CLAREMONT TENNIS CLUB DISCIPLINE POLICY

1. Purpose

This policy outlines how the club will respond to breaches of the Code of Conduct. Its aims are to:

- Maintain a safe, respectful, and enjoyable environment
- Ensure all members, parents, visitors, and volunteers are treated fairly
- Provide a transparent and consistent process for managing misconduct

2. Scope

This policy applies to:

- All club members
- Parents and guardians
- Visitors and guests
- Coaches, volunteers, and committee members

It covers behaviour on club premises, during club activities, and in any setting where individuals are representing the club.

3. Principles

The disciplinary process will be:

- **Fair** — all parties have the opportunity to be heard
- **Proportionate** — consequences match the seriousness of the behaviour
- **Timely** — issues are addressed promptly
- **Documented** — records are kept for transparency and consistency
- **Protective** — the welfare of juniors, parents, and vulnerable individuals is prioritised

4. Types of Misconduct

4.1 Minor Misconduct

Examples include:

- Occasional bad language
- Minor disputes between members
- Failure to follow club rules
- Low-level unsporting behaviour

4.2 Serious Misconduct

Examples include:

- Aggressive or intimidating behaviour
- Shouting at or confronting another member, parent, or junior
- Repeated breaches of the Code of Conduct
- Discrimination, harassment, or bullying
- Damage to club property
- Behaviour that brings the club into disrepute

4.3 Gross Misconduct

Examples include:

- Threats of violence
- Physical aggression
- Serious safeguarding concerns
- Persistent serious misconduct despite warnings

Gross misconduct may result in immediate suspension pending investigation.

5. Disciplinary Process

Step 1: Initial Assessment

A committee member or welfare officer will:

- Review what happened
- Speak to those involved
- Decide whether the issue is minor, serious, or gross misconduct

Step 2: Informal Resolution (for minor issues)

This may include:

- A quiet word or informal verbal warning
- Mediation between members
- Guidance on expected behaviour

A note may be kept for future reference.

6. Formal Disciplinary Procedure

Used for serious or repeated misconduct.

6.1 Investigation

The committee will:

- Gather statements
- Speak to witnesses
- Review any relevant evidence
- Document findings

6.2 Formal Meeting

The member will be invited to a meeting to:

- Hear the concerns
- Provide their account
- Ask questions
- Be accompanied by a supporter if they wish

6.3 Possible Outcomes

Depending on severity, the committee may issue:

a) Formal Written Warning

- Outlines the behaviour
- States expectations for improvement

- Explains consequences of further breaches

b) Final Written Warning

- Issued if behaviour is repeated or more serious
- Makes clear that further misconduct may lead to suspension or termination

c) Suspension

- Temporary removal of playing and/or clubhouse privileges
- Duration proportionate to the incident
- May be immediate in cases involving aggression toward parents or juniors

d) Termination of Membership

Used when:

- Misconduct is severe
- Behaviour continues despite warnings
- The member poses a risk to others or the club's reputation
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7. Safeguarding Considerations

Incidents involving:

- Juniors
- Parents
- Vulnerable adults …will be treated with heightened seriousness.

The Welfare Officer may be involved at any stage.

8. Appeals

Members may appeal a disciplinary decision by writing to the committee within a specified timeframe (e.g., 14 days). The appeal will be reviewed by committee members not previously involved in the decision.

9. Record Keeping

The club will maintain confidential records of:

- Complaints
- Investigations
- Warnings
- Outcomes

Records will be retained in line with club policy.