

SHCC Disciplinary Procedure - April 2015

1. Once a report of a disciplinary issue is made to a SHCC Committee member, the matter is immediately passed to The Chair of the Disciplinary Committee. The Disciplinary Committee is to be comprised of the Chair and two other members of SHCC.

2. The Disciplinary Committee will obtain a written account of the complaint/ incident.

3. A date will be arranged for the Disciplinary Hearing (held before an adjudication panel of at least 3 members). This must take place with:

- The subject of the complaint present.
- Either a written report of the incident or at least one witness to the incident present.

Anyone subject to the Disciplinary Process may be accompanied by another member of SHCC, who will be allowed to speak on their behalf.

4. The Disciplinary Committee will hear from the person making the complaint and will consider any written accounts of the incident.

The Disciplinary Committee will then hear the version of events from the subject of the complaint and/or their representative.

5. The Disciplinary Committee will discuss amongst themselves, and decide what they will recommend to the SHCC Committee. Their decision will be given verbally to all parties present and will be followed up in writing.

6. The Disciplinary Committee will submit a written report to the SHCC Committee, with their recommendations for action.

7. The SHCC Committee will make the final decision as to what action, if any, is to be taken.

8. The SHCC Committee will write to the subject of the complaint to inform them of their decision.

9. Appeals against decisions must be made in writing to the SHCC Committee, within 10 days.

10. Appeals Panel shall include the SHCC Chairman + two independent third parties.

These may include: Qualified Middlesex League Umpires, MCB officers, members of the Tennis section or the Main Club Committee SHC Ltd.