



Sidmouth Cricket, Tennis and Croquet Club

Disciplinary Policy & Procedure (Members & Volunteers)

1. Purpose

This policy and procedure documents how Sidmouth Cricket, Tennis & Croquet Club (SCTCC) will handle disciplinary matters relating to the behaviour of its Members and Volunteers. It is designed to ensure fairness, consistency and transparency.

2. Scope

This procedure applies to all SCTCC Members and Volunteers.

Please cross refer to SCTCC Code of Conduct

3. Principles

Please cross refer to SCTCC Complaints and Grievances Policy

- This policy must be followed through before the Disciplinary Policy & Procedures (Members & Volunteers) can be implemented.
- By doing so, no member or volunteer will be disciplined without being informed of the complaint or grievance and being given the opportunity to respond.
- The OMV Chair(or delegate) will decide whether Disciplinary Procedures need to be instigated in order to deal fairly, consistently, and transparently with a complaint or grievance.
- Matters requiring Disciplinary Procedures will be escalated to the SCTCC Board of Trustees

4. Disciplinary Procedure

4.1 Examples of misconduct:

- Breaches of SCTCC Code of Conduct – e.g. bullying, harassment, abuse, discrimination, serious dissent, verbal abuse or violence.
- Bringing the Club into disrepute.
- Breaches of safeguarding rules or health and safety policies.

4.2 Disciplinary Hearing Panel

- A Disciplinary Committee of three impartial SCTCC Trustees will review the case and hold a meeting with the respondent.
- This meeting should be held within 14 days of escalation from the OMC Chair (or delegate).
- Where appropriate the complainant will be invited to the meeting.

4.2 Hearing Procedure

- The complainant's evidence will be presented to the Hearing Panel, together with evidence gathered in the Initial Investigation.
- The member or volunteer will be invited to respond.

Sidmouth Cricket, Tennis & Croquet Club, The Fortfield, Sidmouth, Devon, EX10 8NT
Charity Number: 1212094



- The Hearing Panel may ask questions of both parties.
- The respondent (and complainant where relevant) may be accompanied by a representative (e.g. friend or fellow member).

5. Possible Outcomes

Following the hearing, the Hearing Panel may decide on one of the following:

1. **No Action** – complaint not upheld.
2. **Informal Resolution** – e.g., apology, mediation, behaviour expectations clarified.
3. **Formal Warning** – written warning placed on record.
4. **Suspension** – temporary suspension of membership (or volunteering) for a specified period.
5. **Termination of Membership (or Volunteering)** – for serious or repeated misconduct.

6. Notification of Outcome

- Both the complainant and the member will be informed in writing of the outcome within 14 days of the hearing.
- Confidentiality will be maintained.

7. Confidentiality and Record Keeping

- All Disciplinary Hearings outcomes will be treated confidentially, and records securely retained by the Secretary to the Board of Trustees for a minimum of 3 years.

Approved by the SCTCC Trustees

Date of Approval: 31st March 2026

Review Date: Bi-Annually or as required