

 **Disciplinary Policy for Members**

**1. Roles and Responsibilities**

**A. Members**

All members of Burton Tennis and Squash Club (referred to forthwith as ‘the Club’), are expected to conduct themselves and represent the Club in accordance with the Club Rules (refer to Appendix 1) and the expectations of them as laid out in the Club Code of Conduct for Members (refer to Appendix 2). On any occasion where they fail to do this it may be necessary for the matter to be dealt with under the Disciplinary Policy (referred to forthwith as ‘the or this Policy’). This Policy also applies to the conduct of members when playing.

**B. The Committee**

Should the Committee deem it to be appropriate for a matter relating to the conduct of a member (or members) to be dealt with under this Policy, it will always be dealt with by the Club Committee (referred to forthwith as ‘the Committee’) in accordance with this Policy. The Committee (it is at the discretion of the Chair whether this is a member of the Committee, a panel of the Committee or all members of the Committee), having fully taken into account the context, nature and seriousness of any allegation against a member (or members), may decide that the matter may be dealt with by:

* An individual member of the Committee appointed by the Committee or the Chair of the Committee – the informal disciplinary process;
* A disciplinary panel of three members of the Committee appointed by the Committee or the Chair of the Committee – the formal disciplinary process;
* Suspension for a fixed period without notice;
* Expulsion without notice; or
* Taking the decision that there is no case to answer and that no further action is required.

NB1\*\* All meetings held under this Policy will be recorded and a copy will be provided to the member(s).

NB2\*\* All letters sent under this policy will be sent by recorded delivery.

NB3\*\* All emails sent under this policy will carry a read receipt.

NB4\*\* The decision to instigate any investigation under any stage of this Policy does not imply any guilt or wrongdoing and will be conducted without prejudice.

NB5\*\* At the discretion of the Committee, any meeting held under this Policy may take place at the Club or an alternative venue.

**2. Disciplinary Process**

The disciplinary process may be invoked against a member (or members), including suspension of membership for a fixed period or expulsion without notice, in respect of any act of misconduct which may be deemed by the Committee to constitute a breach of the Club Rules or the Code of Conduct for Members. This may be as a result of an isolated incident, a series or accumulation of incidents over time.

Any member(s) who is/are suspended for a fixed period or expelled without notice will still be subject to the formal disciplinary process outlined in this Policy, subsequent to the suspension for a fixed period or expulsion. Any such decision will be considered by the Committee within five working days.

The Committee recognises that any member(s) who may be subject to this Policy will have:

* The right to be subject to natural justice;
* The right to expect fair and consistent treatment;
* Received at least seven working days’ notice from the Club of any action taken or meetings held under this Policy;
* The right to be accompanied at any meeting held under this Policy by a member of the Club or a companion (this does not include legal representation);
* The right to appeal against any decision taken under this Policy; and
* Access to a copy of the recording of any meeting held under this Policy.

**3. Misconduct**

For the purposes of clarity, misconduct under this Policy may occur if a member (or members) fail(s) to conduct themselves and/or to represent the Club in accordance with the Club Rules and the expectations of them as laid out in the Club Code of Conduct for Members; however, these do not provide an exhaustive list of reasons for which the Committee may deem it appropriate to invoke this Policy; there may be other reasons why the Committee decides, after having fully taken into account the context, nature and seriousness of any allegation against a member, to invoke the Policy. Examples of such reasons may include:

* Bullying, harassment or intimidation.
* Issuing threats.
* Violent behaviour towards others.
* The use of inappropriate language.
* Conduct of a discriminatory nature.
* Conduct that gives rise to safeguarding and child protection concerns. NB\*\* The relevant procedures for dealing with an allegation will be followed in the first instance and this Policy invoked following their conclusion. The Club Welfare Officer should be contacted for advice and guidance in all such instances.
* Sexual harassment.
* Endangering the health and safety of others.
* Theft of Club property or that of another individual.
* Abuse or misuse of club finances, including for personal gain.
* Mis-use or unauthorized appropriation of club property to elicit personal gain.
* Damage to Club property or that of another individual.

For the purposes of clarity, the list above is also not intended to be exhaustive. The Committee make decide to invoke the Policy as a result of the conduct of any member (or members) which, in the opinion of the Committee, may bring the relevant sport or the Club into disrepute or which, if left unpunished, may result in detriment to the Club or members.

