

RYDE MEAD LAWN TENNIS CLUB CODE OF CONDUCT

This Document Applies to: All members of Ryde Mead Lawn Tennis Club

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Document ratified: 13th November 2023

Projected Revision date: 13th November 2025

This document sets out the expected standards to be observed by our members in their interactions with or on behalf of the club.

The Club Committee and Charity do expect that all members will conduct themselves in a manner that complies with the LTA code of conduct.

This document is set out below. The most relevant sections are highlighted.

Additionally members representing the club should consider the reputation of the club when dealing with other tennis clubs particularly in competitive contexts. District Leagues will have their own rules and regulations and Ryde Mead Tennis club expects members to be compliant with these at all times. As an example the regulations for the Portsmouth and District League is attached as appendix A.

Failure to comply with the code of conduct could potentially lead to disciplinary action taken by the club committee. Disciplinary action or censure may range from informal verbal warning, written warning, suspension, or expulsion. If such action is deemed necessary it will comply with the clubs disciplinary policy (Appendix B). Where this situation arises the member who is the subject of these proceedings will be provided with all of the relevant documents which will detail any rights to appeal.

LTA CODE OF CONDUCT

This Code of Conduct is issued by Lawn Tennis Association Limited (“LTA”), the governing body of the game of tennis (including lawn tennis and padel tennis) in Great Britain, the Channel Islands and the Isle of Man (“Game”).

Am I covered by this Code of Conduct?

This Code of Conduct applies to all Participants in the Game, including all players, those who are supporting players (including parents), coaches, officials and volunteers, amongst many others, when engaging or participating in or with the Game on or off the court. For a full list of “Participants” covered by this Code of Conduct, please refer to paragraph 2 of Part A of the LTA Disciplinary Code¹.

What is the purpose of this Code of Conduct?

The purpose is to set out the standards of conduct that are expected and required of Participants. These standards reflect the LTA’s vision to open tennis up, the LTA’s mission to grow tennis by making it more relevant, accessible, welcoming and enjoyable and the LTA’s inclusion strategy, as well as reflecting generally recognised standards of disciplined and good sporting behaviour.

Which standards apply to me?

You will see that this Code of Conduct is arranged so that the standards which apply to every Participant (irrespective of their role or participation in the Game) are set out first and then, for certain Participant groups, additional more specific standards are set out which are applicable to that particular group. Please ensure that you are familiar with all standards applicable to you and note that not being aware of a standard will not be an acceptable reason for not complying.

What are the consequences of not complying?

If you do not comply with any one or more of the standards set out in this Code of Conduct, then it may constitute “Misconduct” or “Prohibited Conduct” (in terms of the LTA Disciplinary Code) and/or be a breach of contractual obligations or of other relevant regulations (such as the LTA Competition Regulations², the LTA Coach Accreditation Regulations³, the LTA Official Licensing Regulations⁴ and/or the LTA Venue Registration Regulations⁵) and so may result in the LTA bringing disciplinary proceedings or taking other action against you.

¹ <https://www.lta.org.uk/about-us/what-we-do/governance-and-structure/rules-regulations/>

² <https://www.lta.org.uk/roles-and-venues/officials/competition-organiser-resources/competition-regulations/>

³ The regulations (or similar) issued by the LTA relating to the accreditation of coaches by the LTA, as amended from time to time

⁴ The regulations (or similar) issued by the LTA relating to the licensing of officials by the LTA, as amended from time to time

⁵ The regulations (or similar) issued by the LTA relating to the registration of venues and the owners / operators of them by the

Please note that the LTA Disciplinary Code includes (among other things) the LTA Disciplinary Regulations, LTA Safeguarding Regulations, LTA Anti-Doping Regulations and LTA Anti-Corruption Regulations.

STANDARDS OF CONDUCT FOR ALL PARTICIPANTS

1. Each Participant must:

- 1.1 conduct themselves, and ensure that any person supporting, working with, treating or assisting them (including any Player Support Person⁶) conducts themselves, in a professional and appropriate manner and in accordance with the highest standards of disciplined and sporting behaviour and integrity, consistent with the LTA's vision and mission, and in the best interests of the Game⁷;
- 1.2 help to create a safe, inclusive, accessible, welcoming and enjoyable environment, both on and off the court;
- 1.3 treat all other Participants (including officials) fairly and with respect;
- 1.4 encourage other Participants to have respect for one another and to conduct themselves with integrity;
- 1.5 not verbally, physically or emotionally abuse any other Participant in any way;
- 1.6 not act or do anything (physically and/or orally) in a violent, threatening, intimidating, harassing or deliberately provocative way or in a way which may reasonably be interpreted as such (which interpretation may arise from the repetitive nature, cumulative effect and/or pattern of behaviour), or which is, or may reasonably be interpreted as, intended to offend, insult, humiliate, ridicule or cause harm or fear;
- 1.7 value diversity, and not unlawfully discriminate against anyone, or treat anyone less favourably or unfavourably, by reason of age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race (including colour, nationality, or ethnic or national origins), religion, belief (including religious, philosophical or lack of belief), sex or sexual orientation;

⁶ "Player Support Person": any coach, trainer, manager, agent, representative, team staff, official, nutritionist, medical or paramedical personnel, any other person working with, treating or assisting a player, or any parent, guardian, carer, family member, relative, or other associate or supporter of a player

⁷ N.B. if a Player Support Person fails to act in a professional and appropriate manner, then sanctions may be imposed upon the player whom they are "supporting", in terms of the LTA

1.8 not do anything⁸, on or off the court, that (i) is or may be (a) unsporting, (b) insulting, and/or (c) contrary to the integrity of, adversely affects and/or detrimental to the interests of, the Game, and/or (ii) brings or has the potential to bring the Game, a tennis event, another Participant, themselves, the LTA and/or a sponsor or other commercial partner of the LTA into disrepute;

1.9 not use any language, or make any communication or statement, on or off the court (including in e-mail, online, on social networking platforms or on group chat or messaging applications or sites) whether orally or in writing, that is or may be contrary to, or not compliant with, any other standard set out in this Code of Conduct;

