



Disciplinary Policy

Table Tennis Wales Disciplinary Policy

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1. Purpose

Table Tennis Wales (TTW) is committed to ensuring that all members, clubs, volunteers, coaches, officials, athletes and participants are treated fairly, safely and respectfully.

This policy provides a clear, proportionate and practical framework for:

- Managing misconduct and disciplinary matters
- Protecting participants and the integrity of the sport
- Ensuring fair hearings and appeals
- Managing tournament-specific behavioural issues
- Supporting safeguarding responsibilities
- Maintaining confidence in the governance of the sport

This policy is intended to be deliverable by a small organisation using a proportionate and transparent disciplinary structure.

2. Scope

This policy applies to:

- All affiliated TTW members
- Clubs and leagues affiliated to TTW
- Coaches, officials and volunteers
- Tournament participants
- Board members and staff where appropriate
- Former members where the conduct occurred during membership
- Affiliated organisations

This policy applies at:

- Competitions and events
- Training environments
- Meetings and official activities
- Online activity and social media connected to TTW
- Any conduct which may impact the reputation, integrity or safety of TTW or the sport

3. Definitions

For the purposes of this policy:

Adult at Risk means any individual aged 18 or over who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who may be unable to protect themselves from harm or exploitation.

Affiliated Member means an individual affiliated to TTW.

Affiliated Organisation means a county association, local league, club or other organisation affiliated to TTW.

Board means the TTW Board of Directors.

CEO means the Chief Executive Officer of TTW or any person exercising delegated authority.

Disciplinary Action means proceedings conducted under this policy.

Disciplinary Breach means a breach of this policy, TTW regulations, codes of conduct or any other published TTW requirement.

Investigator means an individual or organisation appointed to investigate a disciplinary matter.

Respondent means the individual or organisation against whom disciplinary action is taken.

4. Standards of Behaviour and Conduct

All members and affiliated organisations are expected to:

- Treat others with dignity and respect
- Follow TTW Codes of Conduct and competition regulations
- Behave in a manner that protects the reputation of TTW and the sport
- Follow safeguarding, anti-doping and betting regulations
- Cooperate fully with investigations and disciplinary processes
- Comply with venue-specific rules and tournament regulations
- Maintain appropriate standards of behaviour both in person and online

Examples of misconduct include:

- Bullying, harassment or discrimination
- Offensive or abusive language
- Aggressive or threatening behaviour
- Match fixing or betting offences
- Anti-doping violations
- Social media misconduct
- Safeguarding breaches
- Failure to follow tournament rules
- Bringing TTW into disrepute
- Dishonesty or misleading statements during investigations
- Obstruction of disciplinary investigations
- Failure to comply with another governing body's sanctions

5. Principles of Disciplinary Management

TTW will ensure:

- Fairness and consistency
- Respect for dignity and individual rights
- Proportionate decision-making
- Timely handling of cases
- Respect for confidentiality

- Independence where possible
- The right to be heard and accompanied
- The right of appeal
- Appropriate safeguarding protections

Minor issues should, where appropriate, be resolved informally before formal disciplinary action is considered.

The following principles apply:

- Investigations must establish facts fairly and objectively
- Individuals must be informed of allegations and evidence
- Respondents must have a reasonable opportunity to respond
- Hearings and appeals should not be unreasonably delayed
- Independent investigators or panel members should be considered for serious matters

Safeguarding concerns or potential criminal matters must always be escalated immediately.

6. Gross Misconduct

Gross misconduct may result in immediate suspension or expulsion and includes, but is not limited to:

- Theft, fraud or dishonesty
- Match fixing or betting offences
- Fighting, assault, violence or threatening behaviour
- Serious bullying, harassment or discrimination
- Anti-doping violations
- Serious safeguarding breaches
- Serious breaches of health and safety requirements
- Offensive or immoral behaviour
- Disclosure of confidential information
- Serious social media misconduct
- Criminal convictions relevant to participation in the sport
- Conduct bringing TTW or the sport into serious disrepute

Gross misconduct allegations will normally proceed directly to the formal disciplinary process.

