



Disciplinary Investigation and Procedures Protocol

As stated in our Constitution, the club: *'expects every member to behave in an exemplary manner when representing the Club in any capacity. Any behaviour falling short of these standards will be the subject of detailed investigation by the Executive Committee or a sub-committee appointed by it for this purpose, and that committee or sub-committee shall have the power to impose sanctions on any player who is found to have behaved in a manner falling short of the standards set. Such sanctions shall be in line with the gravity of the misdemeanour. This committee will be referred to as the Disciplinary Committee.'*

In the first instance, the nature of the Disciplinary Investigation will be determined by the potential misdemeanour itself. For most investigations, the club expects a single Investigating Officer will be appointed; either the Welfare Officer (for Welfare related investigations), or the coach (for match or on-court related investigations). For all matters, if the club suspects criminal wrongdoing, this will be immediately escalated to the appropriate authorities.

For a 'typical' investigation, the procedure will be:

- The Investigating Officer will receive a complaint. If the Officer who receives the complaint is unable to deal with it themselves, they may pass the complaint on to the appropriate official to be the Investigating Officer.
- The Investigating Officer will aim to complete the investigation within an appropriate time-scale, this will vary upon the nature of the investigation and availability of evidence and witnesses. The Investigating Officer will inform the complainant of their expected time scale, and any delays encountered. Where appropriate, they will also inform the alleged perpetrator and endeavour to conduct the investigation within prejudice.
- If the nature of the investigation is complex or sensitive, the Investigation Officer may appoint a deputy or assistant in their investigation.
- Once the investigation is complete, the Investigating Officer will prepare a report for submission to the Disciplinary Committee. This will usually comprise of Executive Committee Members however if an Executive Committee Member is accused within the investigation, is the complainant, or has any perceived bias, they will not form part of the Disciplinary Committee.
- The report prepared by the Investigating Officer will have recommendations within it as to whether the complaint is upheld/ fully substantiated, partly substantiated, or

unsubstantiated. There may be more than one element to the investigation and these may be dealt with together, or separately, as the circumstances allow.

- The report will be considered by the Disciplinary Committee, the recommendations either agreed with and followed, or there may be a requirement for further investigation.
- If the complaint is deemed to be partly, or fully, substantiated, the Disciplinary Committee will decide on any Disciplinary Action that may need to be taken. This may include (but is not limited to): exclusion from certain aspects of club related activity, suspension for a period of time, mediation between injured parties, expulsion from the club.
- There is usually no right of appeal to a decision taken by the Disciplinary Committee.
- In some cases, the outcome of the Investigation may be referred elsewhere, for example for league disciplinary cases where an external League Disciplinary Process may be followed and not an internal Disciplinary Committee decision.
- On the outcome of a disciplinary investigation, complainants and accused perpetrators will be entitled to received (redacted) copies of any Investigation report. Witnesses would not usually expect to receive any reports.