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# Mashamshire Tennis Club

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## DISCIPLINARY AND GRIEVANCE PROCEDURE

### **Purpose of the procedure**

Mashamshire Tennis Club (hereafter referred to as MTC) requires good standards of behaviour from its members and volunteers, together with satisfactory standards of work. These disciplinary procedures apply to any misconduct or failure to meet standards of conduct.

The purpose of the procedure is to bring about improvement rather than to punish, and it should be recognised that the existence of procedures such as these is to encourage members and volunteers to achieve and maintain acceptable standards of conduct, and to ensure consistent and fair treatment for all.

This procedure sets out the action which will be taken when MTC Rules are breached.

### **Principles**

If you are subject to disciplinary action:

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated.
- At every stage you will be advised of the nature of the complaint.
- You will be given the opportunity to state your case, and can be represented or accompanied by another person of your choice.
- In the case of gross misconduct your membership will normally be terminated and you will be banned from the club without notice and other civil action may be reported or considered. In any event, all cases will be fully investigated.
- You have a right to appeal against any disciplinary action taken against you.
- The procedure may be implemented at any stage if your alleged misconduct warrants such action.

### **Informal Discussions/Counselling**

Before taking formal disciplinary action, the Chair will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

## **The Procedure**

### **Formal Verbal Warning**

If, despite informal discussions, your conduct does not meet acceptable standards, you will be given a formal verbal warning by the Chair. You will be told:

- The reason for the warning.
- That this warning is the first stage of the disciplinary procedure.
- That you have a right of appeal.

A brief note of the warning will be kept but it will lapse after 6 months, subject to satisfactory conduct.

### **Written Warning**

If there is no improvement in standards, or if a further offence occurs, a written warning will be given. This will:

- state the reason for the warning and a note that, if there is no improvement after one month, a final written warning will be given, and
- invite you to attend a meeting with the Chair to discuss the matter.

A copy of this first written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct.

The meeting will take place only if:

- The Chair has informed you of the basis for including in the written warning the ground or grounds given in it, and
- You have had a reasonable opportunity to consider your response to that information.

You must take all reasonable steps to attend the meeting. After the meeting, the Chair will inform you of his or her decision and notify you of the right to appeal against the decision if you are not satisfied with it.

### **Final Written Warning**

If your conduct remains unsatisfactory or if the misconduct is sufficiently serious to warrant only one written warning, then a final written warning will be given. This will state that any recurrence of the offence or other serious misconduct within a period of one month will result in termination of your membership and banning from the club. A copy of the warning will be kept on file but the warning will lapse after 12 months subject

### **Termination of Membership**

If there is no satisfactory improvement or if further serious misconduct occurs, your membership will be terminated.

## Gross Misconduct

If, after investigation, it is deemed that you have committed an offence of the following nature (the list is not exhaustive), the normal consequence will be termination of membership and banning from the club:

- theft, fraud, deliberate falsification of club documents
- fighting, assault on another person
- deliberate damage to club property
- sexual or racial harassment
- being unfit for volunteering through alcohol or illegal drugs
- gross negligence
- gross or inappropriate verbal assault

While the alleged gross misconduct is being investigated, you may be suspended. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation. If you are found to have committed an act of gross misconduct, your membership will be terminated without notice.

## Appeals

If you wish to appeal against any disciplinary decision, you must appeal, in writing within five working days of the decision being communicated to you to the Chair. The Club Committee will hear the appeal and decide the case as impartially as possible. You will be invited to an appeal meeting and you must take all reasonable steps to attend the meeting. The appeal meeting need not take place before the termination of your membership or disciplinary action takes effect. After the appeal meeting, the Committee will inform you of its final decision.

## Alterations and Amendments to this Policy

This policy will be reviewed as required or on a biannual basis at the AGM and amended where appropriate.

***A successful Discipline & Grievance Policy requires the genuine commitment of all persons associated to Mashamshire Tennis Club.***

Chairman's Signature: ..... Date: .....

Chairman's name: .....

Next review due: .....

## **Grievance procedure**

### **Introduction**

It is the MTC's policy to ensure that volunteers with a grievance can use a procedure, which can help to resolve grievances as quickly and as fairly as possible.

### **Informal Discussions**

If you have a grievance you should discuss it informally with the Chair. We hope that the majority of concerns will be resolved at this stage.

### **Stage 1**

If the matter is not resolved you may raise the matter, in writing, with the Chair. You will be invited to attend a meeting with the Chair to discuss the grievance. The meeting will take place only if:

- You have informed the Chair of the basis for the grievance when you raised the matter in writing, and
- The Chair has had a reasonable opportunity to consider its response to that information.

After the meeting, the Chair will inform you of the decision as to their response to the grievance and notify you of the right to appeal against the decision if you are not satisfied.

### **Appeal**

If the matter is not resolved to your satisfaction, you may appeal in writing to the Secretary. You will be invited to attend a meeting with the Club Committee to discuss the matter. The meeting will take place only if:

- You have informed the Secretary of the basis for the grievance when you raised the matter in writing, and
- The Committee has had a reasonable opportunity to consider its response to that information.

You must take all reasonable steps to attend the meeting. You may be represented or accompanied at any meeting by another person of your choice. After the appeal meeting, the Club Committee will inform the volunteer of its final decision.