1.10 not use an audible obscenity and/or make an obscene gesture of any kind (including towards another Participant) while participating in any way in, or in connection with, the Game (including playing, coaching, supporting and spectating);

1.11 take responsibility for their actions or conduct, and the effects of those actions or conduct, and not condone conduct that breaches this Code of Conduct;

1.12 comply with all rules, regulations, policies, codes of conduct, codes of behaviour, protocols and procedures adopted or issued from time to time by the LTA, the International Tennis Integrity Agency and UK Anti-Doping, and (to the extent applicable) by Tennis Europe, the ITF, the ATP/WTA and/or other governing bodies, associations and committees (as appropriate), including the LTA Disciplinary Code, LTA Competition Regulations, LTA Coach Accreditation Regulations, LTA Official Licensing Regulations and LTA Venue Registration Regulations;

1.13 comply with all laws, rules, regulations, guidelines, guidance and advice (including those relating to COVID-19) made or issued from time to time by the UK government (or any other relevant government, or governmental or public health department or authority) which directly or indirectly apply in connection with the Game or tennis in any way, including for participation in or travel (whether domestic or international) in connection with any participation in tennis;

1.14 keep confidential any confidential information disclosed to, or obtained by, them in their capacity as a Participant (for example, medical information relating to a player);

1.15 assist the LTA in ensuring the safety and welfare of children⁹ and adults at risk who are involved in the Game or tennis in any way by maintaining appropriate standards of conduct and behaviour in their dealings with children and adults at risk in accordance with the LTA Safeguarding Policy¹⁰, and promptly report any concerns or worries to the LTA Safeguarding team;

1.16 not commit a criminal offence (or commit any act, or engage in other conduct, that would constitute a criminal offence), whether or not committed/conducted in a tennis context, that the LTA believes would adversely affect the sport, the reputation of the sport, any other Participant, the LTA and/or its commercial partners or sponsors;

1.17 not participate in, or in connection with, the Game in any way (including playing, coaching and officiating) having ingested or used or while under the influence (or potentially under the influence) of any (i) drug (except one required for legitimate medical treatment) or illegal substance of any kind, whether or not performance-enhancing, or (ii) "Prohibited Substance" in terms of the LTA Anti-Doping Regulations;

1.18 comply with the reasonable directions of the LTA or any official;

1.19 if so requested, cooperate fully with any LTA (or other governing or official body) investigation and provide comprehensive, honest and accurate information and responses; and

1.20 comply with the spirit and intent of the standards set out in this Code of Conduct.

PLAYERS - ADDITIONAL STANDARDS OF CONDUCT

2. Each Player must:

2.1 act with honesty, integrity and in a sporting manner (including with regard to any on-court matters, such as line calls);

2.2 accept and respect (i) the authority of officials, (ii) the role of officials in ensuring that competitions are conducted fairly and according to the relevant rules and regulations, and (iii) decisions made by officials;

2.3 not violently, dangerously, in anger, or with the intention to cause harm or damage to a person, the object itself or another object or property, hit, kick, throw or use as a weapon, a tennis ball, racket, or other equipment;

⁸ For example, unsporting and/or insulting behaviour might include comments relating to a lack of sporting ability or athletic potential or sporting classification (including wheelchair tennis sport class or sport class status), and/or socio-economic status

⁹ A child is an individual under the age of 18

¹⁰ <https://www.lta.org.uk/globalassets/about-lta/safeguarding/british-tennis-safeguarding-policy.pdf>

2.4 during any match:

2.4.1 not receive coaching (including during the warm-up), except (i) where play is suspended and the Players are off court, or (ii) where explicitly permitted in terms of the relevant competition rules or regulations¹¹; 'coaching' is to be interpreted widely and considered to be communication, advice or instruction of any kind, audible or visible, and by any means, to a Player;

2.4.2 not leave the court (including during the warm-up) except with the permission of an appropriate official appointed in respect of the relevant match/competition (unless an appropriate official is not on the court and the player is calling for the referee in terms of LTA Competition Regulation 5.55);

2.4.3 not refuse to play or fail to be ready to play within 15 minutes of their match being called or within the allowed time due to a medical condition or treatment or having left the court with appropriate permission;

2.4.4 use their best efforts to win each match in which they participate; and

2.4.5 complete each match in which they participate unless they are not reasonably able to do so;

2.5 not play with or against a Participant who is under suspension or ban whether issued by the LTA's Judicial Panel, the ITF, the International Tennis Integrity Agency, UK Anti-Doping or any other competent body;

3. Each player who is supported by the LTA financially or in kind¹² (including those participating in or receiving, as applicable, a Junior Grand Slam grant, the Men's and Women's Programme, the National Age Group Programme, the Pro Scholarship Programme, the Tournament Bonus Scheme, the Wheelchair Elite Programme, official trips, national camps, trip grants, or by access to or use of any facilities or services at the National Tennis Centre or elsewhere) must:

3.1 make every effort to maximise their potential as a player by developing their sporting abilities in terms of skill, technique, tactics and fitness, prioritising their personal development, and giving maximum effort to strive for the best possible performance during each game and competition; and

3.2 conduct themselves in a professional and

considerate manner while at the National Tennis Centre (and any other venue used to facilitate LTA training or any matches), which includes:

3.2.1 being punctual to all sessions;

3.2.2 ensuring that they leave areas that they enter (e.g. player's lounge, bedrooms, café, gym, sports science rooms, etc) in a clean and tidy state;

3.2.3 wearing appropriate shoes and clothing; and

3.2.4 not smoking, drinking or being under the influence of alcohol.

