



CODE OF CONDUCT

Hilton Table Tennis Centre promotes fair play for everyone involved in our sport whether as a social player, volunteer or league player. We expect everyone involved with table tennis to treat all those involved in the sport with respect and adhere to the following:

1. Comply with the Hilton Table Tennis Centre Rules.
2. Always do your best in every situation and set a positive example to others.
3. Respect the rights, dignity and worth of everyone you meet in table tennis.
4. Treat everyone equally regardless of age, disability, gender, ethnic origin, religion or belief, socio-economic status, marital status or civil partnership, pregnancy or maternity status, sexual orientation, or gender reassignment.
5. Conduct yourself in a sporting manner at all times. Support any good performances by all individuals. Operate within the rules and spirit of table tennis and teach anyone you come across in the sport to do the same.
6. Follow the Adult & Child Protection Policy and report any concerns you may have through the agreed process.
7. Report any injustices or abuse you may witness.
8. Take responsibility for your actions and keep yourself safe.
9. Be aware that bullying (verbal and physical) of anyone involved in our sport and use of inappropriate language will not be tolerated under any circumstances this includes inappropriate use of social media and texting, or other messaging Apps.
10. Never use or condone the use of foul, sexist, or racist language or any language that could cause offence including gestures at any time.
11. Never swear at or use verbal abuse towards anyone – this is not acceptable and will not be tolerated. Any instances will be taken extremely seriously and disciplinary sanctions will be pursued if necessary.
12. Never physically assault anyone. Examples include: pushing; striking or attempting to strike; biting or spitting at someone; throwing an object at the table, floor, wall, or individual; and deliberately hitting the ball with a bat aggressively at someone. This is totally unacceptable and will not be tolerated.
13. Do not take banned substances.
14. Never do or say anything which brings Hilton Table Tennis Centre, any of its members, or the sport into disrepute.

Breaches of this code, including all complaints and allegations, will be acted upon according to the Hilton Table Tennis Centre Disciplinary Procedure. Anyone who, in good faith, submits an incident report will be supported.



DISCIPLINARY REGULATIONS

When applying this guidance, the executive committee should bear in mind that the disciplinary process should ensure any sanction imposed reflects the seriousness of the incident, action or behaviour. Any sanction imposed must be the minimum necessary to maintain the integrity of Table Tennis, uphold appropriate standards and protect those involved in the sport.

While every case must be treated on its own merits, the table in APPENDIX A describes the range of sanctions available for various types of behaviour. While it is expected that sanctions will be imposed within the relevant Acceptable Sanction Range, in exceptional circumstances the executive committee may impose a more, or less, serious sanction where this is necessary to reflect the seriousness of the incident, action or behaviour. In deciding sanctions, the executive committee must first identify the level of offence. The table in APPENDIX A is indicative and does not provide an exhaustive list of types of behaviour. Where not covered specifically in APPENDIX A, breaches of Codes or Policies may be assessed at any level depending on the seriousness of the breach.

Procedure

1. Any complaint, or allegation must be submitted in writing to the Chairman within 7 days of the alleged incident.
2. Hilton Table Tennis Centre's Executive Committee shall act as the panel, or appoint a panel of at least three members to hear the case.
3. A panel member who has an interest in the case must declare it and must not act as a panel member for that case.
4. A member must be told in writing as soon as possible that a complaint, or allegation has made against them and the nature of the allegation.
5. Within 14 days of notifying the member of a complaint, or allegation, the panel must provide the member with further details of the nature of the evidence against them. The member will then have 7 days to respond to the panel in writing, before the panel meets to hear their case.
6. The panel will then meet within the next 7 days.
7. If the panel finds the allegation proved on the balance of probabilities, it shall have the power to impose a sanction relating to membership of Hilton Table Tennis Centre, that may include one or more of the following sanctions:
 - a. That they be suspended from membership of Hilton Table Tennis Centre either indefinitely, or for a stated period.
 - b. That they be fined.
 - c. That they receive a reprimand and/or a formal written warning.
 - d. That they receive advice/guidance regarding their actions.
 - e. That points be deducted from their Team and/or their team be removed from a competition at any stage of a playing season.
 - f. Such further or other penalty or order as the panel considers appropriate.