**4. The Disciplinary Process**

**NB6\*\* Please refer to Appendix 4 (Decision Tree) for a summary.**

**A. The Allegation**

* Any allegation brought to the attention of the Committee will be considered initially by the Committee; it is at the discretion of the Chair whether this is by a member of the Committee, a panel of the Committee or all members of the Committee. Any outcome determined under this Policy will take into account the context, nature and seriousness of the allegation.

The outcome of this will be any of the following, where deemed appropriate by the committee:

* The informal disciplinary process will be invoked;
* The formal disciplinary process will be invoked;
* Suspension for a fixed period without notice, in which case, the formal disciplinary process will be invoked;
* Expulsion without notice, in which case, the formal disciplinary process will be invoked; or
* There is no case to answer and that no further action is required and this will be confirmed in writing to the member(s) and the individual who made the allegation.

**B. Informal Disciplinary Process**

* The Committee will appoint an individual member of the Committee who will serve as the Nominated Disciplinary Officer to consider the allegation and any accompanying evidence.
* At their discretion, the Nominated Disciplinary Officer may decide to gather further information from the member(s) who is/are the subject of the allegation, the individual(s) who made the allegation, any witnesses and any other relevant or appropriate sources.
* At their discretion, the Nominated Disciplinary Officer may gather the further information by contacting the relevant parties by telephone, email, letter, arranging face-to-face meetings or a combination of all of these. Where appropriate, a witness statement may be recorded on the Witness Statement Proforma (refer to Appendix 3).
* Once the Nominated Disciplinary Officer has gathered all of the information required, they will consider it accordingly and produce a summary disciplinary report along with all of the evidence.

The summary disciplinary report will include a recommendation of any of the following, where deemed appropriate them, for consideration by the Committee:

* There is a case to answer and the informal disciplinary process will be invoked; or
* There is a case to answer and the formal disciplinary process will be invoked; or
* The member is suspended without notice for a fixed period – this will be considered within five working days; or
* The member is expelled without notice – this will be considered within five working days; or
* There is no case to answer and that no further action is required.

If the informal disciplinary process is invoked the Nominated Disciplinary Officer will write to the member(s) who is/are the subject of the allegation and invite them to a face-to-face informal disciplinary meeting. The letter or email will include:

* The reasons why there is a case to answer;
* The summary disciplinary report (this may be in the form of attachments to an email);
* Details of any witnesses they will be calling to the meeting;
* The opportunity for the member(s) to submit any further evidence to the Nominated Disciplinary Officer and provide details of any witnesses they will be calling to the meeting at least three days before the meeting; and
* Notice that the meeting may result in them being issued with an informal warning or the formal disciplinary process being invoked.

**C. Informal Disciplinary Meeting**

At the meeting:

* The Nominated Disciplinary Officer will explain the reasons why there is a case to answer;
* The member(s) will have the opportunity to present their case, ask the Nominated Disciplinary Officer questions and to refer to any further evidence they have submitted for the meeting;
* The Nominated Disciplinary Officer will have the opportunity to ask the member(s) questions;
* The Nominated Disciplinary Officer will call their witnesses, ask them questions and the member(s) will also have the opportunity to ask them questions;
* The member(s) will call their witnesses, ask them questions and the Nominated Disciplinary Officer will also have the opportunity to ask them questions;
* Both parties will have the opportunity to sum up their case, beginning with the Nominated Disciplinary Officer; or
* The Nominated Disciplinary Officer may decide that they wish to take more time to consider the position or gather further information and thus adjourn the meeting. In this case, the meeting may be reconvened within 21 working days;

NB\*\* The Nominated Disciplinary Officer will be accompanied by another member of the Committee to serve as a witness, but they will take no part in the meeting.

A decision to adjourn the meeting may also result in the Nominated Disciplinary Officer deciding that:

* The formal disciplinary process will be invoked;
* The member(s) will be suspended without notice for a fixed period, in which case, the formal disciplinary process will be invoked and the Committee will meet within five working days to consider this;
* The member(s) will be expelled without notice, in which case, the formal disciplinary process will be invoked and the Committee will meet within five working days to consider this; or
* There is no case to answer and that no further action is required.

In all of the above instances, the Nominated Disciplinary Officer will write to the member(s) within 21 working days of the adjournment to inform them of the date when the meeting will be reconvened or of any decision that has been made.