COACHES, PARENTS AND OTHER PLAYER SUPPORT PERSONS - ADDITIONAL STANDARDS OF CONDUCT

4. Each parent, coach and other Player Support Person must:

4.1 act as a positive role model by maintaining the highest standards of disciplined and sporting behaviour and projecting a favourable image of tennis and (where relevant) the tennis coaching profession or other Game-related vocation;

4.2 accept and respect (i) the authority of officials, (ii) the role of officials in ensuring that competitions are conducted fairly and according to the relevant rules and regulations, and (iii) decisions made by officials;

4.3 refrain from (i) becoming involved in any on-court/in-match matter, including line calls and scores; (ii) engaging with the player's opponent(s) and/or playing partner; and/or (iii) engaging with the opponent's Player Support Person(s) or any other Participant(s), other than in a positive and respectful manner;

4.4 act in the best interests of the player(s) they support, including by being honest, realistic and consistent with them, and teaching them (and accepting) that the player(s) can only do their best;

4.5 be sensitive to each player's self-esteem when providing constructive feedback, including where the player may have made a mistake or lost a match;

4.6 involve each player in decisions that will affect them;

4.7 prepare each player to respond to success and failure in a dignified manner and encourage and facilitate each player's

¹¹ For the avoidance of doubt, this is not permitted in terms of the LTA Competition Regulations

¹² Some other examples of support "in kind" would include provision of coaching, travel, food, accommodation, camps

and/or trips at no or reduced cost to the player and/or any Player Support Person. Please note that this is not an exhaustive list of what constitutes support "in kind"

independence and responsibility for their own behaviour, performance, decisions and actions;

4.8 actively discourage the ingestion or use of any (i) drug (except one required for legitimate medical treatment) or illegal substance of any kind, in either case whether or not performance-enhancing, or (ii) "Prohibited Substance" in terms of the LTA Anti-Doping Regulations;

5. Each **coach and other Player Support Person** (with the exception of the parent, guardian, carer, family member and relative of the player in question) must:

5.1 be aware of power imbalances that may arise between a coach or other Player Support Person and a player;

5.2 maintain appropriate boundaries and relationships (including online, on social networking platforms or on group chat or messaging applications or sites¹³), and avoid any improper intimacy (sexual or otherwise) with a player while that relationship exists;

5.3 ensure that any physical contact is appropriate and necessary, and is carried out within applicable guidelines, and (except in a medical emergency) only with the player's (and/or, if the player is under 18 or an adult at risk, their parent's, guardian's, carer's, family member's or relative's) consent;

5.4 avoid situations with players that could be construed as improper or compromising, and actions that could be perceived as improper or inappropriate;

5.5 avoid being alone (including for travel) with a child or an adult at risk¹⁴, except only when necessary for the proper performance of their professional services (for example, on court for 1:1 coaching session);

5.6 when providing any service, provide a positive experience, appropriate to the age and developmental stage of each player, that respects their long-term welfare and best interests, and recognise the player's right to consult with other Player Support Persons and other specialists; and

5.7 not misrepresent their qualifications, professional affiliations and/or experience.

6. Each **coach** must:

6.1 fully engage in and give maximum effort

during all training undertaken (including continuing professional development (CPD)) and when leading or otherwise delivering coaching; and

6.2 maintain a high level of personal hygiene and a professional appearance (including with regard to the equipment used and its state of repair).

OFFICIALS - ADDITIONAL STANDARDS OF CONDUCT

7. Each official must:

7.1 act as a positive role model by maintaining the highest standards of disciplined and sporting behaviour and projecting a favourable image of tennis and of officiating;

7.2 be honest, impartial, objective, and courteous both (i) with all players, other officials, Player Support Persons and other Participants, and (ii) when applying the rules of the Game (and aim to be consistent when doing so);

7.3 avoid situations with players, Player Support Persons and other Participants that could be construed as compromising their impartiality and avoid actions that could be perceived as improper or inappropriate¹⁵;

7.4 not accept gifts, hospitality or other benefits that might reasonably be thought to influence, or be intended to influence, their LTA-related decision-making or where doing so has the potential to bring the Game and/or the LTA into disrepute;

7.5 not have conversations or otherwise interact with spectators while officiating, except in the ordinary course of controlling spectators during a match;

7.6 not officiate any match in which they have a conflict or potential conflict of interest;

7.7 not criticise or attempt to explain calls or decisions by other officials to anyone (including online, on social networking platforms or on group chat or messaging applications or sites), other than, privately, to those officials, the supervisor/referee and/or the chief umpire/manager, and/or to the LTA, the LTA's Judicial Panel, the International Tennis Integrity Association or the officiating department of the appropriate governing body;

7.8 not misrepresent their qualifications, professional affiliations or experience;

¹³ In the context of appropriateness, there must be no online/social media relationship with a child or an adult at risk, and no direct contact with them, unless that contact is (simultaneously as part of one and the same communication) sent to (i) the child's or adult at risk's parent, guardian or carer and/or (ii) another LTA accredited coach

¹⁴ In this context, "being alone" is construed as there not being another adult present

¹⁵ For example, inappropriately socialising with a player at an event at which they are officiating

- 7.9 be punctual and on time for all matches assigned to them;
- 7.10 when acting in their capacity as an official, maintain a high level of personal hygiene and a professional appearance, and wear the correct uniform (if any);
- 7.11 not consume any alcohol before any match on the day they are officiating (and, in any event, for at least 12 hours prior to officiating any match), or at any time on-site while play is in progress or while in their uniform; and
- 7.12 not officiate having ingested or used or while under the influence (or potentially under the influence) of any (i) drug (except one required for legitimate medical treatment¹⁶), (ii) other illegal substance, or (iii) "Prohibited Substance" in terms of the LTA Anti-Doping Regulations.

COUNCILLORS - ADDITIONAL STANDARDS OF CONDUCT

- 8. Each Councillor must:
 - 8.1 keep confidential all confidential or business/commercially sensitive information disclosed to, or obtained by, them in that capacity and not use any such information for private purposes or disclose any such information to any third party;
 - 8.2 not discuss any LTA-related matters with representatives of the media, unless specifically authorised to do so in the terms of their appointment to the Council or by the LTA CEO or by the LTA President or LTA Deputy President;
 - 8.3 comply with any policy relevant to Councillors regarding conflicts of interests, and ensure that any real or perceived conflicts of interest are notified to the LTA company secretary through the annual declaration process and promptly on an interim basis if a new issue arises;
 - 8.4 avoid situations where there may be a conflict or potential conflict of interest or any allegation of impropriety;
 - 8.5 not accept gifts, hospitality or other benefits that might reasonably be thought to influence, or be intended to influence, their LTA-related decision-making or where doing so has the potential to bring the Game and/or the LTA into disrepute;
 - 8.6 act in the best interests of the LTA and the Game, and in accordance with the LTA governing documents; and
 - 8.7 adhere to and promote the values of the LTA.