8. In imposing penalties, the panel must apply:
 - a. Any applicable standard sanctions (see Appendix A) as may be communicated by Hilton Table Tennis Centre from time to time. The Panel may only depart from such standard sanctions where it deems it appropriate having regard to the facts of an individual case (for example, where a particular act of Misconduct is sufficiently serious that the guideline sanction would not constitute a sufficient penalty for the Misconduct that has taken place);
 - b. Mitigating and/or aggravating factors, to include but not limited to the disciplinary record of the Participant and other factors that may be communicated by Hilton Table Tennis Centre from time to time.
9. An Affiliated Member has a right of appeal against a disciplinary decision of Hilton Table Tennis Centre. The appeal must be made within 7 days of the panel's decision. The affiliated member's appeal will be heard by Lancashire County Table Tennis 's Disciplinary Committee in accordance with the County Rules.



DISCIPLINARY REGULATIONS

APPENDIX A – STANDARD SANCTIONS

Beaches of the Hilton Table Tennis Centre Code of Conduct

Type of behaviour	Acceptable Sanction Range
Use of foul, sexist, or racist language or any language that could cause offence including gestures. Swearing at or the use of verbal abuse towards anyone Misuse of social media or other forum causing offence.	• Written warning • An 4-match suspension for a first offence • An 8-match suspension for a second offence • Above plus the expunging of results achieved by the individual concerned from the league / cup matches. • Order to be monitored or supervised in specific matters for specific timescale
Harassment of player (non-sexual) Bullying (verbal and physical) Violent or dangerous conduct (not involving bodily contact) Failure to comply with previously issues sanction (other than contravening suspension) Repeat of Hilton Table Tennis Centre offence within 6 months Breach of Hilton Table Tennis Centre Adult & Child Protection/Safeguarding Policy	• Written warning • Order to be monitored or supervised in specific matters for specific timescale • Temporary suspension from involvement in table tennis in any capacity directly or indirectly under jurisdiction of Hilton Table Tennis Centre for maximum of 3 months • Above plus the expunging of results achieved by the individual concerned from the league / cup matches.
Physical assault of a player – Examples include: pushing; striking or attempting to strike; biting or spitting at someone; throwing an object at the table, floor, wall, or individual; and deliberately hitting the ball with a bat aggressively at someone. Serious or Repeated Breach of Hilton Table Tennis Centre Adult & Child Protection/Safeguarding Policy	• A three-month suspension for the first offence. • A six-month suspension for a second offence. • An indefinite suspension for a third offence • Permanent suspension from involvement in table tennis in any capacity directly or indirectly under jurisdiction of Hilton Table Tennis Centre. • Reported to Lancashire County & Table Tennis England • Above plus the expunging of results achieved by the individual concerned from the league / cup matches.

All other breaches of the Code of Conduct, or issues not covered by the Code of Conduct will be sanctioned as the panel deems appropriate, having regard to the facts of an individual case.



Assessing the seriousness of the offence

Seriousness should be assessed by considering:

- The level of culpability
- Any harm caused
- Aggravating Factors
- Mitigating Factors

While not an exhaustive list, the following are examples of aggravating and mitigating factors that may be present:

Aggravating Factors	Mitigating Factors
Failing to take responsibility for actions Lack of insight or remorse Repeat of previous conduct Discriminatory action or behaviour Personal gain Under the influence of alcohol or other substance Dishonesty Breach of confidentiality Attempting to cover up or conceal inappropriate conduct	Previous good character / no previous disciplinary findings Genuine remorse or insight Personal circumstances (including physical or mental health issues)