

**LARGS TENNIS CLUB**

**DISCIPLINARY PROCEDURE**

Largs 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 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, a Committee Member (usually the 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 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. There shall be no further right of appeal available to the Club Member.

## **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.
7. 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.