



Knoll Lawn Tennis Club Disciplinary Procedure

Knoll Lawn Tennis Club (“the Club”) is affiliated to the Lawn Tennis Association (LTA). Members of the Club will be bound by the Club’s rules and policies and those of the LTA, including, where appropriate, the LTA Code of Conduct. Where such rules or Code of Conduct have been breached, and the Club Committee deem it appropriate, the Disciplinary Procedure set out below will be implemented in order to ensure consistent and fair treatment is applied to any disciplinary issues.

The Procedure

1. Any person may report to a Committee Member instances where they consider the application of this Disciplinary Procedure may be appropriate.
2. Where the Committee deem it appropriate (if a verbal warning is not adequate), and after investigating the issue, a Committee Member (usually the Membership Secretary) will write to the Club Member who is the subject of the complaint setting out the allegation and providing any relevant evidence.
3. The recipient of such a letter will have seven calendar days from the date of the letter (or such other period specified in the letter or otherwise agreed) to respond to the allegation together with any supporting evidence.
4. On receipt of such a response, or following the period given for a response elapsing, the Committee will determine, acting reasonably, whether the allegation should be upheld or dismissed. Where an allegation is upheld, or partially upheld, a decision will be made about whether any disciplinary sanction is appropriate. The Membership Secretary will confirm the decision and any sanction (if applicable) in writing to the Club Member concerned.
5. On receipt of the decision letter and within seven calendar days of the date of the letter, the Club Member may appeal in writing to the Committee, detailing the reasons for such an appeal and attaching any additional supporting evidence. The Committee shall consider the reasons specified and additional evidence provided and either uphold or dismiss the appeal (in part or in full). The Committee may increase, decrease, dismiss or confirm any sanction already given.

Sanctions

6. The sanctions set out below will be available under this procedure:
 - 6.1. An oral warning; this sanction will not be available for subsequent breaches of the rules upheld by the Committee where an oral warning would otherwise be appropriate in which case the sanction at 6.2 below will be applied;
 - 6.2. A formal written warning; this sanction will not be available for subsequent breaches of the rules upheld by the Committee where a formal written warning would otherwise be appropriate in which case the sanction at 6.3 below will be applied;
 - 6.3. Termination of Club Membership;
 - 6.4. The Committee may separately or in addition to other sanctions and at its sole discretion remove some or all Club Membership privileges for a specified period of time.
 - 6.5. The expelled Club Member has a right of appeal to the Voting Members in a general meeting.



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7. Expulsion of Member

7.1 If, following completion of the Club's disciplinary procedure, in the reasonable opinion of the directors, any Member is guilty of conduct which has or is likely to have a serious adverse effect on the Club or bring the Club, any or all of the Members and directors or the Game into disrepute, the directors may convene a general meeting of the Club to consider a special resolution of the Voting Members for the expulsion of such Member.

7.2 Once such special resolution is passed, the name of the Member shall be removed from the Register of Members.

7.3 The notice to the Member must give the Member the opportunity to be heard in writing or in person as to why his Membership should not be terminated. The Voting Members must consider any representations made by the Member and inform the Member of their decision following such consideration. There shall be no right to appeal from a decision of the Voting Members to terminate the Membership of a Member.

7.4 A Member whose Membership is terminated under this Article shall not be entitled to a refund of any subscription or Membership fee and shall remain liable to pay to the Club any subscription or other sum owed by him.

8. These disciplinary procedures are in addition to any other rules and procedures to which members of the Club are subject and any action taken under these procedures is independent of any other processes.

Approved: 18 January 2024