

MEMBERSHIP DISCIPLINARY POLICY CODE

Introduction

The process set out below provides a clear and transparent framework to deal with issues that may arise as part of an individual's ("Member") membership of Ilkley Lawn Tennis and Squash Club Ltd ("the Club").

If an informal approach does not result in satisfactory resolution of the issue, or if the Member's conduct is sufficiently serious, the following disciplinary procedure will be invoked. This policy sets out the action that will be taken when Club Rules or Code of Conduct are breached.

Process

Process	Description
<u>Step 1</u> Suspension/ Investigation	<p>The Board will notify the Member in writing of the nature of the concerns about the conduct and if considered appropriate by the Board, one of the following three actions will take place:</p> <ol style="list-style-type: none">1) A written warning will be issued advising formally that the Member is in breach of the Club Rules or Code of Conduct but where the breach does not warrant a final written warning or termination of membership. This may be preceded by a meeting with the General Manager. There is no right of appeal.2) A final written warning will be issued where there are existing written warnings in place or where the breach is sufficiently serious to warrant a final written. The Member will be advised that any subsequent breach will result in immediate termination of the Membership. This may be preceded by a meeting with the General Manager. There is no right of appeal.3) At any stage a Member may be suspended by notice in writing pending an investigation. This will be preceded by a meeting with the General Manager and one Board Member. Suspension is not a disciplinary sanction and does not imply that the Club has made a decision in respect of the disciplinary matter. <p>Depending upon the outcome of any investigation, the Member will either be informed that the process is concluded and no further action will be taken or that the investigation has identified the need for a disciplinary hearing to consider possible sanctions.</p>
<u>Step 2</u>	<p>If a hearing of the Board is required, the Member will be informed of the disciplinary allegations in writing in advance of any hearing date and will be provided with relevant information and/or documents to enable the Member to respond to the allegations in the hearing. The Member will be allowed to attend the hearing with a friend as required. The identity of the</p>

Hearing	<p>friend must be notified to the Board more than 48 hours prior to the hearing and such friend may answer any complaints from the Board and may cross examine any witnesses called by the Board.</p> <p>Following the hearing, the Member will be informed in writing of the outcome and any disciplinary sanction. The appeal process is set out in Article 24 of the Articles of Association of the Club however it does not apply following the issue of a written warning or final written warning from which there is no right of appeal.</p>
Step 3 Appeal	<p>If the Member wishes to appeal, the Member should submit the appeal notice in writing to the Hon. Secretary within five working days of receiving the disciplinary decision, outlining the basis for the appeal in accordance with Article 24 of the Articles of Association of the Company.</p> <p>An appeal meeting will be arranged and a response will be provided to the Member after the meeting in writing.</p>

Sanctions

Where a disciplinary sanction is considered necessary, the following sanctions may be implemented depending on the seriousness of the alleged misconduct:

Sanction	Description
Written Warning*	If conduct is unsatisfactory, the Member will receive a written warning. The Member will be advised of the changes required in behaviour and the action necessary to achieve the desired change.
Final Written Warning*	If conduct continues to be unsatisfactory following a written warning or if there is a more serious conduct issue regardless of whether a previous warning has been issued, the Member will receive a final written warning. The Member will be advised of the changes required in behaviour and the actions necessary to achieve the desired change.
Termination	<p>If the Member's conduct has failed to improve or if the Member commits an act of further or gross misconduct (whether or not a warning has been given previously) the membership may be terminated by written notice of the Board.</p> <p>Any Member shall have 5 days commencing on the date of the notice to appeal in accordance with Article 24 of the Articles of Association.</p>

*The duration of any written warning will depend on the nature and seriousness of the matter and will be specified in the warning. Generally, warnings will last for up to 6 months. Expired warnings will not be directly relevant in considering whether further misconduct warrants dismissal but may be relevant to considerations of mitigation.

The Member will need to make all reasonable efforts to attend investigatory, disciplinary and appeal meetings. If the Member is unable or unwilling to attend meetings without good cause, the Club will make a decision on the available evidence in the Member's absence.

Gross Misconduct

The following are examples of gross misconduct which may result in immediate termination of membership. Please note that this list is not exhaustive:

- Committing any act which may endanger persons or property or which wilfully breaches any safety rule, Club policy or legislation or which is likely to constitute a safety risk or failing to report any injury or accident whilst at the Club.
- Being convicted of a criminal offence except one that does not, in the opinion of the company, affect your membership.
- Theft, fraud or any form of dishonesty (including action calculated to assist others in such activity).
- Falsification of records, expenses or defrauding the Club in any manner.
- Bullying, rude, intimidating, violent or abusive/aggressive behaviour towards a member of the Club, its staff or its visitors
- Being found to have consumed illegal substances or being under the influence of illegal substances while on Club premises or whilst representing the Club.
- Raising grievances or other complaints maliciously or in bad faith.