¹⁶ Provided that if such drug may have side effects that could affect officiating performance, such as drowsiness, they must

notify the event organisers and LTA Officiating team immediately and in advance of officiating

Appendix A: Portsmouth and district League Rules

PORTSMOUTH AND DISTRICT LTA WEEKEND LEAGUE COMPETITION RULES

1. MANAGEMENT

The management of the league shall be in the hands of the committee of the Association (The Committee)

2. L.T.A. RULES

All matches shall be played according to the current rules of the Lawn Tennis Association

3. ELIGIBILITY

The League shall be open to any club situated within a 20-mile radius of Portsmouth. Clubs must be affiliated to the Portsmouth and District L.T.A. Clubs desiring to take part should forward their application to the league secretary. Acceptance is subject to Committee approval.

4. ENTRIES

A club may enter one or more teams at a fee decided by the Committee.

5. TEAMS

A full team shall consist of four players (2 pairs) in all leagues – men's, ladies, and mixed - summer and winter. If unable to field a full team, clubs are encouraged to field at least one legitimate pair to enable a fixture to be completed with two rubbers played.

6. MATCHES – GENERAL

(a) The order of play shall be as follows:

Round 1 – 1st pairs play 2nd pairs. Round 2 – 1st pair play 1st pair. 2nd pair play 2nd pair.

(b) Eight new L.T.A. approved balls must be provided for each match by the home side.

(c) If a player is absent at the start of play, at the expiration of 15 minutes from the agreed time of commencement, the opposing team shall be awarded one set, and a set thereafter for each consecutive 15 minutes delay.

(d) A match will consist of four rubbers, two pairs to play each opposing pair. The team winning the majority of rubbers shall be declared the winner of the match. If the rubbers are equal the team winning the majority of sets shall be declared the winner. If the rubbers and sets are equal, the team winning the majority of games shall be declared the winner. If the rubbers, sets and games are also equal the result shall be declared a tie.

(e) Three points will be awarded to a team winning a match on rubbers (e.g. 4- 0 or 3-1); two points will be awarded to a team winning a match on sets or games after a 2-2 score in rubbers: one point will be awarded to a team losing a match on sets or games after a 2-2 score in rubbers: One and a half points will be awarded to both teams in the event of a tied match. (e.g. rubbers, sets and games equal).

6.1 MATCHES – SUMMER LEAGUES

(a) All matches will be the best of 3 sets. The first TWO sets will be normal sets with a standard 7-point tie-break played at 6 games all. The deciding third set (if required) will also be a normal set with a standard 7-point tie-break at 6 games all, UNLESS both captains agree BEFORE THE START OF PLAY that a standard 10-point tie-break (with a two-point gap after 9-9) will be played instead of a full third set.

(b) A standard 10-point tie break (with a two-point gap after 9-9) can also be played in the final rubber if the captains agree that the result of that rubber will have no impact on the outcome of the result of the match. Any thirdset
10-point tie break played will count as a normal set won or lost and scored by 1 game to 0 when adding up the results.

6.2 MATCHES – WINTER LEAGUES

All matches will be the best of three sets. The first TWO sets will be normal sets with a standard 7-point tie-break played at 6 games all. The third set (if required) will be a standard 10-point tie-break (with a two-point gap after 9-9). A third set tie break will count as a normal set won or lost and scored by 1 game to 0 when adding up the results.

6.3 INJURIES DURING A MATCH

If a player suffers an injury during a match and is unable to continue, then he/she must concede that rubber and any subsequent rubbers still to be played involving him/her. The result shall be recorded to include the score up to the time of the injury and then shall be considered a loss of 6-0 for each un-commenced set. So, for instance at the time of the injury if the score was 3-1 in the first set to the injured player, the score would be recorded as 3-6 0-6. If the score was 6-2 3-1 to the injured player, the score would be recorded as 6-2 3-6 0-6, in the case of a three full sets match or 6-2 3-6 0-1 in the case of a two set match with a 10 point tie-break. Rubbers, sets and games are then calculated in the normal way to determine the match result.

7. LEAGUE DIVISIONS

(a) A Division shall consist of not more than 9 teams, each team to play one match against each team in the division. If there are 6 teams or less, it is at the discretion of the Committee to arrange for teams to play on a home and away basis against each other. In deciding the number of teams in a division, the Committee will be mindful of attempting to keep numbers as even as possible across all divisions in each category. No more than two teams from the same club will be allowed to play in any one division.

(b) At the end of each season, in the case of divisions with six teams or more, the top two teams will usually be promoted and the bottom two teams will usually be relegated. In the case of divisions with five teams or less one team will usually be promoted and one team will usually be relegated. However, promotion and relegation decisions will be at the discretion of the Committee.

(c) Trophies or Cups will be awarded to Divisional Winners. These will be retained by the relevant club for one year and then returned to the Committee on request. Trophies and Cups remain the possession of the P&D LTA at all times.

8. FIXTURES

(a) All fixtures and playing dates will initially be allocated by the Committee. There will be no more than 10 fixtures per team in any one season. All fixtures and results will be displayed on the Association's web site –portsmouthlta.info

(b) Summer fixtures will be allocated dates between 1 April and 30 September, Winter Fixtures will be allocated dates between 1 October and 31 March. Matches must not be played outside these dates except with the permission of the relevant league secretary.

(c) Start times for each match will be determined by the home team but must be between 9.30 and 2.30 unless agreed by the relevant league secretary.

(d) Clubs with two teams in the same division must play the fixture between those two teams by 31 May in the summer and 30 November in the winter.

(e) Clubs unable to provide two playable courts will play their allocated home matches away and will bear any costs involved.

(f) The home captain will confirm a forthcoming fixture with the opposing captain a minimum of three and preferably at least 7 days beforehand. The match venue, start time and any special arrangement for post-match refreshments should also be clarified.

(g) Responsibility for calling a match off in the event of adverse weather conditions rests with the home captain. Consideration must be given to the time and cost involved for the travelling team. Conditions can vary widely across the area, and it is recommended that the captains agree a "weather check" deadline for the morning of the match to avoid unnecessary travel if at all possible.

