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## Disciplinary Procedure and Appeals

Formally alleged, suspected or reported breaches (complaints) of the relevant club policies or codes of conduct or actions that may have been in a manner likely to be prejudicial to the interests of Ramsey Tennis Club by team captains, players, club officers, members and supporters will be dealt with in accordance with the Club's Complaints Procedure in the first instance. Where the original complaint is upheld the issue will then be taken forward in accordance with this Disciplinary Procedure for final decision.

### Disciplinary Procedure

#### 1. Disciplinary Panel

Upon receipt of an upheld complaint the Club Committee will convene a Disciplinary Panel. The Panel will consist of the Club Chairman, the Club Secretary (or other Club Committee member in situations where a conflict of interest might exist) and other members nominated by the Club Committee. The Disciplinary Panel will be formed with a minimum of three Panel members.

The Disciplinary Panel will agree a date upon which to meet and review the evidence. The party or parties against whom the allegation has been made (respondent/s) will be advised of the date of the Disciplinary Panel meeting.

Serious cases of misconduct, such as those involving physical or verbal abuse, or which risk the club being brought into disrepute will be viewed as critical. In these circumstances the Club Committee may decide to suspend the respondent/s from club duties, pending the Panel Review Meeting. Such suspensions will be notified in writing.

#### 2. Panel Review Meeting

The Secretary will gather all written case evidence, including witness statements and other supporting papers and circulate these to the Panel and respondent/s at least 14 days before the Panel Review Meeting. The respondent/s will be given the opportunity to attend the Review Meeting and present their evidence (already circulated to the Panel) and make representations in person. The Panel may also invite and interview other parties involved in the incident and/or witnesses. Proceedings of the Review meeting will be minuted.

#### 3. Report

After reviewing a case the Panel will produce a written report of their findings and make recommendation as to any action felt appropriate. They may recommend one of the following outcomes:

- a. No further action, with written reminder of the Club's policies and expectations of it team captains, players, club officers, members and supporters.
- b. No further action, with notice that the matter will remain on file and the Club will consider cessation of club membership and duties should there be any future cause for concern in relation to this or any other matter arising.

c. Notice of cessation of Club membership and/or duties either:

- At the end of the current Club year or,
- With immediate effect

Outcomes b) and c) above may also include a requirement for reimbursement of monies to the Club should the original complaint relate to missing or damaged Club property.

Where immediate cessation of Club membership is imposed no refund of membership fees paid will be due.

The Secretary will present the report to the Club Committee for final decision.

#### **4. Decision**

On receipt of the Panel's report the Club Committee, who have discretion to depart from the Panel's recommendations if considered appropriate; will determine the action to be taken.

The Club Committee will either agree with the recommended decision of the Disciplinary Panel or may amend/change the decision. They may recommend one of the following outcomes:

- d. No further action, with written reminder of the Club's policies and expectations of it team captains, players, club officers, members and supporters.
- e. No further action, with notice that the matter will remain on file and the Club will consider cessation of club membership and duties should there be any future cause for concern in relation to this or any other matter arising.
- f. Notice of cessation of Club membership and/or duties either:
  - At the end of the current Club year or,
  - With immediate effect

Outcomes b) and c) above may also include a requirement for reimbursement of monies to the Club should the original complaint relate to missing or damaged Club property.

Where immediate cessation of Club membership is imposed no refund of membership fees paid will be due.

The Secretary will write to the respondent (sending by first class post) confirming the Panel's findings and the subsequent Club Committee decision. The respondent has the right to appeal against the decision and must submit written notification of this intention within 14 days of the date of the decision letter.

#### **5. Management Committee**

The Club Committee will also consider other action that may be considered necessary to prevent a future recurrence of the issue within the Club e.g. reviewing and redrafting policies.

### **Appeals**

#### **1. Lodging an Appeal**

Appeals against decisions made by the Disciplinary Panel must be made in writing to the Club Secretary within 14 days of the date of the disciplinary decision letter.

Any penalties imposed by the Disciplinary Panel will be suspended pending the determination of the Appeal.

## **2. Appeal Panel**

Upon receipt of an Appeal against a disciplinary decision the Club Committee will convene an Appeal Panel. The Appeal Panel will consist of three Club Committee members, none of whom sat on the original Disciplinary Panel in connection with this Appeal.

The Appeal Panel will agree a date upon which to meet and review the details of the Appeal. Within 14 days of the receipt of the Appeal the appellant/s will be advised of the date of the Appeal Panel meeting (not necessarily within the 14 day period).

## **3. Appeal Review Meeting**

The Secretary will gather all written case evidence, including witness statements and other supporting papers and circulate these to the Appeal Panel and Appellant/s at least 14 days before the Appeal Review Meeting. The Appellant/s will be given the opportunity to attend the Appeal Review Meeting and present their evidence (already circulated to the Panel) and make representations in person. The Appeal Panel may also invite and interview other parties involved in the incident and/or witnesses.

Proceedings of the Review meeting will be minuted.

## **4. Report and Final Decision**

After reviewing an Appeal the Appeal Panel will produce a written report of their considerations and detail their final decision. The Appeal Panel has the power to confirm, vary or set aside the decision taken by the Disciplinary Panel and may decide to impose any one of the following outcomes:

- g. No further action, with written reminder of the Club's policies and expectations of it team captains, players, club officers, members and supporters.
- h. No further action, with notice that the matter will remain on file and the Club will consider cessation of club membership and duties should there be any future cause for concern in relation to this or any other matter arising.
- i. Notice of cessation of Club membership and/or duties either:
  - At the end of the current Club year or,
  - With immediate effect

Outcomes b) and c) above may also include a requirement for reimbursement of monies to the Club should the original complaint relate to missing or damaged Club property.

Where immediate cessation of Club membership is imposed no refund of membership fees paid will be due.

The decision of the Appeal Panel shall be final.

The Appellant will be notified of the Appeal decision in writing.