

MEMBERS' DISCIPLINARY POLICY

Introduction

The process set out below provides a clear and transparent framework to deal with issues that may arise as part of an individual's ("Member's") membership of Ilkley Lawn Tennis and Squash Club Ltd ("Club").

If an informal approach does not result in satisfactory resolution of the issue, or if the Member's conduct is sufficiently serious, the following disciplinary procedure will be invoked. This policy sets out the action that will be taken when Club Rules or any Code of Conduct are broken.

Stage	Description
<u>Step 1</u> Suspension / investigation	<p>The Board will, if deemed appropriate, direct the General Manager to initiate an investigation into the alleged conduct. This may include speaking to other individuals (including but not limited to Club Members, players, members of staff), examining documents, messages, and taking any other reasonable steps to support understanding of the conduct in question and its circumstances.</p> <p>At any point before or during the disciplinary process a Member may be suspended from the Club depending on the severity of the conduct in question, and/or to permit the disciplinary process to be undertaken unhindered, or to prevent the risk of any further disruption at the Club. Such suspension will be effected in writing and will be preceded by a meeting with the General Manager and one member of the Members' Committee. Suspension is not a disciplinary sanction and does not imply that the Club has made a decision in respect of the disciplinary matter.</p> <p>Depending on the outcome of the investigation, the Member will either be informed that the process is concluded and no further action will be taken, or that the investigation has identified the need for a disciplinary hearing.</p>
<u>Step 2</u> Disciplinary hearing	<p>If the matter needs to be progressed, a disciplinary hearing will be convened. The Member will be informed of the relevant allegations in writing in advance of the hearing date and will be provided with relevant information and/or documents to enable the Member to respond to the allegations in the hearing. The Member will be allowed to be accompanied at the hearing by a fellow Club Member as required, within reason. The identity of the companion must be notified to the chair of the hearing no less than 48 hours prior to the hearing. The companion may not act in any legal capacity. The friend may make representations on behalf of the Member, ask questions, but may not answer questions put to the Member.</p> <p>The hearing will be conducted by 3 members of the Board, accompanied by a member of staff as a note-taker. Where for any reason 3 members are not available, a member of the Members' Committee shall be invited to attend, however such member shall play no part in any subsequent appeal.</p> <p>Following the hearing, the Member will be informed in writing of the outcome, any disciplinary sanction and its duration.</p>

Stage	Description
Step 3 Appeal	<p>Should the Member wish to appeal the outcome of the disciplinary hearing, they will only be able to do so if the disciplinary decision is termination of Club Membership. There is no right of appeal against a disciplinary warning.</p> <p>The appeal process is set out in Article 24 of the Articles of Association of the Club. If the Member wishes to appeal, an appeal notice should be submitted in writing to the Hon Secretary of the Club within five working days of receiving the disciplinary decision. The notice should state the full grounds of the appeal. An appeal hearing will be scheduled and a response provided to the Member in writing. A Member may be accompanied to the appeal hearing by another Member as in the case of the disciplinary hearing.</p>

Sanctions

Where a disciplinary sanction is considered necessary, the following sanctions may be implemented depending on the seriousness of the alleged misconduct. The duration of any written warning will depend on the nature and seriousness of the matter and will be specified in the warning. Generally, warnings will last for up to 6 months. Expired warnings will not be directly relevant in considering whether further misconduct warrants dismissal but may be relevant to considerations of mitigation.

Sanction	Description
Written warning	If conduct is unsatisfactory, the Member will receive a written warning. The Member will be advised of the changes required in behaviour and the action necessary to achieve the desired change.
Final written warning	If conduct continues to be unsatisfactory following a written warning, or if there is a more serious conduct issue regardless of whether a previous warning has been issued, the Member will receive a final written warning. The Member will be advised of the changes in behaviour required and the actions necessary to achieve the desired change.
Termination	If the Member's conduct has failed to improve following warnings, or if the Member commits an act of further or gross misconduct (whether or not a warning has been given previously), the Membership may be terminated by written notice of the Board. In this event, no refund of membership fee will be due.

The following are examples of gross misconduct which may result in immediate termination of membership. This list is not exhaustive.

- Committing any act which may endanger persons or property, or which wilfully breaches any safety rule, Club policy or legislation, or which is likely to constitute a safety risk, or failing to report any injury or accident whilst at the Club
- Malicious damage to any Club property
- Being convicted of a criminal offence except one that does not, in the opinion of the hearing chair, affect Membership of the Club

- Theft, fraud or any form of dishonesty (including action calculated to assist others in such activity)
- Falsification of records or expenses, or defrauding the Club in any manner.
- Excessive bullying, rude, intimidating, violent, abusive or aggressive behaviour towards a Member of the Club, its staff, officers or visitors
- The consumption of illegal substances or being under the influence of illegal substances while on Club premises or whilst representing the Club
- Raising a grievance or grievances or other complaint maliciously or in bad faith.

The Member will need to make all reasonable efforts to cooperate with and attend investigatory, disciplinary and appeal meetings. If the Member is unable or unwilling to attend meetings without good cause, the Club will make a decision based on the available evidence in the Member's absence.

ILTSC Members' Committee August 2022