



BURTON

Tennis & Squash Club

Disciplinary Policy for Members

1. Roles and Responsibilities

A. Members

All members (referred to forthwith as 'the/a Member(s)' 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** Notes of all meetings held under this Policy will be taken, the Member(s) will be given the opportunity to comment on them for accuracy and a copy will then be provided to the Member(s).

NB2** All letters sent under this policy will be sent by recorded delivery or by email, in which case a relevant member of the Committee will check with the Member(s) that they have received it by, for example, making a follow up phone call or sending a text.

NB3** 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.

NB4** At the discretion of the Committee, any meeting held under this Policy may take place at the Club or an alternative venue.

NB5** The Committee may decide at any stage to make the wider membership aware that a process in accordance with this Policy is ongoing; this will, however, observe the need for the appropriate level of confidentiality to be observed at all times.

NB6** All reasonable efforts will be made by the Committee to ensure that any process under this Policy is concluded as quickly as possible; however, this will not be at the expense of the requirement

to carry out a rigorous and fair process.

NB7** In all cases of a decision to suspend or expel the Member(s) from the Club under this Policy, be it with or without notice, the Member(s) who are the subject to any such decision will be informed that their ability to access the Club will be removed for the relevant period of time; they will also be reminded that they should not make any attempt to come onto the Club premises or use its facilities at any point during the same period of time and that to do so may itself lead to action being taken against them under this Policy.

NB8** In all cases dealt with under the Policy the Committee reserves the right to contact the Police or other relevant external authorities or bodies accordingly where they deem this to be appropriate.

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 without notice 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 and all members of the Committee will be given every reasonable opportunity to cast a vote on any such decision, whether or not they are able to attend the Meeting. In the implementation of all stages of this Policy, no member of the Committee will be permitted to abstain from casting a vote, should they be available to cast a vote.

All members of the Committee members will be provided with all of the evidence considered in advance of the Meeting and thus before casting a vote.

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 and Gross 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.

All Members must be clear that the Committee reserves the absolute right under the Policy to decide to expel them from membership of the Club in any of the above circumstances, be it with or without notice, and should also be aware that the list is not exhaustive.

Whilst there is no strict legal definition for gross misconduct the Government defines it as "theft, physical violence, gross negligence, or serious insubordination". In an employment setting it can also refer to staff behaviour that destroys the relationship between the employer and the employee; for the purposes of the application of this Policy these definitions will be used when considering any case of misconduct brought before the Committee and which is very likely to lead to a decision to expel the Member(s) concerned.

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

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.

Under all stages of the Policy, where suspension of membership is deemed to be appropriate the length any suspension will range from a minimum of one month to a maximum of 12 months; the length of the suspension will be given due consideration in light of the available evidence and circumstances of the individual case.

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;
- There is a case to answer and the formal disciplinary process will be invoked;
- The Committee may need to consider suspending the Member(s) for a fixed period, in which case the Committee will meet within five working days, from the date they receive the summary disciplinary report, to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting;
- The Committee may need to consider expelling the Member(s), in which case the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting; or
- There is no case to answer and that no further action is required.

Where the disciplinary summary report recommends that the Committee may need to consider suspension for a fixed period or expulsion, all members of the Committee will be provided with all the summary disciplinary report in advance of the Meeting and thus before casting a vote.

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 Committee may need to consider suspending the Member(s) for a fixed period, in which case the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting;
- The Committee may need to consider expelling the Member(s), in which case the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting; or
- There is no case to answer and that no further action is required.

Where the Nominated Disciplinary Officer recommends that the Committee may need to consider suspending the Member(s) for a fixed period or expelling them, all members of the Committee members will be provided with all of the additional evidence considered by them in addition to the summary disciplinary report, in advance of the Meeting and thus before casting a vote.

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 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.
- *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 before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting;*
- *The Member(s) will be expelled, in which case the Committee will meet within five working days to consider this before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting; or*
- *There is no case to answer and that no further action is required.*

Where the Nominated Disciplinary Officer recommends that the Committee may need to consider suspension for a fixed period or expulsion, all members of the Committee members will be provided with all of the additional evidence considered by them in addition to the summary disciplinary report, in advance of the Meeting and thus before casting a vote.

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 within seven working days of receiving it.

The summary disciplinary report 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 Committee may need to consider suspending the Member(s) for a fixed period, in which case, the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the recommendation, whether or not they are able to attend the Meeting;
- The Committee may need to consider expelling the Member(s), in which case, the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the recommendation, whether or not they are able to attend the Meeting; or
- There is no case to answer and that no further action is required.

Where the summary disciplinary report recommends that the Committee may need to consider suspension for a fixed period or expulsion, all members of the Committee members will be provided with the summary disciplinary report considered by the Panel, in advance of the Meeting and thus before casting a vote.

E. Formal Disciplinary Meeting

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.

