



Cambridge University Real Tennis Club

Disciplinary Policy

Club

Overview

Disruptive, threatening or violent behaviour of any kind will not be tolerated. Disciplinary measures may also be taken against any members who are in breach of any club policies or codes of conduct.

The disciplinary procedure can be implemented by any professional or committee member with responsibility and authority to do so.

Procedure

Cambridge University Real Tennis Club operates a three-stage policy:

- 1 Any member, parent/carer, professional or committee member failing to meet behaviour standards in line with club policies will receive a verbal warning
- 2 If the behaviour continues, a written warning and development action plan will be issued
- 3 If this warning has no effect, the member, parent/carer, professional or committee member may face suspension or expulsion from the club at the discretion of the welfare officer(s) and committee.

For very serious instances of misconduct, the club welfare officer(s) and committee reserve the right to suspend or expel persons from the club immediately. Action may also be taken with any relevant authorities and the National Governing Body, where necessary.

All warnings and development plans issued and any meetings held will be documented and held on file in line with the Data Protection Act 1998.

Right to Appeal

Appeals to written warnings or removal from the club must be communicated in writing to the welfare officer(s) and committee as soon as possible. Appeals should be dealt with in the same manner as the internal complaints procedure in our complaints policy.

More Information

Contact your club Welfare Officer, whose name and contact details are given on the Welfare Officer poster on the noticeboard, and on the website www.curtc.net/wp/membership/#welfareofficer.

d Screening and Checking

- A minimum of two written references should be taken up and at least one should be associated with former work with children/young people
- All references must be followed up and confirmed by phone
- If concerns arise about the suitability of the individual through the reference, contact the T&RA Designated Officer at the T&RA's Head Office
- A Disclosure and Barring Service (DBS) disclosure must be completed
- The T&RA has the jurisdiction to act upon any concerns arising through a DBS check

e Interview

The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form. It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- Prepare questions in advance that will give the applicant an opportunity to demonstrate their relevant experience

As well as considering an applicant's ability to fulfil a position, it is also important to assess their attitudes and commitment to young person welfare. Examples questions are:

- 'Tell us about any previous experience you have working with young people?'
- Give a child-related scenario and ask what they would do eg 'it is a winter evening and the training session has finished. A parent has not arrived – what would you do?' The applicant would be expected to say that they would stay with the child and contact parents to find out where they are
- 'Is there anything that we should know that would affect your suitability to work with children or young people?'

All offers are subject to two satisfactory references and a qualification check. Where relevant, a satisfactory DBS and/or approval of a work permit may also be required. References will be requested once applicants have indicated acceptance. If, subject to offer, the references or DBS checks are not satisfactory, the offer may be revoked.

f Induction

All staff/volunteers whether paid or voluntary must undergo an induction (formal or informal) to include:

- Signing up to the club's safeguarding policy and procedures, best practice guidelines and any codes of conduct that are appropriate
- Confirming and agreeing roles and responsibilities
- Any training needs are established and actioned
- An initial period of supervision or mentoring could be introduced to support the volunteer/staff member

g Training

If an applicant/volunteer has no experience of working with children, consideration should be given as to the level of training that can be provided/may be required. Ongoing training will be provided to support the individual to fulfil their role. Appropriate Safeguarding and Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

The T&RA recommends all adults working with children and young people attend UK's Safeguarding and Protecting Children in Sport three-hour awareness course <https://thecpsu.org.uk/training-events/introductory-safeguarding-training/>

h Monitoring

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

- Receive feedback
- Identify training needs
- Set new goals
- Highlight any concerns about inappropriate behaviour