After the conclusion of the process, the Nominated Disciplinary Officer may decide that:

* The formal disciplinary process will be invoked;
* The member(s) will be suspended for a fixed period, in which case, the formal disciplinary process will be invoked and the Committee will meet within five working days to consider this;
* The member(s) will be expelled, in which case, the formal disciplinary process will be invoked and the Committee will meet within five working days to consider this;
* The member(s) will be issued with an informal warning, which will remain active for a minimum of six months; or
* There is no case to answer and that no further action is required.

Any decision will be confirmed in writing to the member(s) within seven working days. Where the member(s) has/have been issued with a warning, the letter may also include:

* The steps that the member(s) need(s) to take to avoid repeating the misconduct, for example being supported by the Committee to help them to adhere to the Club Rules;
* Details of any other steps that the member(s) may need to take to resolve the situation – e.g. making an apology to the victim(s), making good any losses suffered etc.

**D. Formal Disciplinary Process**

* The Committee will appoint a disciplinary panel consisting of three members of the Committee, one of whom will be nominated as Chair and another as Nominated Disciplinary Officer, to consider the allegation and any accompanying evidence.
* At the discretion of the Chair, the Nominated Disciplinary Officer may be asked to gather further information from the member(s) who is/are the subject of the allegation, the individual(s) who made the allegation, any witnesses and any other relevant or appropriate sources.
* At the discretion of the Chair, the Nominated Disciplinary Officer may gather the further information by contacting the relevant parties by telephone, email, letter, arranging face-to-face meetings or a combination of all of these. Where appropriate, a witness statement may be recorded on the Witness Statement Proforma (refer to Appendix 3).
* Once the Nominated Disciplinary Officer has gathered all of the further information required, they will produce a summary disciplinary report along with all of the evidence. This will then be considered by the Panel.

The summary disciplinary report this will include a recommendation of any of the following, where deemed appropriate:

* There is a case to answer and the formal disciplinary process will be invoked;
* The member(s) is/are suspended without notice for a fixed period – this will be considered by the Committee within five working days; or
* The member(s) is/are expelled without notice – this will be considered by the Committee within five working days.
* There is no case to answer and that no further action is required.

The Panel will meet to consider the summary disciplinary report within seven working days of receiving it. The Panel may decide that:

* The formal disciplinary process will be invoked;
* The member(s) will be suspended without notice for a fixed period, in which case, the formal disciplinary process will be invoked and the Committee will meet within five working days to consider this;
* The member(s) will be expelled without notice, in which case, the formal disciplinary process will be invoked and the Committee will meet within five working days to consider this;
* There is no case to answer and that no further action is required.

If the formal disciplinary process is invoked, the Chair of the Disciplinary Panel will write to the member(s) who is/are the subject of the allegation and invite them to a face-to-face formal disciplinary meeting. The letter or email will include:

* The reasons why there is a case to answer;
* The summary disciplinary report (this may be in the form of attachments to an email);
* Details of any witnesses they will be calling to the meeting;
* The opportunity for the member(s) to submit any further evidence to the Chair and provide details of any witnesses they will be calling to the meeting, at least three days before the meeting; and
* Notice that the meeting may result in them being issued with a formal warning, final formal warning, suspension for a fixed period or expulsion.

**E. Formal Disciplinary Meeting**

At the meeting:

* The Nominated Disciplinary Officer will explain the reasons why there is a case to answer;
* The member(s) will have the opportunity to present their case, ask the Nominated Disciplinary Officer and other members of the Panel questions and to refer to any further evidence they have submitted for the meeting;
* The Nominated Disciplinary Officer and other members of the panel will have the opportunity to ask the member(s) questions;
* The Panel will call their witnesses, ask them questions and the member(s) will also have the opportunity to ask them questions;
* The member(s) will call their witnesses, ask them questions and the Panel will also have the opportunity to ask them questions;
* Both parties will have the opportunity to sum up their case, beginning with the Chair; or
* The Panel may decide that they wish to take more time to consider the position or gather further information and thus adjourn the meeting. In this case the meeting may be reconvened within 21 working days.

A decision to adjourn the meeting may also result in the panel deciding that:

* The member(s) will be suspended without notice for a fixed period, in which case, the Committee will meet within five working days to consider this;
* The member(s) will be expelled without notice, in which case, the Committee will meet within five working days to consider this; or
* There is no case to answer and that no further action is required.

In all of the above instances, the Chair will write to the member within 21 working days of the adjournment to inform them of the date when the meeting will be reconvened or of any decision that has been made.