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:

- There is a case to answer and the formal disciplinary process will be invoked;
- The Committee may need to consider suspending the Member(s) for a fixed period, in which case, the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the recommendation, whether or not they are able to attend the Meeting;
- The Committee may need to consider expelling the Member(s), in which case, the Committee will meet within five working days to consider the summary disciplinary report before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the recommendation, whether or not they are able to attend the Meeting; or
- There is no case to answer and that no further action is required.

Where the Panel recommends that the Committee may need to consider suspension for a fixed period or expulsion, all members of the Committee members will be provided with all of the evidence considered by the Panel in addition to the summary disciplinary report, in advance of the Meeting and thus before casting a vote.

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 before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting;
- The Member(s) will be expelled, in which case the Committee will meet within five working days to consider this before there is any further communication with the Member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting; or
- There is no case to answer and that no further action is required.

Where the Panel recommends that the Committee may need to consider suspension for a fixed period or expulsion, all members of the Committee members will be provided with all of the evidence considered by the Panel in addition to the summary disciplinary report, in advance of the Meeting and thus before casting a vote.

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 before there is any further communication with the member(s); all members of the Committee will be given every reasonable opportunity to cast a vote on the decision, whether or not they are able to attend the Meeting;

All members of the Committee members will be provided with all of the evidence considered in advance of the Meeting and thus before casting a vote.

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 any member, 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

This Policy was agreed at the Committee Meeting on 6th January 2024.

Appendix 1 BTSC Club Rules



BURTON

Tennis & Squash Club

Club Rules

NAME

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

OBJECTIVES

2. 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

3. 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:
 - (a) Full – adults aged 18 or over;
 - (b) Spouse/partner living at the same address as a full member;
 - (c) Senior/retired - over 65 years of age;
 - (d) Junior 0-16 years of age;
 - (e) Junior 0-16 years of age where member has parental responsibility;
 - (f) Student in full-time post 16 full education – the Committee may request evidence;
 - (g) Guest racket sports team players as confirmed by the relevant sports captain;
 - (h) Racket sports coaching only;
 - (i) Historical bonded;
 - (j) Free – members appointed by the Committee who serve on the Club Committee, the Bar Duty Rota and any members appointed as Life Members by the Committee who they deem to have given outstanding service to the Club; and
 - (k) At its discretion, the Committee may at times offer bespoke membership packages and promotions.
 - (l) Coaches employed by i2c who deliver the coaching programme at the Club will have the same access rights to the Club as a Full Member.

MANAGEMENT

4. The management of the Club shall be undertaken by a Committee of Officers.
5. No member may stand for election to the Committee until they are in their second year of membership of the Club.
6. The Officers of the Club shall be elected at an Annual General Meeting and will include:
 - I. Chair;
 - II. Vice-Chair;
 - III. Secretary;
 - IV. Treasurer;

- V. Membership Secretary;
 - VI. Bar Secretary;
 - VII. Individual Sports Captains;
 - VIII. Grounds and Premises Secretary;
 - IX. Welfare Officer, with responsibility for the Safeguarding of adults and children; and
 - X. Social Secretary(s).
7. The Welfare Officer is responsible for enforcing the Club Safeguarding Policy.
 8. Three Officers shall be a sufficient quorum for a monthly General Committee Meeting.
 9. It is the responsibility of Team Captains to ensure that all match fees are paid by all players on the day of the match.
 10. The Committee shall have the power to co-opt members to serve on Sub-Committees to which may be delegated special duties; serving on a sub-committee does not entitle any member to free membership or a reduction to their annual subscription.
 11. The Committee shall have the power to convene an Extraordinary General Meeting at not less than seven days' notice to the Membership.
 12. 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.
 13. 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 to allow for the representation by the Committee to be organised. Such a meeting shall be held not less than fourteen and not more than twenty-one days from the receipt of the requisition.
 14. 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.
 15. Fifteen members aged over 18 years shall form a quorum at the Annual General Meeting or at an Extraordinary General Meeting.
 17. The Committee will appoint a Club President on an annual basis. As the President is an honorary position the Committee will nominate an individual for the position to preside over its running of the Club.
 18. Should a committee member stand down, the Committee will appoint a suitable Club member into a holding position until the next AGM.

SUBSCRIPTIONS

19. 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 annual subscription of any member is not paid by May 1st, the Committee reserves the right to cancel the membership and all access and playing rights to the Club of that member and will inform them of this in writing accordingly.

NEW MEMBERS

20. Any person wishing to become a member of the Club shall complete an online Application Form via the Club MyCourts. A hard copy of an application form will be made available to any individual who requests one.
21. 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 will be subject to the relevant reduction on a pro rata basis.
22. The Club will provide the facility to pay subscriptions by monthly direct debit or in full by debit or credit card.
23. 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.
24. 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

25. 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.
26. All members are expected to comply with the Club Rules, 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.
27. Members who are subject to the Disciplinary Policy for Members are expected to comply with it and any failure to do so may itself be regarded as a breach of the Club Rules.

