old may be left uninvestigated.

If a member of the board has a conflict of interest or is otherwise unable to handle the report in question, they shall not participate in the handling of the case.

In serious cases, or if the report concerns the activities of the entire board, the investigation of the case and decision-making powers may be assigned to the disciplinary bodies of the Federation.

Hearing of the party concerned

Before the board makes any decisions on disciplinary measures, the person subject to the measures must be given the opportunity to be heard either orally or in writing. The board shall inform the parties concerned of the suspicion without delay.



The board may impose a temporary total or partial ban on participation on the person suspected of harassment until the matter has been dealt with.

The board shall follow the following procedure when hearing the parties concerned.

1. Explanations shall be requested from those parties from whom information relevant to the resolution of the matter can be obtained.
2. The party subject to disciplinary proceedings shall be given the opportunity to respond to the matter. The response may be requested either orally, in writing, or both.
3. For a verbal response, a meeting is arranged where a representative or representatives of the association (e.g. the chair, vice-chair and/or harassment contact person) discuss the matter with the person subject to disciplinary proceedings. The oral hearing may be omitted if the subject of the disciplinary proceedings refuses to attend or is otherwise uncooperative.
4. A written response must be submitted within one week of the request for a response. If no response is submitted within the deadline without a compelling reason, the matter may be resolved without it.
5. The explanations submitted in connection with the request for a response are intended solely for the information of those dealing with the matter.

Handling and resolution of the matter

The matter may be resolved even if the respondent does not submit a response to the suspicion. The matter may be resolved either in writing or orally, depending on the nature of the matter and the material submitted.

An oral hearing shall be held when deemed necessary. If necessary, persons other than the respondent may also be heard during the hearing. The hearing may be recorded if deemed necessary.

If the suspected harassment being dealt with by the board is also being dealt with by another disciplinary body, such as the union's disciplinary committee, a general court of law or an arbitration court, the processing of the report may be postponed until the matter has been resolved elsewhere.

Decision on disciplinary measures

The Board shall decide on disciplinary measures as follows:

The Board shall discuss the matter at its meeting in such a way that no one other than the members of the Board and, if necessary, the association's harassment liaison officer are present during the discussion. If the members of the Board are not unanimous on the matter, a vote shall be taken, which shall be decided by majority vote. In the event of a tie, the decision shall be the least severe solution for the defendant. The decision and supporting documents shall be stored – anonymised if necessary – as part of the Board's archives, and may also be disclosed to the Sports Legal Protection Committee, the sports federation or other bodies dealing with the matter. The background material shall be kept confidential and archived under seal. A public announcement may also be made regarding the decision.



Disciplinary measures shall be taken in order of severity, from the mildest to the most severe. Expulsion from the association is a very serious consequence, which should not be taken without careful consideration. When considering this, the board should first contact the disciplinary bodies of the Union and, if necessary, seek legal advice.

The decision must be communicated to the person concerned and the respondent. The notification must be made in writing. The decision must also be accompanied by instructions on how to lodge an appeal. The subject of the disciplinary proceedings may lodge a written appeal against the decision with the board within two weeks of being notified of the decision. If no appeal is submitted to the Board within the specified time, the Board's decision shall be final.

The person who made the report must also be told about the decision.

If the subject of the disciplinary proceedings lodges an appeal against the decision with the board, the board shall consider it without undue delay. The appeal shall be considered at a meeting without the presence of persons outside the board. A reasoned written decision based on the appeal shall be sent to the subject immediately after the decision has been made, and the parties concerned may also be notified verbally. The decision based on the appeal is final and cannot be appealed to the Board of Directors.

The board may, for compelling reasons, revoke previously imposed disciplinary measures by its decision.

References:

- Rules of Leppävaaran budoseura ry
- Disciplinary regulations of the Finnish Kendo Association