7. Informal Resolution

For lower-level misconduct:

- A coach, organiser, staff member or official may speak informally with the individual
- Expected improvements should be explained clearly
- Support, guidance or training may be offered
- Notes of discussions should be retained for up to 12 months

Examples include:

- Minor behavioural concerns

- First-time poor conduct
- Minor tournament disputes
- Inappropriate communication

Informal action is not a formal sanction.

Where the member is under 18 or an Adult at Risk, safeguarding personnel must be informed from the outset.

8. Formal Disciplinary Process

8.1 Initial Assessment

The CEO or nominated senior staff member will:

- Review complaints or incident reports
- Decide whether:
 - no action is required,
 - informal action is appropriate, or
 - a formal investigation is necessary

External investigators may be appointed where appropriate.

8.2 Investigation

The investigator will:

- Gather evidence
- Interview relevant parties
- Produce a written report

The investigator must not sit on the disciplinary panel.

Investigations should normally be completed within 28 days where possible.

Where criminal conduct is suspected, the matter may be referred to statutory authorities and disciplinary proceedings may be paused.

8.3 Notification to the Respondent

If there is a case to answer, the respondent will receive:

- Details of the allegation(s)
- Relevant evidence
- Possible consequences
- Hearing details
- Information regarding representation and accompaniment

At least 14 days' notice should normally be given before a hearing.

8.4 Disciplinary Hearings

Hearings may be conducted:

- In person
- Online
- By written submissions where appropriate

The respondent may:

- Present evidence
- Call witnesses
- Ask questions
- Raise points regarding witness evidence
- Be accompanied by a representative, parent, guardian or supporter

The panel may:

- Question witnesses
- Request further evidence
- Adjourn if necessary
- Proceed in the respondent's absence where reasonable notice has been given and attendance is repeatedly refused without good cause

The standard of proof shall be:

Balance of probabilities

8.5 Representation and Companions

Respondents may be accompanied at disciplinary, investigative or appeal hearings by:

- Another member
- Parent or guardian
- Supporter
- Staff member
- Lay or professional representative

The companion may:

- Present and summarise the respondent's case
- Confer privately with the respondent
- Respond to matters raised during the hearing

The companion may not answer questions on behalf of the respondent.

8.6 Hearing Procedures

Where potential sanctions include suspension, de-selection or expulsion:

- Hearings should normally be conducted by a panel of at least three individuals

- Parties should receive hearing documentation in advance
- Panel members must not have prior involvement or conflicts of interest

The panel must provide written reasons for decisions, including:

- Findings
- Mitigating and aggravating factors
- Any sanctions imposed
- Appeal rights

9. Disciplinary Committee and Panel Structure

9.1 Disciplinary Committee

TTW will maintain a disciplinary committee consisting of up to six individuals appointed by the Board.

The committee should maintain an appropriate balance between staff and volunteer/independent representatives.

Members shall normally serve terms of up to three years.

The Board shall appoint:

- A Chair
- A Deputy Chair

The committee will report periodically to the Board.

9.2 Disciplinary Panel Composition

For each case:

- A panel of 3–4 members will hear the matter wherever possible
- Panels should contain a balanced representation of staff and volunteer/independent members
- No single interest group should form a majority

No panel member may:

- Have prior involvement in the matter
- Have a conflict of interest

The panel will appoint a Chair for the hearing.

9.3 Disciplinary Secretary

The CEO may appoint a member of staff to act as Disciplinary Secretary.

The Disciplinary Secretary will:

- Administer proceedings
- Maintain records
- Circulate documentation
- Ensure decisions are communicated promptly

9.4 Appointment of Experts

The disciplinary committee or panel may appoint experts where specialist expertise is required.

External experts may be appointed as advisers or panel members where appropriate.

10. Interim Suspension

TTW may impose a temporary suspension where necessary to:

- Protect individuals
- Protect the integrity of the sport
- Allow investigations to proceed safely
- Safeguard participants

Suspension is:

- Precautionary
- Not a disciplinary sanction

Interim suspensions will be reviewed periodically.