VISITORS

28. Members may introduce guests at the Club for social purposes. The Member shall be responsible for the guest observing Club rules.
29. Playing guests may be introduced by members on payment of the Visitors' Fee applicable at the time as determined by the Committee. Such guests shall sign the Visitors' Book and the fee paid prior to playing.
30. Visitors are the responsibility of the member who introduces them to the Club.
31. The Committee will regularly monitor the Visitors' Book and the payment of Visitors' Fees.
32. The Committee may at its discretion 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 a 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.
33. Any hire of any Club facilities will only be permitted after the Committee has considered an application to do so by the completion of the Event Proforma submit it to the Social Secretary and Bar Secretary for the discussion and agreement of the Committee.

PLAYING TENNIS, SQUASH AND RACKETBALL

34. (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 fully on MyCourts with the names of all members/players 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.
35. Clothing may be of any colour. Footwear of a suitable type must be worn on all court surfaces. Black soled shoes and those worn out of doors are prohibited on the Squash Courts.
36. 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.
37. Periods of play, court booking and cancellation procedures, and court fees shall be reviewed by the Committee from time to time and redetermined accordingly.
38. 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 and the equipment must be removed from at the end of the session and returned to its storage area in the corridor.
39. Junior members playing squash must wear suitable eye protection when on court. Parents, carers and

coaches are responsible for ensuring this.

40. All members have a responsibility to bring any concerns about any damaged or malfunctioning facilities or equipment immediately to the attention of the Committee. The Committee will review any entries in the Accident Book as a standing agenda item for its meetings. The Committee should be informed of all accidents that occur on Club premises to allow it to review risk assessments and to exercise its duty of care to members; thus, any member who completes an entry in the Accident Book should also inform a member of the Committee about the accident either by telephone or email.

MUSICAL EQUIPMENT

41. Musical equipment should only be used on the courts as part of an organised Club activity, but the user must also take into account any potential disturbance to others using the courts at the same time.

SMOKING

42. All internal areas of the Club are designated as no-smoking zones. Smoking is not permitted on the patio/decking area. A designated smoking area is situated near the entrance to the car park and the appropriate waste bin provided in the area should be used. Vaping is not permitted in non-smoking areas.

HOURS OF OPENING

43. 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

44. 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:
- Mondays to Saturday inclusive (excluding Christmas Day); and
 - Sunday
45. The Club is governed by licensing laws and the club will not and must not serve outside permitted licencing hours unless applied for an approved by the licence holder. Failure by a member to apply and adhere to these laws may be deemed as gross misconduct. During Club events the Licence Holder may apply an extension of hours. This should be clearly indicated for discussion on completion of the Event Proforma.
46. a) Gambling is not allowed on Club premises.
b) Illegal streaming is not allowed on Club premises nor endorsed by the Club for any TV channels not subscribed to by the Club.

BAR MANAGEMENT

47. 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 who must hold a personal licence to serve alcohol.
48. 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.
49. No other persons other than current bar staff are authorized behind the bar or to sell goods, the only exception to this are members of the Committee and employee/s of the Club as specified in the contract of employment.
50. It is the responsibility of parents and carers to ensure that junior members are provided with the necessary refreshments appropriate to the activity in which they are participating.
51. Any member wishing to hold a private event shall complete an Event Proforma and submit it to the

- Social Secretary and Bar Secretary for the discussion and agreement of the Committee. The hire of the Club is free of charge for members only and the member concerned must be present at the event.
52. The consumption of alcoholic beverages not purchased at the Club is forbidden on Club premises.

PECUNIARY BENEFITS

53. 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 whole apart 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

54. 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.
55. The Committee shall inform members of the names of the Trustees at the AGM.

INDEMNITY FOR COMMITTEE MEMBERS AND TRUSTEES

56. 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.
57. 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

58. 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

59. 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:

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

AMENDMENT OF RULES

- 60. 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.
- 61. 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.
- 62. Changes to club rules can only be made by the Committee and these will reflect Club policies.

NOTIFICATION OF RULE CHANGES

- 63. The Committee will communicate any amendments to the Club Rules either via email, at the AGM or at an EGM as appropriate.
- 64. It is the responsibility of individual members to make themselves aware of Club Rules, the Code of Conduct for Members and other Club policies. It is the Committee's responsibility to ensure all members are kept informed of matters relating to the Club Rules and Club policies.

The Committee of Burton Tennis and Squash Club

These rules were agreed at the Committee Meeting on 6th January 2024.



BURTON

Tennis & Squash Club

Code of Conduct for Members

- a) 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.
 - b) Members must treat the Club, fellow members, their guests and its staff with courtesy and respect at all times.
 - c) 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.
 - d) 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.
-
- 1. 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.
 - 2. 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.
 - 3. 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.
 - 4. 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

The Committee of Burton Tennis and Squash Club

This Code of Conduct was agreed at the Committee Meeting on 6th January 2024.

Appendix 3 Witness Statement Proforma

Date and time of interview	
Name of witness	
Contact details	Phone: Email:
Name of companion (if applicable)	
Contact details	Phone: Email:
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.

Witness signature: _____ Date: __/__/__

Interviewer signature: _____ Date: __/__/__