After the conclusion of the process, the Panel may decide that:

* The member(s) will be issued with a formal warning, which will remain active for a minimum of six months;
* The member(s) will be issued with a final formal warning, which will remain active for a minimum of twelve months;
* The member(s) will be suspended for a fixed period, in which case the Committee will meet within five working days to consider this;
* The member(s) will be expelled, in which case the Committee will meet within five working days to consider this;
* There is no case to answer and that no further action is required.

Any decision will be confirmed in writing to the member(s) within seven working days. Where the member(s) has/have been issued with a warning, the letter may also include:

* The steps that the member(s) need(s) to take to avoid repeating the misconduct, for example being supported by the Committee to help them to adhere to the Club Rules;
* Details of any other steps that the member(s) may need to take to resolve the situation – e.g. making an apology to the victim(s), making good any losses suffered etc.

**F. Suspension or Expulsion Without Notice**

The Club reserves the right, under any stage of the Policy, to either suspend a member (or members) for a fixed period or expel them without notice. Where this occurs, the Committee will meet within five working days to consider this decision and will then write to the member(s) within a further two working days to inform them of the next steps that will be taken under the Policy. The member(s) will only have the right of appeal against either of these decisions once the relevant disciplinary process has been completed.

**G. The Right of Appeal**

All members have the right to appeal against any decision taken under this Policy. An appeal can only be submitted on one or a combination of the following grounds:

* A procedural irregularity;
* New evidence has come to light; or
* The member(s) has/have suffered discrimination.

The member(s) should submit a letter of appeal in writing within seven working days of any decision made under the Policy, clearly stating their grounds for appeal. This should be addressed to the Nominated Disciplinary Officer, Panel Chair or Club Chair as appropriate to the stage of the Policy that has been invoked. Where appropriate to the grounds of appeal, any new evidence should be provided with the letter of appeal as should the names of any witnesses the member intends to call.

The appeal will be heard within 21 working days of the date of receipt of the letter of appeal by a panel of three members of the Committee (one of whom will be appointed as Chair) who have had no previous involvement in any part of the process previously as either a Nominated Disciplinary Officer or member of a disciplinary panel. The Chair will write to the member(s) to invite them to the meeting and also provide the names of any witnesses the Panel intends to call.

At the meeting:

* The member(s) will have the opportunity to present their case;
* The Panel will have the opportunity to ask the member(s) questions;
* The member will call their witnesses, ask them questions, and the Panel will also have the opportunity to ask them questions;
* The Panel will call their witnesses, ask them questions, and the member will also have the opportunity to ask them questions;
* The member will have the opportunity to sum up their case; or
* The Panel may decide that they wish to take more time to consider the position or gather further information and thus adjourn the meeting. In this case, the meeting may be reconvened within a further 21 working days. The Chair will write to the member(s) within 21 working days of the adjournment to inform them of the date when the meeting will be reconvened.

After the conclusion of the process, the Panel may decide that:

* The original decision has been upheld; or
* The original decision has been overturned.

Any decision will be confirmed in writing to the member(s) within seven working days. There is no further right of appeal.

**H. The Right to be Accompanied**

All members have the right to be accompanied at any meeting held under this Policy by a member of the Club or a companion, but this does not include legal representation. They must provide the name of their companion to the Nominated Disciplinary Officer, Panel Chair or Club Chair as appropriate to the stage of the Policy that has been invoked at least two days before any meeting held under the Policy.

For the purposes of clarity, a companion can address the meeting in order to:

* Put the member’s/members’ case;
* Sum up the member’s/members’ case;
* Respond on behalf of the member(s) to any view expressed at the meeting; and
* Ask questions on behalf of the member(s).

A companion can also confer with the member(s) during the meeting.

For the purposes of clarity, a companion cannot address the meeting in order to:

* Answer questions on the member’s/members’ behalf;
* Address the meeting if the member(s) does/do not wish to do so; or
* Prevent the member(s) from explaining their case.

**I. GDPR**

The Club will maintain records of all processes which take place under this Policy for a period of up to 12 months or longer where necessary and where there is an applicable lawful basis under the GDPR for extending the retention period. All data and evidence collected is to be shared between all the relevant parties, including the employee, where there is an applicable lawful basis under the provisions of the GDPR.