Any decision to impose an interim suspension should be communicated in writing.

11. Sanctions

Possible sanctions include:

Informal Measures

- Verbal guidance
- Written expectations
- Education or training

Formal Measures

- Written Warning
- Final Written Warning
- Mandatory education/training
- Removal from competitions
- Domestic competition exclusion
- Suspension from TTW activities

- Removal from coaching or officiating roles
- Financial penalty where appropriate
- Contribution towards disciplinary costs
- Expulsion from membership
- Lifetime ban in exceptional cases

The panel will consider:

- Seriousness of the conduct
- Safeguarding implications
- Remorse and cooperation
- Previous disciplinary history
- Impact on others
- Mitigating and aggravating circumstances
- Age and vulnerability of participants involved

Written warnings should specify:

- Nature of misconduct
- Improvements required
- Duration of the warning
- Consequences of further misconduct

Indicative retention periods:

- Written Warning: 6–12 months
- Final Written Warning: 12 months or longer where appropriate

12. Tournament-Specific Powers

Tournament referees and organisers may:

- Issue warnings
- Remove participants from a match or venue
- Report incidents for formal disciplinary consideration
- Enforce venue-specific regulations

Serious incidents at competitions may be escalated immediately to the formal disciplinary process.

13. Appeals

A respondent may appeal within 28 days on grounds including:

- Procedural unfairness
- Bias
- Disproportionate sanction
- New evidence
- Failure to consider relevant evidence
- Unreasonable decision-making

Appeals should:

- Be heard without unreasonable delay
- Be determined by individuals not involved in the original decision
- Normally involve at least three independent individuals for serious cases

The appeal panel may:

- Dismiss the appeal
- Uphold the appeal
- Amend sanctions
- Order a rehearing

The appeal decision is final within TTW processes.

14. Confidentiality

All disciplinary matters will be handled confidentially.

Information will only be shared:

- Where necessary
- For safeguarding reasons
- Where legally required
- To comply with funding or regulatory obligations

Breaches of confidentiality may themselves amount to misconduct.

TTW may publish outcomes where appropriate in the interests of transparency and safeguarding.

15. Records and Retention

TTW will maintain:

- Disciplinary records
- Hearing notes
- Investigation reports
- Sanction records

Records will normally be retained for:

- Five years after conclusion of the matter

Audio recordings will only be made if all parties included consent to this.

16. Safeguarding and Criminal Matters

Any safeguarding concern or potential criminal conduct must:

- Be referred immediately to the safeguarding lead
- Be referred to statutory agencies where appropriate
- Be escalated internally without delay

TTW disciplinary proceedings may be paused pending external investigations where necessary.

The welfare of children and Adults at Risk will remain paramount throughout all proceedings.

17. Former Members and Organisations

Disciplinary action may continue against former members or affiliated organisations where the alleged misconduct occurred during affiliation with TTW.

Sanctions may continue to apply notwithstanding resignation or termination of membership.

18. Disciplinary Register and Publication of Decisions

TTW may maintain a disciplinary register recording:

- Proven breaches
- Sanctions imposed
- Relevant restrictions

The Board will determine whether disciplinary outcomes should be publicly accessible.

19. Time Limits and Process Management

Under normal circumstances:

- Investigations should conclude within 28 days where possible
- The overall disciplinary process should normally conclude within two months

Complex matters may require longer timescales.

Where proceedings exceed four weeks, periodic written updates should be provided to relevant parties.

20. Policy Monitoring and Review

Document History

Version	Summary of Changes	Document Status	Date
1.0	Document Created	Live	23/07/2026

The policy will be annually monitored and a full policy review will take place every three years. A policy review may also be conducted in response to any of the following occurrences:

- Changes in legislation or guidance
- Changes in governance of the sport
- Changes in the nature or size of Table Tennis Wales
- A procedural review taking place following a significant case