

Club Disciplinary, Complaints & Appeals of Code of Behaviour Breaches

1. The Executive Committee shall appoint a club Disciplinary Committee and a separate Appeals Committee
2. The complaint should be in writing to club secretary or club Children's Officer and should be **responded to within 5 working days.**
3. The committee should consist of a representative from the Management committee, the club's Children's officer and other club members
4. If the complaint involves suspected abuse or a criminal offence the Designated Person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
5. In matters that do not relate to child abuse, the hearings / disciplinary committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaint. It should, as soon as possible, inform the Management committee of the progress. This should be done **within 10 working days.**
6. The disciplinary committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee.
7. Written confidential records of all complaints should be kept safely.
8. Where it is established that an incident of misconduct has taken place, the disciplinary committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
9. If the member against whom the complaint is made is unhappy with the decision of the disciplinary committee he/she should have the right to appeal to the appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within **10 days of the decision of the disciplinary committee.** The chairperson of the appeals committee should be a member of the Management committee. The appeals committee should consult with the club Child protection officer in relation to issues of child welfare and codes of conduct.
10. The appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
11. If any party is not satisfied with the outcome the matter can be referred to the Provincial Branch of Tennis Ireland. However efforts to resolve the issue at local level should be exhausted before the Branch is engaged in attempts to resolve the matter.