In addition to the above, it is expected that all members of the Committee, members, volunteers, employees and coaches will observe the highest possible levels of confidentiality and personal discretion should they either be involved in a process under this Policy or if they become aware of one in which they may not be involved.

**J. Policy Review**

The Club will monitor and review the implementation and impact of this Policy every two years. This may occur earlier should there be a change in legislation, statutory guidance or an event or incident in the Club which makes this necessary.

The Committee of Burton Tennis and Squash Club

1st September 2022

**Appendix 1 BTSC Club Rules**

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 **Club Rules**

**NAME**

1. The name of the Club shall be the "Burton Tennis and Squash Club" (BTSC).

 **OBJECTIVES**

1. The object of the Club is to provide facilities for and promote participation of the whole community in the sports of Tennis, Squash and Racket ball.

The Club is a non-profit organisation. All financial surpluses will be used to maintain or improve its premises at Ashby Road, Burton upon Trent, DE15 0LQ.

**MEMBERSHIP**

1. Membership of the Club is open to all. No person shall be denied membership on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. There shall be the following categories of membership:
	1. Full – for adults aged 18 or over;
	2. Bar (free full membership for performing regular bar duties);
	3. Country (full membership for members living 10 miles or more from the Club);
	4. Retired (aged 60 or over and working less than 10 hours per week);
	5. Junior (aged 17 or under);
	6. Student (aged under 25 and in full time education);
	7. Social (may only use bar facilities). This is granted free of charge to a partner, parent, child, dependent or guardian living at the same address of any playing member of the club;
	8. Bonded (members who in the past, have purchased a bond in exchange for Full Membership) this category is currently closed;
	9. The Club may grant free membership or a reduction in membership fees for members who regularly provide service to it on a regular basis, subject to annual review.

**MANAGEMENT**

1. The management of the Club shall be undertaken by a Committee of Officers.
2. The Officers of the Club shall be elected at an Annual General Meeting and will include:
3. Chair;
4. Vice-Chair;
5. Secretary;
6. Treasurer;
7. Membership Secretary;
8. Bar Secretary;
9. Individual Sports Captains;
10. Grounds and Premises Secretary; and
11. Welfare Officer, with responsibility for the Safeguarding of adults and children.
12. The Welfare Officer is responsible for enforcing the Club Safeguarding Policy.
13. Three Officers shall be a sufficient quorum for a General Committee Meeting.
14. Captains for Men’s Tennis and Squash and Ladies' Tennis, Squash and Racket ball shall also be elected at a General Meeting.
15. The Committee shall have the power to co-opt members to serve on Sub-Committees to which may be delegated special duties.
16. The Committee shall have the power to convene an Extraordinary General Meeting at not less than seven days’ notice to the Membership.
17. One Annual General Meeting shall be held during September each year. At this meeting the subscriptions shall be determined for the year commencing the following April.
18. The Committee, on receiving a requisition signed by not less than ten voting members shall convene an Extraordinary General Meeting at not less than fourteen days’ notice to the Membership. Such a meeting shall be held not less than fourteen and not more than twenty-one days from the receipt of the requisition.
19. All members over the age of 18 years will have the right to vote at the Annual General Meeting or at an Extraordinary General Meeting.
20. Fifteen members aged over 18 years shall form a quorum at the Annual General Meeting or at an Extraordinary General Meeting.
21. The Committee will appoint a Club President on an annual basis.

**SUBSCRIPTIONS**

16. The Financial Year shall end on March 31st. Subscriptions shall become due on April 1st for the ensuing year.

 Membership shall continue from year to year unless a written resignation is received by the Membership

 Secretary. If the yearly subscription (see Rule 12) of any member is not paid by June 1st, the Committee reserves

 the right to cancel the membership and card access of that member.

**NEW MEMBERS**

1. Any person wishing to become a member of the Club shall complete an online Application Form via the Club Website. A hard copy of an application form will be made available to any individual who requests one.
2. The subscription for the first year shall be payable before a new member shall be entitled to use the Club facilities. Applications made during the financial year may be subject to reduction on a pro rata basis.
3. The Club will provide the facility to pay subscriptions on a quarterly or monthly basis by direct debit.
4. The Committee will regularly monitor the payment of subscriptions to ensure that those accessing the Club are entitled to do so by having paid their subscription.
5. The Committee shall have the power to restrict or close Membership when it considers that additional members may prejudice the facilities already being offered to existing members.

