



ALREWAS TENNIS CLUB

DISCIPLINARY POLICY

March 2021

1. POLICY STATEMENT

The aim of this policy is to provide a clear framework through which to address behaviour which leads to a breach of any of the club Rules or Policies.

2. PROCESS

- A member of The Committee shall be appointed to undertake the initial investigation of all reported disciplinary issues. This investigation will establish as far as possible the facts of the case and whether a minor or serious disciplinary issue has occurred;
- For minor disciplinary issues, informal resolution will be appropriate and will involve discussion with the person(s) responsible and any complainant to confirm the details of the matter and agree a resolution;
- In the event that a serious disciplinary issue has occurred, or where a minor disciplinary issue cannot be resolved through informal resolution, formal resolution will be required. In such cases the matter will be investigated by a Disciplinary Panel comprising of at least one Club Officer (Chair, Treasurer or Secretary) and at least one additional member from The Committee.
- Where practical, the committee member who performed the initial investigation will not form part of the Disciplinary Panel;
- If a Junior member is involved in the disciplinary issue, the Club Welfare Officer must be included in the Disciplinary Panel;
- If in the view of the Disciplinary Panel the matter can be resolved without sanction (e.g. by issuing a written warning), this can be done without prior consultation with The Committee;
- If in the view of the Disciplinary Panel a form of sanction would be appropriate, this must be discussed and an appropriate course of action agreed at a full meeting of The Committee;
- A serious disciplinary issue is defined as any of the following:
 - Injury, serious offence or upset caused to any person while on The Club premises;
 - Damage to Club or Members' property while on The Club premises;
 - Contravention of The Club's Diversity & Inclusion policy;
 - Contravention of The Club's Safeguarding policy;
 - Contravention of The Club's Privacy policy;



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- Any other matter which in the view of The Committee cannot appropriately be treated as a minor disciplinary issue.

3. OUTCOMES AND APPEAL

- The Committee reserves the right to temporarily suspend or permanently bar any Member found to have committed a serious disciplinary offence;
- Any Member who wishes to appeal against a disciplinary decision may do so by writing to the Club Secretary. All such appeals must be referred for discussion by The Committee at the earliest meeting following receipt of the appeal;
- The decision of The Committee when considering an appeal shall be final.