



Disciplinary and Grievance Policy and Procedure

Foreword

Club aims to ensure that all members are able to enjoy their sport in a co-operative atmosphere and that all have fair access to training and match play opportunities. Volunteers involved in the operation of the Club and its activities also deserve to be treated fairly.

To ensure that all are able to enjoy their involvement, Rules/Policies must be applied fairly. The Club operates systems both to address infringement of Rules/Policies and for Members to complain about unfair treatment.

The Committee is responsible for the fair application of Rules/Policies, which are reviewed and may be revised whenever improvement is identified.

Disciplinary Action

Disciplinary action will be taken against any member infringing the Rules/Policies of the Club.

1. Initial action

For minor infringements, such as on-Court behaviour or conduct in the public areas of sports centres, the Club will seek to resolve incidents in an amicable, co-operative spirit.

Infringements will be raised with the member(s) and, if they accept advice or immediate minor sanction, the matter will be deemed resolved. Two Committee members will be involved in the discussion.

Minor sanctions imposed immediately may include requiring an apology to other players, coaching staff, etc.. Coaches / Managers / Committee members may determine that it is appropriate that the member(s) be removed from the training session or match to prevent further behavioural infringement.

Where two or more members are involved in a dispute, initial action will be as above; if the parties reach amity, the matter will be deemed resolved.

The Committee will monitor the outcome and frequent repetition of poor behaviour will cause formal stages of the Disciplinary process to be invoked.

Allegations of more serious infringement, particularly involving abusive behaviour, bullying or action likely to compromise safety, will be addressed by the formal stages of the disciplinary process.

2. Disciplinary hearing

The Committee will undertake to investigate the allegations thoroughly, seeking evidence from witnesses or others with relevant material information. Responsibility for investigation and for conducting a disciplinary hearing will be delegated to appropriate Committee members.

The member against whom an allegation/complaint is made will be required to attend a hearing with a panel of at least two Committee members.

The member may invite one other person, whether a member of the Club or not, to accompany him/her as a supporter or advisor.

If it is decided that sanction is necessary, the Committee will consider the advice of its investigators / panel to determine the appropriate sanction to be imposed.

3. Sanctions

i) Verbal Warning

The fact and circumstance of the warning will be recorded in the Club records. The Committee will determine for how long a period the Warning will remain On Record (6, 9 or 12 months).

If there is no further recurrence of the infringement during the On Record period, the Warning will be deemed to lapse.

ii) Written Warning

- More serious infringement, or
- the repetition of an infringement which is the subject of a Verbal Warning within its On Record period, or
- the issuance of a further Verbal Warning for additional offences, whilst the first is On Record

will result in a Written Warning. The fact and circumstance of the warning will be recorded in the Club records. The Warning will remain On Record for 12 months.

iii) Expulsion

- Very serious infringement (such as behaviour that could be dangerous to others, serious abusive behaviour etc.), or
- repetitive serious infringement of Club Rules and Policies

will result in suspension or permanent expulsion from the Club.

A suspension period will be determined by the Committee, will commence with immediate effect and will preclude any access to training, matches or events during the duration of the suspension period.

Permanent expulsion will prevent any involvement in training, matches or other events, with immediate effect.

Expelled members will be pursued for settlement of outstanding debts.

4. Appeal

Sanctioned members may make Appeal to the Committee and will be granted a hearing before the full Committee, or a panel chosen by the Committee if conflicts of interest render this most appropriate.

Grievance Procedure

Any member may raise a grievance complaint to the Committee.

If the initial complaint is made verbally, the Committee may ask for a written submission or convene a panel of its members to hear the complaint formally.

The Committee will undertake to investigate the circumstances of the complaint thoroughly, seeking evidence from witnesses or others with relevant material information. Responsibility for investigation will be delegated to appropriate Committee members.

The Committee will seek to address the issues raised by reaching a resolution that is fair to the majority of Club members.

A full explanation of action taken in response to the grievance will be provided to the complainant.