**SUSPENSION/EXPULSION FROM MEMBERSHIP**

 22.The Club may refuse membership with good and sufficient cause. The Club may also suspend

 membership or expel a member in accordance its Disciplinary Policy for Members. A member subject to

 suspension or expulsion will have the right of appeal in accordance with the Disciplinary Policy for Members.

 23. All members are expected to comply with the Club Code of Conduct for Members and the Safeguarding and

 Diversity and Inclusion Policies which are available on the Club website and displayed on the noticeboard in

 the Clubhouse.

**VISITORS**

 24. Members may introduce and entertain guests at the Club and there shall be kept on the Club

 premises a Visitors' Book which both the member and the guest shall sign. The Member shall be

 responsible for the guest observing Club rules.

1. Playing guests may be introduced by members on payment of theVisitors' Fee applicable at the time asdetermined by the Committee. Such guests should shall sign the Visitors' Book and the fee paid prior to playing.
2. The Committee will regularly monitor the Visitors’ Book and the payment of Visitors’ Fees.
3. The Committee has the power to admit to the Club any player, official or companion of a team visiting the Club for the purpose of playing a match or engaging in any other recreational or appropriate activity relevant to either Club. The Club may sell alcoholic products to such persons provided such sale is restricted to the day on which the match or recreational activity takes place. These provisions also apply to those non-members who have hired the use of Club facilities and to Club Sponsors.
4. Members of the Campaign for Real Ale (CAMRA) may be allowed free social access to the Club on production of a current CAMRA membership card and may purchase alcoholic or other products for consumption on the premises. Any such individuals should sign the Visitors’ Book, be regarded as temporary social members whilst on the Club premises and observe the Club Rules.

**PLAYING TENNIS, SQUASH AND RACKETBALL**

 29.(a) **All** members wishing to play should book a court using the online mycourts system and pay the relevant

 fees.

 (b) Each court booking should be completed clearly with names of all members using the court.

(c) A court which has been booked but is still unoccupied ten minutes after the beginning of

 the relevant period shall be deemed to be vacant and may be used by other members.

(d) Any member unable to fulfil a booking should make every reasonable effort to cancel the

 booking so that the court may be made available to other members.

 30. Clothing may be of any colour. Footwear of a suitable type must be worn on the courts. Black

 soled shoes and those worn out of doors are prohibited on the Squash Courts.

 31. The Committee may prohibit play when the condition of the courts warrants such action. Any such decision

 will be communicated to members via email by the Chair or by a member of the Committee delegated with

 their authority to do so.

 32. Periods of play, court booking and cancellation procedures, and court fees shall be reviewed by the

 Committee from time to time and redetermined accordingly.

 33. The playing of games other than tennis, squash and racket ball on the courts is prohibited unless under the

 supervision of a coach affiliated to the Club or sanctioned by the Committee accordingly. Table tennis may

 also be played on Squash Court 3.

 34. Junior members playing squash must wear suitable eye protection when on court. Parents, carers and

 coaches are responsible for ensuring this.

 35. **All** members have a responsibilityto bring any concerns about any damaged or malfunctioning facilities or

 equipment immediately tothe attention of the Committee. The Committee will review any entries in the

 Accident Book as a standing agenda item for its meetings.

**SMOKING**

 36. All internal areas of the Club are designated as no-smoking zones. ***Smoking is permitted on the external***

 ***patio area but smokers are expected to show due consideration to others.***

**HOURS OF OPENING**

 37. The Club shall be opened and closed at such hours as may from time to time be determined by

 the Committee and communicated via email to members and displayed in the Clubhouse.

**PERMITTED HOURS**

 38. Permitted hours for the supply of intoxicants shall be determined by the Committee in

 accordance with the provisions of the Licensing Act 2003 communicated via email to members and displayed

 in the Clubhouse.

 The present permitted hours are:

1. Mondays to Saturday inclusive (excluding Christmas Day)
2. Sunday

**BAR MANAGEMENT**

 39. The management of the of the Club Bar, including the purchases for the Club and the supply by the

 Club of intoxicants shall be the responsibility of the Bar Secretary.

 40. Junior members and any other individual under the age of 18 are not permitted behind the Club Bar and

 serving area under any circumstances and accompaniment by an adult or coach does not override this

 stipulation.

41. It is the responsibility of parents and carers to ensure that junior members are provided with the necessary

 refreshments as appropriate to the activity in which they are participating.