(h) If either captain will not be supervising a fixture they must notify the opposing captain of their nominated deputy, providing appropriate contact details.

9. REARRANGEMENTS – GENERAL

(a) The general premise is that every effort should be made to ensure that matches are played wherever possible, with conceded matches being reduced to a minimum. In the event of a team being unable to field a full complement of players, the league encourages teams to fulfil an arranged fixture by playing

with one pair, thus avoiding the possibility of the application of penalty points through conceding a match.

(b) Fixture dates may be rearranged by mutual consent and in general a first request to change from the original allocated date, made before 30 April in summer and 31 October in winter will be accepted without question, provided a minimum of 7 days notice is given.

(c) Second or subsequent requests for changes made before 30 April/ 31 October will generally be looked upon favourably. However, the requestee has the option of declining to accept such changes if they are unable to find a suitable alternative date and in any event such changes will be subject to proviso detailed in rule 9 (d) below.

(d) If a match which was changed under rules 9(b) or 9(c) above is subsequently not played for any reason, including adverse weather conditions, then the original requestee has the option of agreeing to a further rearrangement or to simply claim the match. If the match is claimed, then points will be awarded under the concession rule 11.

10. WEATHER AFFECTED MATCHES

10.1 Match called off before either team travel

(a) The match should be rearranged as soon as possible. Both captains are equally responsible for making contact. The home captain should provide three alternative dates on which the opposition are not already committed to play.

10.2 Play interrupted after both teams arrive at the venue, and the captains agree to abandon

(a) If both teams have arrived at the venue every effort should be made to complete at least one round of rubbers, at which point a match will be declared as "played", the result being decided on the rubbers/ sets/ games completed in the first round. Any rubbers, sets and games played in the second round will be ignored.

(b) If both captains agree that conditions make it impossible to play to the completion of the first round of rubbers then, bearing in mind the travel time and costs involved, the default position is that the match will be declared "abandoned". The points will be shared equally, with the rubbers, sets and games recorded as 2-2, 4-4, 24-24 respectively.

(c) If both captains agree, then they have the option of arranging to play the match on a new date. More than one attempt can be made to rearrange the match, but with the proviso that if the match is subsequently not played for any reason, then the result reverts to the default position of "abandoned"

10.3 Play interrupted after both teams arrive at the venue but the captains cannot agree on whether to abandon or not

(a) Hopefully such situations will be rare, but if the captains cannot agree about the playability of conditions once a match has started then play should be suspended and a "sitting out" time period commenced. If play is curtailed for a period of more than 30 minutes – in one or more spells – and the captains can still not agree, then the match will be declared abandoned and the match decided on the position at the time of abandonment.

(b) If the first round of rubbers has not been completed, then the rules as detailed in 10.2 (b) and 10.2 (c) will apply.

(c) If the first round of rubbers has been completed, but not the second, then any rubbers, sets, and games played in the second round shall be ignored and the match decided on the completed

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round in accordance with rule 10.2 (a) above.

11. CONCEDED MATCHES

(a) If a match is NOT played on the arranged date and not rearranged in accordance with sections 9 and 10 above then the team responsible for the failure to play must concede the match to their opponents.

(b) The match score for such a concession will be recorded in favour of the non-conceding team as 4-0, 8-0, 48-0 in rubbers, sets and games respectively. In addition, the team making the concession will be deducted 1 point and, at the discretion of the Committee, they may be relegated at the end of the season.

12. WITHDRAWAL

If a team withdraws from the league during the season, all matches involving that team will be declared null and void irrespective of whether they have been played or not.

13. PLAYERS

(a) All players must be enrolled members of the competing club, or otherwise affiliated to the club where no formal or direct membership scheme exists. The club must be affiliated to the Portsmouth & District L.T.A.

(b) In any one season, a player who has played more than twice for the same team or played more than twice for any "higher" teams may not play for any "lower" team from the same club. A "higher" team being defined as follows:- a team from the same club that is competing in a higher division OR if two teams from the same club are in the same division, the team with the higher title status and a "lower" team being defined as follows:- a team from the same club that is competing in a lower division OR if two teams from the same club are in the same division, the team with the lower title status.

(c) No player may play for more than one club in the same season except that a player who has played in the men's or ladies for one club may represent another in the mixed league.

(d) There is no age restriction young or old, however clubs fielding players under 18 must ensure that LTA Child Protection guidelines are complied with at all times.

14. CONDITION OF COURTS

(a) It is the home club's responsibility to ensure that the courts to be used do not pose a threat to the health and safety of the players. All courts used for matches must be in a reasonable state of repair and be free of any loose materials. All lines must be clearly marked. The courts must be safe to play on.

(b) Although not mandatory, all clubs are encouraged to use centre net bands secured or weighted at the bottom of the net.

It is the home captain's responsibility to ensure that the nets are of the correct height before start of play and that a winder and measuring stick or tape are available throughout

15. LEAGUE POSITIONS

In the event of two or more teams being equal on points they shall be placed in the table in order according to the highest percentage of rubbers won to rubbers played. If that is equal then in order according to the highest percentage of sets won to sets played. If that is equal then according to the highest percentage games won to games played. If two teams are still equal then the order shall be decided on the result between the two teams during the season in question.

16. MATCH RESULTS

- (a) The FULL DETAILS of each match, signed by BOTH captains, shall be forwarded to the relevant league secretary on the appropriate match cards (available from the website) within 48 hours of completion.
- (b) The match details must be recorded in FULL, including the player's full names
- (c) If a match is conceded, the relevant league secretary must be informed by BOTH clubs.

17. DISPUTES

- (a) Any complaints in connection with a match should be raised by the complaining team's captain with the opposing team's captain as soon as possible. If this is not possible, or inappropriate or the matter is not settled between the teams, the complaint should be made in writing within 7 days of completion of the match and sent to the relevant league secretary and copied to the opposing club.
- (b) The Committee reserves the right to decide any question or dispute and its decision is final.

