

Norfolk LTA

Discipline and Appeals Procedure

The guiding principles for appropriate conduct are set by the Disciplinary code of the Lawn Tennis Association, as adopted within the Rules of Norfolk LTA

Whenever disagreements arise the best approach for resolution is dialogue between the affected parties. The County Association will wish to satisfy itself that all such channels have been explored and exhausted before agreeing to become involved.

Discipline and appeals

- (a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the County Safeguarding policy and procedures. The County Safeguarding Officer is the lead contact in the event of any child protection concerns.
- (b) All complaints regarding behaviour of individuals should be presented and submitted in writing to the Hon Secretary.
- (c) A minimum of three members of the Management Committee of Norfolk LTA will meet to hear complaints within 15 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership or association with Norfolk LTA.
- (d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the person or organisation against whom the complaint was made within 15 days of the hearing.
- (e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The appeal must be submitted in writing to the Hon Secretary, together with reasons, within 15 days of the initial decision being communicated. The Management Committee should consider the appeal within 21 days of the Hon Secretary receiving the appeal.

This Procedure has been adopted on behalf of Norfolk LTA by:

Heather Bottomley, President

Date: 15.11.18