**PECUNIARY BENEFITS**

 42. No member or group of members of the Club shall:

 (a) Receive at the expense of the Club any commission, percentage or similar payment, on or with reference to

 the purchase of intoxicants by the Club;

 (b)Directly or indirectly derive any pecuniary benefit from the supply of intoxicants by or on behalf of the Club

 to members or visitors apart from any benefit accruing to the Club as a wholeapart also from any benefit

 which a person derives indirectly by reason of the supply, giving use of thus contributing to a general gain

 from the business or activities of the Club;

 (c) Directly or indirectly derive any financial remuneration from any activity whatsoever carried out on Club

 premises without the prior consent of the Committee.

**TRUSTEES**

 43. The Committee shall have the power to appoint not less than three persons to act as Trustees for the

 purpose of any moneys, securities or property belonging to the Club. Such Trustees shall act at the sole

 direction of the Committee in all matters relating to the disposition of the moneys, securities or

 property so held.

 44. The Committee shall inform members of the names of the Trustees at the AGM.

**INDEMNITY FOR COMMITTEE MEMBERS AND TRUSTEES**

 45***.*** Every Trustee and every member of the Committee, employee or agent of the Club shall be

indemnified by the Club out of the assets of the Club for all claims of whatsoever nature made against them either jointly or individually in association with the management of the affairs of the Club. The Committee shall be empowered to pay from the funds of the Club all costs, losses, and expenses which any such Trustee, member of the General Committee, employee or agent of the Club may incur or for which they may become liable by reason of any contract entered into or act by them in good faith in accordance with the instructions of the Committee or an Extraordinary or Annual General Meeting of the Club or otherwise in discharge of their proper duties. The Committee, acting on behalf of the Club, may give any member of the Committee, Club employee or agent of the Club who has incurred or may be about to incur any liability at the request of the Club such security by way of an indemnity as it deems appropriate.

 46. The Committee will ensure that the Club takes out adequate public liability insurance on an annual basis via

 the Lawn Tennis Association (LTA).

**BORROWING POWERS**

 47. If at any time the Club, at an Annual General Meeting or Extraordinary General Meeting, shall pass a

 resolution authorising the Committee to borrow money, the Committee shall thereupon be

 empowered to borrow for the purposes of the Club such amount of money either at one time or from

 time to time and at such a rate of interest and such form and manner and upon such security as shall

 be specified in such a resolution or not; all persons becoming members of the Club after the passing

 of such a resolution shall be deemed to have assented to the same as if they had voted in favour of

 such a resolution.

**DISSOLUTION OF THE CLUB**

 48. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and

 liabilities shall not be paid to or distributed among the members of the Club, but shall at, the discretion

 of the Committee, be given to or transferred to one, all or a combination of the following approved

 sporting or charitable bodies:

1. A registered charitable organisation(s);
2. Another Club which is a registered Community Amateur Sports Club (CASC); or
3. The LTA or Squash England for use by them for related community sports.

**AMENDMENT OF RULES**

49. The Committee reserves the right to make amendments to the Club Rules from time to time as it deems

 necessary in the best interests of the Club and its membership.

50. The Committee may also decide to make amendments to the Club Rules in the light of a significant event or

 incident at the Club, a change in the rules of the LTA, Squash England and in any legislation.

**NOTIFICATION OF RULE CHANGES**

51. The Committee will communicate any amendments to the Club Rules either via email, at the AGM or at an EGM

 as appropriate.