18. SPIRIT OF THE COMPETITION

The overriding guideline is that all teams should play and conduct themselves in a fair and sporting manner, complying with this set of rules and playing within the "spirit of the competition." This particularly applies to team selection. It is hoped that in deciding team selection clubs will note the general standard of the division being competed in and will select players in accordance with that standard. If The Committee feels a team has selected a player (or players) of such a higher standard to gain "unfair" advantage it reserves the right to intervene and either void or reverse the result of affected rubbers and/or matches even if the team selection does not contravene rule 13. This does not apply to the top divisions in each category of the leagues.

19. VARIATION OF THE RULES

These rules will apply to both summer and winter leagues and are available on the Association's website or from any committee member. Any variation of these Rules must be put before the Annual General Meeting of the Association and be agreed by a majority of clubs attending. Each affiliated club will have one vote regardless of the number of representatives at the meeting.

Post AGM 2023

**PORTSMOUTH AND DISTRICT LTA
MASTERS LEAGUE COMPETITION RULES**

1. MANAGEMENT

The management of the league shall be in the hands of the committee of the Association (The Committee)

2. L.T.A. RULES

All matches shall be played according to the current rules of the Lawn Tennis Association

3. ELIGIBILITY

The League shall be open to any club situated within a 20-mile radius of Portsmouth. Clubs must be affiliated to the Portsmouth and District L.T.A. Clubs desiring to take part should forward their application to the league secretary. Acceptance is subject to Committee approval. (Minor rewording)

4. ENTRIES

A club may enter one or more teams at a fee decided by the Committee.

5. TEAMS

A full team shall consist of four players (2 pairs) in all leagues – men's, ladies, and mixed - summer and winter. If unable to field a full team, clubs are encouraged to field at least one legitimate pair to enable a fixture to be completed with two rubbers played.

6. MATCHES – GENERAL

(b) The order of play for shall be as follows: Ladies and

Men's Masters

Round 1 – 1st pairs play 2nd pairs. Round 2 – 1st pair play 1st pair. 2nd pair play 2nd pair.

Mixed Masters

Round 1 – 1st mixed pair play 1st mixed pair, 2nd Mixed pair play 2nd mixed pair Round 2 – Men's pair play men's pair, ladies pair play ladies pair

(b) Eight new L.T.A. approved balls must be provided for each match by the home side.

(c) If a player is absent at the start of play, at the expiration of 15 minutes from the agreed time of commencement, the opposing team shall be awarded one set, and a set thereafter for each consecutive 15 minutes delay.

(d) A match will consist of four rubbers, two pairs to play each opposing pair. The team winning the majority of rubbers shall be declared the winner of the match. If the rubbers are equal the team winning the majority of sets shall be declared the winner. If the rubbers and sets are equal, the team winning the majority of games shall be declared the winner. If the rubbers, sets and games are also equal the result shall be declared a tie.

(e) Three points will be awarded to a team winning a match on rubbers (e.g. 4- 0 or 3-1); two points will be awarded to a team winning a match on sets or games after a 2-2 score in rubbers: one point will be awarded to a team losing a match on sets or games after a 2-2 score in rubbers: One and a half points will be awarded to both teams in the event of a tied match. (e.g. rubbers, sets and games equal)

6.1 MATCHES – ALL LEAGUES

All matches will be the best of three sets. The first TWO sets will be normal sets with a standard 7-point tie-break played at 6 games all. The third set (if required) will be a standard 10-point tie-break (with a two-point gap after 9-9). A third set tie break will count as a normal set won or lost and scored by 1 game to 0 when adding up the results.

6.3 INJURIES DURING A MATCH

If a player suffers an injury during a match and is unable to continue, then he/she must concede that rubber and any subsequent rubbers still to be played involving him/her. The result shall be recorded to include the score up to the time of the injury and then shall be considered a loss of 6-0 for each un-

commenced set. So, for instance at the time of the injury if the score was 3-1 in the first set to the injured player, the score would be recorded as 3-6 0-6. If the score was 6-2 3-1 to the injured player, the score would be recorded as 6-2 3-6 0-6, in the case of a three full sets match or 6-2 3-6 0-1 in the case of a two set match with a 10 point tie-break. Rubbers, sets and games are then calculated in the normal way to determine the match result.

7. LEAGUE DIVISIONS

(a) A Division shall consist of not more than 9 teams, each team to play one match against each team in the division. If there are 6 teams or less, it is at the discretion of the Committee to arrange for teams to play on a home and away basis against each other. In deciding the number of teams in a division, the Committee will be mindful of attempting to keep numbers as even as possible across all divisions in each category. No more than two teams from the same club will be allowed to play in any one division.

(b) At the end of each season, in the case of divisions with six teams or more, the top two teams will usually be promoted and the bottom two teams will usually be relegated. In the case of divisions with five teams or less one team will usually be promoted and one team will usually be relegated. However, promotion and relegation decisions will be at the discretion of the Committee.

(c) Trophies or Cups will be awarded to Divisional Winners. These will be retained by the relevant club for one year and then returned to the Committee on request. Trophies and Cups remain the possession of the P&D LTA at all times.

8. FIXTURES

(a) All fixtures and playing dates will initially be allocated by the Committee. There will be no more than 10 fixtures per team in any one season. All fixtures and results will be displayed on the Association's web site –portsmouthlta.info

(b) Summer fixtures will be allocated dates between 1 April and 30 September, Winter Fixtures will be allocated dates between 1 October and 31 March. Matches must not be played outside these dates except with the permission of the relevant league secretary.

(c) Start times for each match will be determined by the home team but must be between 9.30 and 2.30 unless agreed by the relevant league secretary.

(d) Clubs with two teams in the same division must play the fixture between those two teams by 31 May in the summer and 30 November in the winter.

(e) Clubs unable to provide two playable courts will play their allocated home matches away and will bear any costs involved.

(f) The home captain will confirm a forthcoming fixture with the opposing captain a minimum of three and preferably at least 7 days beforehand. The match venue, start time and any special arrangement for post-match refreshments should also be clarified.

(g) Responsibility for calling a match off in the event of adverse weather conditions rests with the home captain. Consideration must be given to the time and cost involved for the travelling team. Conditions can vary widely across the area, and it is recommended that the captains agree a "weather check" deadline for the morning of the match to avoid unnecessary travel if at all possible.

