



Dunboyne Tennis Club

Old Kilbride Road, Clonee, Co. Meath. Tel: 085 153 7466

Child Safeguarding

Disciplinary, Complaints & Appeals Procedure Breaches of Codes of Conduct

Dunboyne Tennis Club's *Disciplinary, Complaints and Appeals Procedure* set out below is designed to deal with breaches of any of the Club's Codes of Conduct relating to the safeguarding of children and young people in sport.

Members will be aware of their respective responsibilities under the Club's Codes of Conduct in place for the Club Committee, Adult Members, Parents/Guardians and Carers, Children & Young People, and Coaches, Sports Leaders and Volunteers. Compliance with these codes is key to fostering and maintaining a child-centred ethos and a safe and fun environment at the Club. The Codes of Conduct are published on the Club website and are available at the Clubhouse.

On joining Dunboyne Tennis Club, or upon renewal of membership, all members are deemed to have agreed to follow the relevant Code(s) of Conduct.

It is important to note that the investigation of suspected child abuse or criminal offence is the responsibility of the Statutory Authorities and will not be undertaken by the Club or its officers.

Complaints & Disciplinary Procedure

The Club, on receiving a complaint, will appoint a Disciplinary Committee to consider the complaint. The Disciplinary Committee will consist of three persons to include a representative from the Club Committee who will act as chairperson, a Club Children's Officer, and an ordinary registered member of the Club.

Complaints should be submitted in writing to the Club Secretary or Club Children's Officers and should be responded to within 5 working days.

If the complaint involves suspected child abuse or a criminal offence the Club's Children's Officer/Designated Liaison Person will be consulted, and the Disciplinary Committee disbanded. The Club's Child Welfare and Protection Procedures governing the handling of child abuse allegations will then be followed.

Otherwise, the Disciplinary Committee will review any relevant paperwork and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It will, as soon as possible, inform the Club Committee of the progress of the disciplinary process. This should be done within 10 working days.

The Disciplinary Committee will furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the Disciplinary Committee.



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Written confidential records of all complaints will be safely and confidentially kept and club procedures should be defined for the possession of such records in the event of the election of new officers.

Where it is established that an incident of misconduct has taken place, the disciplinary committee will notify the member of any sanction being imposed. The notification will be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence will be addressed to the parents/guardians/carers as appropriate.

Appeals Procedure

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he will have the right to appeal the decision to an Appeals Committee (independent of the Disciplinary Committee) which will be appointed by the Club Committee. The Appeals Committee will comprise three members including the chairperson who will be a member of the Club Committee.

Any appeal should be made in writing within an agreed period after issue, usually 10 days, of the decision of the Disciplinary Committee. The Appeals Committee will consult with the Club Children's Officer in relation to issues arising in respect of child welfare.

The Appeals Committee will have the power to confirm, set aside or change any sanction imposed by the Disciplinary Committee.

If any party is not satisfied with the outcome the matter can be referred to the Leinster Tennis Council.