



Adapted from Tennis Ireland Child Protection

<https://www.tennisireland.ie/child-protection/child-protection-legislation/>

Disciplinary, Complaints & Appeals of Codes of Behaviour Breaches relating to Safeguarding of Children & Young People in Sport

Sandy Cove Tennis and Squash Club has a disciplinary, complaints and appeals procedure in place to deal with breaches of any of the Codes of Conduct relating to safeguarding of children and young people in sport.

Codes of Conduct are in place and all Coaches, Leaders, Volunteers, Parents and members should be aware of their requirements.

Codes of Conduct are published on the Club website and are available from the Club office. On joining Sandy Cove Tennis & Squash Club or upon renewal of membership all members are deemed to have agreed to follow the relevant Code of Conduct.

The investigation of suspected child abuse or a criminal offence is the responsibility of the Statutory Authorities and will not be undertaken by the Club or its officers.

Complaints Procedure:

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

The Club, on receiving a complaint, should appoint a disciplinary committee to consider the complaint.

The committee should consist of a representative from the Club Committee, the Club Children's Officer, and ordinary registered members of the Club.

If the complaint that has been received relates to any of the Club's coaches - the Tennis Development Officer will participate in an informal or formal review of the complaint if requested to do so by Honorary Secretary or Club President, if an issue arises relating to a child, the Clubs Junior Officer will participate in an informal or formal review of the complaint if requested to do so by the Honorary Secretary. If either designated officer is unable to participate, the Honorary Secretary will then appoint another officer of the Club Committee.

If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted, and the disciplinary committee disbanded. The statutory authorities will then be informed.

The disciplinary committee should 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 should, 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 should 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.

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

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

Appeals Procedure:

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he should have the right to appeal the decision to an appeals committee (independent of a disciplinary 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 chairperson of the appeals committee should be a member of the Club Committee. The appeals committee should consult with the Club Children's Officer in relation to issues of child welfare and codes of conduct.

The appeals committee should 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 Leinster tennis and Irish Squash.