

## Loughborough University National Tennis Academy Player Disciplinary Procedure

This Player Disciplinary Procedure is designed to ensure consistent and fair treatment is applied to any disciplinary issues. It is applicable to all players selected for the Loughborough University National Tennis Academy (LUNTA).

We expect athletes (students) to abide by the LUNTA code of conduct. We also expect our LUNTA athletes to abide by the Loughborough Schools Foundations Terms and Conditions for athletes (students) and parents. A breach of these Terms and Conditions may also constitute a breach of the LUNTA code of conduct and may lead to disciplinary action by LUNTA.

LUNTA reserves the right to take immediate action under Step Three of the Disciplinary Procedure should it deem it appropriate given the nature of the offence or refer the matter to the Loughborough Sport Performance and Development Director to consider and deal with as he/she sees appropriate given the circumstances.

**Failure to adhere to the player code of conduct will result in disciplinary action being taken.**

At their discretion the LUNTA staff team will deal with day to day disciplinary issues which require immediate mitigating action.

All first instances of an offence can be dealt with by the LUNTA Head Coach or Academy Manager. Level Three or repeat offence will be escalated within Loughborough University (LU) which will be detailed in your disciplinary outcome letter.

Appeal Process:

The outcome of a Level Two and/or Level Three disciplinary process can be appealed by the athlete on the basis of the finding or the sanction as detailed in the process below.

### Level One

At their discretion the LUNTA Head Coach and/or Academy Manager may deal with day to day disciplinary issues which require immediate action, issuing verbal warnings and where immediate mitigating action against a repeat offence is needed, can temporarily suspend players.

### Level Two

The Level Two Procedure shall be used in cases of less serious breaches of the LUNTA code of conduct. In such cases, either the LUNTA Head Coach or the LUNTA Manager (referred to as the **Level Two Chairperson**) shall write to the player setting out the alleged breach and providing any relevant evidence collected from the investigation.

The player will have seven days from the date of the letter (or such longer period specified in the letter) to respond to the allegation together with any supporting evidence.

On receipt of such a response from the player (or following the period given for a response elapsing), the **Level Two Chairperson** shall determine, at their reasonable discretion, whether the allegation should be upheld or dismissed and if any disciplinary sanction is appropriate in cases where the allegation is upheld. The **Level Two Chairperson** shall confirm the decision, and any sanction (if applicable), in writing to the player.

On receipt of the decision letter from the **Level Two Chairperson**, the player may appeal in writing to the Loughborough Sport Performance and Development Director (the **Appeal Chairperson**) within seven days of the date of such a letter detailing the reasons for such appeal and attaching any further supporting evidence. The **Appeal Chairperson** shall consider the reasons specified and either uphold or dismiss the appeal (in part or in full). The **Appeal Chairperson** can re-open the investigation and has the power to increase or decrease any sanction given (or keep it the same). On conclusion of this process there shall be no further right of appeal available to the player.



### **Level Three**

The Level Three Procedure shall be used in cases of more serious breaches of the code of conduct or repeated breaches of it. In such cases, the Loughborough Sport Performance and Development Director (***Level Three Chairperson***) as appropriate, shall write to the player setting out the alleged breach, provide any relevant evidence and invite the player to a disciplinary meeting. The player will receive at least seven days' notice of any disciplinary meeting where reasonably possible. The meeting will be arranged at Loughborough University. The ***Level Three Chairperson*** may be accompanied by a representative from the Legal Team and/or Loughborough Sport Senior Leadership Team, as well as a note taker.

The player must take all reasonable steps to attend the disciplinary meeting and must provide any supporting evidence to the ***Level Three Chairperson*** at least one full day prior to the disciplinary meeting. At the meeting, the player will have the opportunity to explain his/her case and refer to any evidence upon which he/she intends to rely. It may be necessary to undertake further investigation of the matter, in which case the meeting may be adjourned to enable this to take place and reconvened within a reasonable period of time.

The player may be accompanied by his/her parent(s)/legal guardian, subject to that person not being involved in the alleged disciplinary matter. The names of those attending must be communicated to the ***Level Three Chairperson*** at least one full day prior to the meeting.

After the meeting the player will be informed in writing of the decision as well as his/her right of appeal against the decision. If the player wishes to appeal the decision, he/she must do so in writing to the designated ***Appeal Chairperson*** (Executive Director of Sport) within seven days of the date of the decision letter setting out the reasons for the appeal and any supporting evidence.

After receiving the written appeal, the ***Appeal Chairperson*** shall write to the player inviting him/her to attend an appeal hearing. The player will be given at least seven days' notice of this meeting where reasonably possible.

The player must take all reasonable steps to attend the appeal hearing and must provide any supporting evidence to the ***Appeal Chairperson*** at least one full day prior to the appeal hearing. At the meeting, the player will have the opportunity to explain his/her case and refer to any evidence



upon which he/she intends to rely. It may be necessary to undertake further investigation of the matter, in which case the meeting may be adjourned to enable this to take place and reconvened within a reasonable period of time.

The player may be accompanied by his/her parent(s)/legal guardian, subject to that person not being involved in the alleged disciplinary matter. The names of those attending must be communicated to the **Appeal Chairperson** at least one full day prior to the meeting.

All evidence which was before the disciplinary meeting will be put before the appeal meeting, as well as the notes of the disciplinary meeting (if any), which will be provided to the player in advance of the appeal meeting. Where new evidence arises in the course of the appeal, the player will be given the opportunity to comment before any action is taken. Where appropriate, it may be necessary to adjourn the appeal meeting in order to undertake further investigation or consideration. If the player intends to rely on new evidence coming to light in the appeal meeting, he/she must, where reasonably possible, provide a copy of such evidence to the **Appeal Chairperson** at least one full day prior to the appeal meeting.

The player will be informed in writing of the decision of the **Appeal Chairperson**. The **Appeal Chairperson** shall consider the reasons specified and either uphold or dismiss the appeal (in part or in full). The **Appeal Chairperson** has the power to increase or decrease any sanction given (or keep it the same).

There shall be no further right of appeal available to the player.

### **Sanctions**

The following sanctions will be available under this procedure:

- Formal written warning;
- Suspension of a player from the LUNTA programme for a specified period;
- Exclusion from the LUNTA programme.

These disciplinary procedures are in addition to any other rules and procedures which you are subject to and any action taken under these procedures is independent of any other processes.