



NORTHUMBERLAND LAWN TENNIS ASSOCIATION

Disciplinary Procedures

1 INTRODUCTION

- 1.1 The NLTA has established a Disciplinary Committee to consider all matters of a disciplinary nature regarding the Association's affairs which may be referred to it by the NLTA Council, a member of the Association, an employee, or visitor to the County Tennis Ground.

2 NLTA POLICIES AND PROCEDURES

- 2.1 Examples of matters relating to the Association's policies and procedures which may be considered by the Disciplinary Committee are:
- a) a breach of the Constitution of the NLTA;
 - b) discrimination or harassment such that there has been a breach of the NLTA's Equality and Diversity Policy;
 - c) a breach of the NLTA's Health and Safety Policy;
 - d) a breach of the NLTA's Safeguarding Policy;
 - e) gross misconduct by an employee or a person who is contracted to provide services to the NLTA.

3 NOTIFICATION OF INCIDENT/ISSUE

- 3.1 In the event that any employee, Association member, volunteer, or visitor to the County Tennis Ground feels that he, she or they wish to report a breach of any of the above policies they should follow the procedures below.
- 3.2 The complainant should report the matter in writing to the County Secretary or another member of the NLTA Council who will refer it to the NLTA Disciplinary Committee. The report should include:
- a) details of what occurred;
 - b) details of when and where the occurrence took place;
 - c) any witness details and copies of any witness statements;
 - d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
 - e) details of any former complaints made about the incident, including the date and to whom such complaint was made; and
 - f) an indication as to the desired outcome.

4 DISCIPLINARY PROCEDURE

- 4.1 If the person accused of discriminatory behaviour is an employee, the NLTA Disciplinary Committee will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees.

- 4.2 If the person accused of discriminatory behaviour is a non-employee, the Disciplinary Committee:
- a) will request that both parties to the complaint submit written evidence regarding the incident(s);
 - b) may decide (at its sole discretion) after reviewing the complaint and supporting evidence to uphold or dismiss the complaint without holding a hearing;
 - c) may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
 - d) will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy:
 - i) warning as to future conduct;
 - ii) suspend from membership;
 - iii) remove from membership;
 - iv) exclude a non-member from the County Ground, either temporarily or permanently; and
 - v) turn down a non-member's current and/or future membership applications.
 - vi) in the case of an employee, suspend or terminate an employee's contract of employment.
 - vii) in the case of a coach or other person contracted to provide services to the NLTA, suspend or terminate the engagement with the NLTA.
 - e) Will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one calendar month of such decision being made.
- 4.3 Either party may appeal a decision of the Disciplinary Committee to the NLTA Council (including a decision not to hold a hearing) by writing to the County Secretary within three months of the decision being notified to that party.
- 4.4 If the nature of the complaint is with regard to the Disciplinary Committee or other body or group on the County Ground, the member/visitor has the right to report the discrimination or harassment directly to the NLTA Council by writing to the County Secretary.

Chair: Chris Lott

April 2021

County Safeguarding Officer: Sue Oswald

April 2021

Review Date: April 2023