The Committee of Burton Tennis and Squash Club

1st September 2022

**Appendix 2 BTSC Code of Conduct for Members**



**BurtonTennis and Squash Club**

**Code of Conduct for Members**

**Burton Tennis and Squash Club Code of Conduct for Members**

**Context**

1. Our Club aims to provide all members and their guests with high quality facilities and service to ensure a safe and enjoyable environment for all.  To support this, we ask you to adhere to our Code of Conduct for Members.
2. Members must treat the Club, fellow members, their guests and its staff with courtesy and respect at all times.
3. Conduct from members which is discriminatory, intimidating, hostile or offensive is strictly prohibited. This may include telephone calls, email, gestures, touching, teasing, remarks, comments or questions of a harassing nature and any behaviour which threatens the wellbeing or safety of others.
4. When playing racket sports members and their guests are expected to play fairly, graciously and in a sporting fashion. In the interests of maintaining a harmonious atmosphere, whenever a dispute may arise during an internal match, regardless of how convinced one or both players may be that they are correct, a ‘let’ must be played.
5. The Committee may, under The BTSC Disciplinary Policy for Members, consider issuing a warning, the suspension or termination of membership in instances where the conduct of a member, or their guests, falls below the expectations outlined in the Code of Conduct for Members, the Rules of the Club or is deemed to be detrimental to the reputation of the Club, its ability to carry out its duties under established Safeguarding protocols or to provide a pleasant, safe and orderly environment for all individuals or groups who use its facilities.
6. Members’ guests whose conduct falls below the expectations outlined in the Code of Conduct for Members may be denied access to the Club and its facilities.
7. The Committee reserves the right to amend this Code of Conduct for Members and the Rules of the Club but will make any such amendments known to all members in a timely manner to ensure clarity of understanding for members.
8. Any member who may wish to ask any questions or request further clarification about any aspect of this Code of Conduct for Members is very welcome to contact any member of the Committee to do this.

References: BTSC Safeguarding Policy

 BTSC Diversity and Inclusion Policy

 LTA ‘What’s The Score’ Toolkit

**Appendix 3 Witness Statement Proforma**

|  |  |
| --- | --- |
| Name of witness |  |
| Contact details | Phone:Email: |
| Name of companion (if applicable) |  |
| Contact details | Phone:Email: |
| Date and time of interview |  |
| Name of interviewer (Committee) |  |
| Contact details | Phone:Email: |
| Name of interview witness (Committee) |  |
| Contact details | Phone:Email: |

|  |
| --- |
| Record of interview* Please ensure that all information is written clearly. It is acceptable for the interview to be typed up. A continuation sheet should be used if necessary.

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Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Interviewer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**Appendix 4 Disciplinary Policy - Decision Tree Summary**

**Allegation of Misconduct**

Misconduct under this Policy may occur if a member fails to conduct themselves and/or to represent the Club in accordance with the Club Rules and the expectations of them as laid out in the Club Code of Conduct for Members; a non-exhaustive list of examples is provided for guidance in the Policy. Any allegation of misconduct brought to the attention of the Committee will be considered initially by it; it is at the discretion of the Chair whether this is by a member of the Committee, a panel of the Committee or all members of the Committee, after taking into account the context, nature and seriousness of any allegation against the member.

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| **Allegation of Misconduct is brought to the attention of the Committee** |

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| **Possible Outcomes:** |

1. The informal disciplinary process will be invoked;
2. The formal disciplinary process will be invoked;
3. Suspension for a fixed period without notice, in which case, the formal disciplinary process will be invoked;
4. Expulsion without notice, in which case, the formal disciplinary process will be invoked; or
5. There is no case to answer and that no further action is required.

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| **Possible Outcomes of 1-5 Above:** |

 **1. Informal disciplinary meeting – possible outcomes:**

* There is a case to answer and the informal disciplinary process will be invoked; or
* There is a case to answer and the formal disciplinary process will be invoked; or
* The member is suspended without notice for a fixed period – this will be considered within five working days; or
* The member is expelled without notice – this will be considered within five working days; or
* There is no case to answer and that no further action is required.

 **2. Formal disciplinary meeting – possible outcomes:**

* The member(s) will be issued with a formal warning, which will remain active for a minimum of six months;
* The member(s) will be issued with a final formal warning, which will remain active for a minimum of twelve months;
* The member(s) will be suspended for a fixed period, in which case the Committee will meet within five working days to consider this;
* The member(s) will be expelled, in which case the Committee will meet within five working days to consider this;
* There is no case to answer and that no further action is required.

**3. Suspension or Expulsion Without Notice:**

* Committee meet within five working days to consider decision and then write to the member(s) within a further two working days to inform them of the next steps that will be taken under the Policy.

**4. Expulsion without notice**

* Formal disciplinary process will be invoked – refer to point 2 above.

**5. There is no case to answer and that no further action is required.**

* Confirmed in writing to the member(s) and the individual(s) who made the allegation.

**NB7\*\* The outcome of any of 1-4 above may also include:**

* The steps that the member(s) need(s) to take to avoid repeating the misconduct, for example being supported by the Committee to help them to adhere to the Club Rules;
* Details of any other steps that the member(s) may need to take to resolve the situation – e.g., making an apology to the victim(s), making good any losses suffered etc.

**Right of Appeal**

* Submitted within seven working days of receipt of the outcome letter.
* Heard by the Committee within 21 working days of the date appeal letter received.