

## **Complaints and Disciplinary Policy and Procedures (Children / Youth)**

Leixlip Tennis Club, on receiving a complaint, will appoint a Disciplinary Sub-Committee to resolve problems relating to the conduct of its members. This includes bullying.

The complaint should be in writing to the secretary or Club Children's Officer and will be responded to within five working days. The committee shall consist of a representative from the Management Committee, the Club Children's Officer and ordinary registered members of the club.

If the complaint involves suspected abuse, a criminal offence or a breach of the Safeguarding Code the children's officer/designated person should be consulted and the Disciplinary Sub-Committee disbanded. The statutory authorities will then be informed.

Otherwise, the Disciplinary Sub-Committee should review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible, inform the Management Committee of the progress of the disciplinary process. This should be done within ten working days. The Disciplinary Sub-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 preferably at a meeting with the Disciplinary Sub-Committee. Written confidential records of all complaints should be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of election of new officers. Where it is established that an incident of misconduct has taken place, the Disciplinary Sub-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/ carers. If the member against whom the complaint was made is unhappy with the decision of the Disciplinary Sub-Committee, he/she should have the right to appeal the decision to an appeals committee (independent of a Disciplinary Sub-Committee). Any appeal should be made in writing within an agreed period after issue, usually 10 days of the decision of the Disciplinary Sub-Committee. The chairperson of the appeals committee should be a member of the Management Committee. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct. The appeals committee should have the power to confirm, set aside or change any sanction imposed by the Disciplinary Sub-Committee. 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 or indeed the National Governing Body is engaged in attempts to resolve the matter.

*NB. The Disciplinary, Complaints & Appeals procedure above is for Code of Behaviour Breaches as it relates to Safeguarding Children & Young People in tennis. Please see or COD Document for further guidance on disciplinary procedures involving other possible complaints on our website.*

