



DLTC Policy for dealing with objections, complaints and disciplinary relating to junior members has been drafted referring to Tennis Ireland's Safeguarding Guidance for Children & Young People in Tennis.

Upon receipt of an objection, complaint or upon learning of a disciplinary matter that is deemed to warrant action, beyond that of the Protocol for dealing with misbehaviour in tennis lessons and squad sessions (set out below), DLTC will write to the parents of the child(ren) involved and advise them of the matter and the clubs policy for dealing with such matters.

DLTC will appoint a Disciplinary Committee, the committee's purpose is to investigate and resolve problems relating to the conduct of junior members. The committee will consist of a representative from the Management Committee, one of the Club Children's Officers and up to three ordinary registered members of the club. We will advise you of the representatives once availability of the individuals has been confirmed.

The Disciplinary Committee will:

1. Review any relevant information and hold any necessary meetings with parties associated with a complaint or incident of suspected misconduct.
2. Furnish the individuals parents with the nature of the complaint being made against their child and afford them the opportunity of providing a response either verbally or in writing, but usually at a meeting with the disciplinary committee. The child's attendance may or may not be required at any such meeting, and this will be assessed on a case-by-case basis.
3. Inform the Management Committee of the progress of the disciplinary process. We will endeavour to do this within 10 working days of the appointment of the committee.

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. As the member is under 18 years of age, correspondence will be addressed to the parents/carers.

If the member against whom the complaint was made is unhappy with the decision of the disciplinary committee s/he has the right to appeal the decision to an appeals committee (independent of a disciplinary committee). Any appeal should be made in writing within 10 days of the decision of the disciplinary committee.

If any party is not satisfied with the outcome the matter can be referred to the Provincial Branch of Tennis Ireland. However, efforts to resolve the issue at local level should be exhausted before the Branch or indeed the National Governing Body is engaged in attempts to resolve the matter.

Once appointed the Disciplinary Committee will furnish the nature of the complaint and offer a meeting to facilitate a response.