(h) If either captain will not be supervising a fixture they must notify the opposing captain of their nominated deputy, providing appropriate contact details.

9. REARRANGEMENTS – GENERAL

(a) The general premise is that every effort should be made to ensure that matches are played wherever possible, with conceded matches being reduced to a minimum. In the event of a team being unable to field a full complement of players, the league encourages teams to fulfil an arranged fixture by playing with one pair, thus avoiding the possibility of the application of penalty points through conceding a match.

(b) Fixture dates may be rearranged by mutual consent and in general a first request to change from the original allocated date, made before 30 April in summer and 31 October in winter will be accepted without question, provided a minimum of 7 days notice is given.

(c) Second or subsequent requests for changes made before 30 April/ 31 October November will generally be looked upon favourably. However, the

requestee has the option of declining to accept such changes if they are unable to find a suitable alternative date and in any event such changes will be subject to proviso detailed in rule 9 (d) below.

(d) If a match which was changed under rules 9(b) or 9(c) above is subsequently not played for any reason, including adverse weather conditions, then the original requestee has the option of agreeing to a further rearrangement or to simply claim the match. If the match is claimed, then points will be awarded under the concession rule 11.

10. WEATHER AFFECTED MATCHES

10.1 Match called off before either team travel

(a) The match should be rearranged as soon as possible. Both captains are equally responsible for making contact. The home captain should provide three alternative dates on which the opposition are not already committed to play.

10.2 Play interrupted after both teams arrive at the venue, and the captains agree to abandon

(a) If both teams have arrived at the venue every effort should be made to complete at least one round of rubbers, at which point a match will be declared as "played", the result being decided on the rubbers/ sets/ games completed in the first round. Any rubbers, sets and games played in the second round will be ignore.

(b) If both captains agree that conditions make it impossible to play to the completion of the first round of rubbers then, bearing in mind the travel time and costs involved, the default position is that the match will be declared "abandoned". The points will be shared equally, with the rubbers, sets and games recorded as 2-2, 4-4, 24-24 respectively.

(c) If both captains agree, then they have the option of arranging to play the match on a new date. More than one attempt can be made to rearrange the match, but with the proviso that if the match is subsequently not played for any reason, then the result reverts to the default position of "abandoned"

10.3 Play interrupted after both teams arrive at the venue but the captains cannot agree on whether to abandon or not

(a) Hopefully such situations will be rare, but if the captains cannot agree about the playability of conditions once a match has started then play should be suspended and a “sitting out” time period commenced. If play is curtailed for a period of more than 30 minutes – in one or more spells – and the captains can still not agree, then the match will be declared abandoned and the match decided on the position at the time of abandonment.

(b) If the first round of rubbers has not be completed, then the rules as detailed in 10.2 (b) and 10.2 (c) will apply.

(c) If the first round of rubbers has been completed, but not the second, then any rubbers, sets, and games played in the second round shall be ignored and the match decided on the completed round in accordance with rule 10.2 (a) above.

11. CONCEDED MATCHES

(a) If a match is NOT played on the arranged date and not rearranged in accordance with sections 9 and 10 above then the team responsible for the failure to play must concede the match to their opponents.

(b) The match score for such a concession will be recorded in favour of the non-conceding team as 4-0, 8-0, 48-0 in rubbers, sets and games respectively. In addition, the team making the concession will be deducted 1 point and, at the discretion of the Committee, they may be relegated at the end of the season.

12. WITHDRAWAL

If a team withdraws from the league during the season, all matches involving that team will be declared null and void irrespective of whether they have been played or not.

13. PLAYERS

(a) All players must be enrolled members of the competing club, or otherwise affiliated to the club where no formal or direct membership scheme exists. The club must be affiliated to the Portsmouth & District L.T.A.

(b) In any one season, a player who has played more than twice for the same team or played more than twice for any "higher" teams may not play for any "lower" team from the same club. A "higher" team being defined as follows:- a team from the same club that is competing in a higher division OR if two teams from the same club are in the same division, the team with the higher title status and a "lower" team being defined as follows:- a team from the same club that is competing in a lower division OR if two teams from the same club are in the same division, the team with the lower title status.

(c) No player may play for more than one club in the same season except that a player who has played in the men's or ladies for one club may represent another in the mixed league.

(d) All players must be aged 50 or over on 31 December in the year in which a match is played, with the exception that any female player who had played a P & D Masters league match before 31 March 2023 will be exempt from this rule and will remain eligible to play

14. CONDITION OF COURTS

(a) It is the home club's responsibility to ensure that the courts to be used do not pose a threat to the health and safety of the players. All courts used for matches must be in a reasonable state of repair and be free of any loose materials. All lines must be clearly marked. The courts must be safe to play on.

(b) Although not mandatory, all clubs are encouraged to use centre net bands secured or weighted at the bottom of the net.

(c) It is the home captain's responsibility to ensure that the nets are of the correct height before start of play and that a winder and measuring stick or tape are available throughout

15. LEAGUE POSITIONS

In the event of two or more teams being equal on points they shall be placed in the table in order according to the highest percentage of rubbers won to rubbers played. If that is equal then in order according to the highest percentage of sets won to sets played. If that is equal then according to the highest percentage games won to games played. If two teams are still equal then the order shall be decided on the result between the two teams during the season in question.

16. MATCH RESULTS

- (a) The FULL DETAILS of each match, signed by both captains, shall be forwarded to the relevant league secretary on the appropriate match cards (available from the website) within 48 hours of completion.
- (b) The match details must be recorded in FULL, including the player's full names
- (c) If a match is conceded, the relevant league secretary must be informed by BOTH clubs.

17. DISPUTES

- (a) Any complaints in connection with a match should be raised by the complaining team's captain with the opposing team's captain as soon as possible. If this is not possible, or inappropriate or the matter is not settled between the teams, the complaint should be made in writing within 7 days of completion of the match and sent to the relevant league secretary and copied to the opposing club.
- (b) The Committee reserves the right to decide any question or dispute and its decision is final.

