



TERMS OF REFERENCE Disciplinary Committee Issue 1, 12th August 2021

The Disciplinary Committee (hereafter 'the committee') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Board via the CEO.

Purpose

The purpose of the committee shall be:

- To act in relation to an alleged Disciplinary Breach, including the power to impose appropriate sanctions in accordance with Regulations Part D: Disciplinary Regulations.

Please also refer to Table Tennis England regulations <https://tabletennisengland.co.uk/wp-content/uploads/2020/09/D-Disciplinary-Regulations-01.08.20.pdf>

Note: In the event of any conflict between the Disciplinary Regulations and these terms of reference, the Disciplinary Regulations shall prevail

Composition

The Board shall appoint six affiliated members to serve on the committee. The Board shall designate one of the appointees as the Chair.

All members of the committee shall fulfil their position in furtherance of the general purposes of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

The CEO will appoint a member of staff as the Disciplinary Secretary to work with the committee and may delegate any function of the case to another suitable person.

A committee member having an interest in a matter to be discussed must declare that interest as soon as he or she is aware of it and must not be present in his or her capacity as a member during the transaction of that business.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Appointments

All committee member appointments will be for a tenure of 2 years.

All members including the Chair may serve for a maximum tenure of 4 consecutive terms, unless exceptionally agreed by the Board. All members including the Chair will be eligible for reappointment after a 2-year break.

Starting from August 2021 all future new appointments will be identified via open advertisement on the Table Tennis England website and an interview process conducted by the Nominations Committee.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic.

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Meetings/Hearings

The committee shall meet as required either physically or virtually. Day-to-day Committee business will be carried out via email.

The Chair shall appoint a panel to hear any disciplinary case comprising of at least three members of the Committee, all of whom must have been present throughout any personal hearing.

Decisions of the Committee shall wherever possible be taken unanimously however majority decisions are permissible.

Minutes of each meeting/hearing shall be produced and maintained.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities:

1. To manage any disciplinary issues that are referred to the committee by the CEO
2. To comply with the Disciplinary regulations
3. To work with the designated disciplinary secretary to ensure a swift and unbiased outcome
4. Issue appropriate sanction
5. Cooperate with the Appeals Tribunal should the decision be appealed

Reporting

The committee shall report to the Head of Operations and Governance, who shall be responsible for relaying items of note within the Table Tennis England governance structures.

Appeal Procedure



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A respondent or the Board shall have a right of appeal against a decision of the Disciplinary Committee in accordance with Part E (Right of Appeal of the regulations <https://tabletennisengland.co.uk/wp-content/uploads/2015/10/E-Right-of-Appeal-6-9-16.pdf>)

These Terms of Reference will be reviewed biennially.