



## Discipline Procedure for Players, Coaches, Officials and Volunteers

*All, Coaches, Players and Volunteers should read the Club rules. Ignorance is no excuse!*

### Discipline Procedure for Junior Players:

- If a junior player is seen breaking any of the club rules, they should be sent to the Head Coach immediately, who should ascertain what exactly has happened.
- The Head Coach will then deal with each of the incidents on a separate basis to ensure fairness and consistency.
- The order in which the Junior player will be dealt with:
  1. They will receive a verbal warning for their action. Their name will be recorded and the rule that they were breaking will be recorded. They will also be reminded of the club rules and asked to abide by them.
  2. If the same child breaks the club rules again, the Head Coach will inform the parents of the player in writing, warning that if it happens again their child will be asked to leave the club.
  3. If the same player breaks the rules a third time, the Head Coach will contact the parents and ask them to pick their child up, notify them that they are no longer welcome to attend the club. This will then be confirmed in writing.

Please note – each issue will be dealt with on an individual basis, and it shall be up to the Head Coach's discretion as to whether the next step in the discipline procedure is taken. The Head Coach may suspend a player and refer to the Management Committee for advice.

### Discipline Procedure for all other players, coaches, officials and volunteers:

1. All matters relating to discipline will be dealt with by the Management Committee.
2. The Management Committee has the power to suspend and expel a Coach, Player or Official whose behaviour is unacceptable, **both** within the sporting setting or away from the sporting setting socially.

3. Where appropriate, a Discipline Sub-committee shall investigate incidents, hear the views of interested parties and recommend to the Management Committee what action should be taken against offending persons.

All members of Haworth Hawks Table Tennis Club should acquaint themselves with the rules of the Club, which are on display on the Club website or available in booklet form from the Club Secretary.

The Management Committee shall have the power to suspend from all Club activities any member, which includes Management, Player, Coach, or Official who shall offend against the Rules of the Club or whose conduct shall in the opinion of the Management Committee render them unfit for membership of the Club. Before any such member be suspended the Club Secretary shall give them seven days written notice to attend the meeting of the Discipline Sub-committee, which notice shall contain particulars of the complaint(s) made against them. No member shall be suspended without first having had an opportunity of appearing before the Discipline Sub-committee and answering the complaint(s) made against them, nor unless at least two thirds of the Discipline Sub-committee then present shall vote in favour of their suspension. No member shall be expelled unless at the recommendation of the Discipline Sub-committee under the aforesaid procedure and ratified by at least two-thirds majority of the members present at the Management Committee meeting.

This rule applies to members' conduct at and away from table tennis in all matters whether they are table tennis or socially related. Any incident or problem should be fully investigated and action, where appropriate, taken in accordance with the rules.

All members are hereby informed that the Management Committee will delegate the responsibility for investigating and where applicable, deciding on any action to be taken for all incidents which arise in connection with table tennis, whether immediately before, immediately after or during any sessions, to a Discipline Sub-committee. The Discipline Sub-committee shall consist of three elected Club Officials – the Secretary, and two other members of the Management Committee and shall be convened once an incident (or problem) has been formally brought to its notice.

It is then the responsibility of the Management Committee to endorse and enforce the decision.