18. SPIRIT OF THE COMPETITION

The overriding guideline is that all teams should play and conduct themselves in a fair and sporting manner, complying with this set of rules and playing within the "spirit of the competition." This particularly applies to team selection. It is hoped that in deciding team selection clubs will note the general standard of the division being competed in and will select players in accordance with that standard. If the Committee feels a team has selected a player (or players) of such a higher standard to gain "unfair" advantage it reserves the right to intervene and either void or reverse the result of affected rubbers and/or matches even if the team selection does not contravene rule

13. This does not apply to the top divisions in each category of the leagues.

19. VARIATION OF THE RULES

These rules will apply to both summer and winter leagues and are available on the Association's website or from any committee member.

Any variation of these Rules must be put before the Annual General Meeting of the Association and be agreed by a majority of clubs attending. Each affiliated club will have one vote regardless of the number of representatives at the meeting.

Post AGM 2023

Appendix B: Ryde Mead Lawn Tennis Club Disciplinary Proceedings

Ryde Mead Lawn Tennis Club Disciplinary Procedures.

Disciplinary matters, applying to all members of Ryde Mead Lawn Tennis Club (further referred to as the Club), will be dealt with by Elected Officers (Committee) of the Club in the first instance and subsequently by the appointed Disciplinary Committee. All members of the Club agree to fully comply with this code of conduct and specific codes of conduct for any club role they may hold and be bound by its terms as under noted.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of club rules. However, it is recognised and accepted that every member:

- Has the right to expect fair and consistent treatment
- Has the right to adequate notice from the Club
- Has the right to appeal against the decision of the Disciplinary Committee in all disciplinary matters.
- Has the right to representation
- No member will be automatically expelled for the first breach of Club's rules except in cases of "gross misconduct".

However, all disciplinary actions taken by the Club will be duly recorded and placed on file for a period of 12 months.

1. Offences Leading to Disciplinary Action

The under noted actions by members may be interpreted by the Committee to fall within this Code. However, the lists are not to be considered as fully inclusive or covering all possible offences.

"Misconduct" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated and then constitutes serious misconduct) and will normally incur a written warning from the Committee together with a demand for full and appropriate corrective action. Examples of offences that may be considered misconduct include:

- Discourteous, crude or offensive behaviour during matches or at organised Club events
- Conduct of an unsafe nature
- Offensive disregard for equipment or property
- Refusal to carry out reasonable instructions issued by event officials or organisers
- Failure to comply with or adhere to the relevant code of conduct for their position within the club
- Any other actions of similar gravity to the above, at the discretion of the Committee.
- Repetition of the above offences or failure to comply with any demands made in writing by the Committee may result in further action by the Committee involving a disciplinary hearing.
- Failing to comply with the LTA code of conduct

"Serious Misconduct" is the carrying out of an offence of such gravity that in the opinion of the Committee, a Club disciplinary hearing is warranted.

Examples of offences, which may be considered as serious misconduct include: -

- Misconduct offences as listed above if especially grave or repeated
- Deliberate or consistent breaches of club rules
- Any attempt to achieve gains or advantage over others by unfair or unscrupulous means
- Theft or misappropriation or misuse of club funds in ways not previously sanctioned by the Committee
- Use of threatening or abusive behaviour
- Participating in the sport whilst under the influence of drugs or alcohol
- Malicious interference with equipment or property
- Disregard for one's own or other people's safety
- Any other action, which in the opinion of the Club Officers may bring

the sport or Ryde Mead Lawn Tennis Club into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

“Gross Misconduct” is action of such seriousness that the Committee will require the immediate expulsion of the offender from the club. The Committee may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision.

Examples of gross misconduct are:

- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour
- Reckless disregard of safety and basic safety rules
- Being convicted of criminal offences involving physical violence or abuse
- Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party.
- If the matter relates to a child protection issue, the Committee will follow the child protection procedures as outlined in the club's Safeguarding Policy for dealing with a complaint and then follow the disciplinary procedure after outcome has been reached.

2. Disciplinary Procedure

On receipt of a written complaint from a member, another team within the sport, the LTA, the league/match organisers or any other party, or if it shall appear to the club committee that any irregularity or breach of its constitution, Codes of Conduct or any other matter of concern to it, may have occurred, the Committee with advice from a Legal Advisor should they so wish, will decide whether the complaint or action falls within the scope of this disciplinary code. If in their opinion it does, then the Committee will decide as to the type of offence as per (section 1) above.

If the offence is considered to be one of simple misconduct, the Club Secretary will write to the offender with a **formal written warning** including the demand for an apology or other corrective action the Committee may deem appropriate. The Committee may also attempt to obtain approval for their action from the complainant. A disciplinary file will be opened by the Committee in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence. The action outlined above will normally finalise the process unless any of the parties involved object strongly to the Committee decision in which case they may appeal.

Should the complaint be considered by the Committee as one of **serious misconduct**, then the following procedure will be implemented: -

- I. The Committee will appoint an Investigating Officer from within the Committee who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.
- II. If necessary, the Investigating Officer will consult all relevant witnesses for supportive evidence
- III. Advise the complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. If non attendance at a hearing due to extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc. occurs then a written declaration must be submitted. If non-attendance occurs without reason, then the disciplinary hearing will be heard in the complainant's absence.
- IV. Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events
- V. In cases of disputes of a personal nature, the Committee will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned
- VI. If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible
- VII. Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery

3. Disciplinary Hearing

The Club Secretary shall take charge of the hearing and all questions will be addressed through the Secretary

A Disciplinary Committee will be appointed which will consist of:

the club chairperson (or acting if the club chairperson is the complainant or otherwise involved) and at least one member of the Committee plus at least one other club member.

- No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties
- The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.
- After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.
- The subject of the complaint may be accompanied by a friend/adviser should s/he wish

4. Penalties

Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including:

- Temporary suspension
- Permanent expulsion of the offender from the club.

Such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with (Section 5) under noted.

The club will in all cases comply with the requirements of the LTA and club safeguarding policies including immediate notification of the police where required.

5. Appeals

If an appeal of the decision or penalty is to be made, then written notice of appeal by way of 1st class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state "I wish to appeal", the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this. An appeal together with full and recorded argument may be considered relative to: -

- the decision
- the penalty
- other

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote).

New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to access all documentation on the case and to amend or revoke any decision made at the previous disciplinary hearing. The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.