Swansea & District Table Tennis League

Code of Conduct, Safeguarding and Disciplinary Procedures

Version: 1.1

Adopted: Season 2026-2027

Review Cycle: Annual monitoring with full review every three years or sooner if required

League Chair - Catherine Jones

Safeguarding Officer - Peter Andrews

Disciplinary Officer - Ryan Trigg (Acting)

1. Purpose

This Code of Conduct sets out the standards of behaviour expected of all players, officials, volunteers, clubs and spectators participating in the Swansea & District Table Tennis League (SDTTL).

The League is committed to:

- Providing a safe, inclusive and respectful environment
- Promoting fair play and integrity
- Protecting the welfare of children and vulnerable adults
- Managing complaints and disciplinary matters fairly and transparently

The League operates under the jurisdiction and governance framework of Table Tennis Wales and will comply with all relevant regulations, safeguarding requirements, and disciplinary expectations.

Where appropriate, serious disciplinary or safeguarding matters may be referred to Table Tennis Wales for further action.

2. Core Principles

All participants must:

- Respect the rights, dignity and worth of every individual
- Treat everyone fairly regardless of age, gender, disability, race, religion, sexual orientation or background
- Promote a spirit of fair competition and good sportsmanship
- Support safeguarding and welfare at all times
- Avoid behaviour that could bring the League or the sport into disrepute

- Promote equality, diversity and inclusion in line with the principles of Sport Wales and Table Tennis Wales

3. Expected Standards of Behaviour

3.1 All Participants

Members must:

- Show respect to opponents, officials, volunteers and spectators
- Accept decisions of match officials and league organisers
- Maintain appropriate conduct both in person and online
- Treat venues, equipment and property with care
- Avoid aggressive, abusive, discriminatory or intimidating behaviour
- Report safeguarding concerns immediately

The following are strictly prohibited:

- Bullying, harassment or discrimination
- Physical or verbal abuse
- Threatening or intimidating behaviour
- Use of banned substances or alcohol misuse during league activity
- Deliberate damage or interference with property
- Social media behaviour that harms individuals or the League

3.2 Adult Members and Officials

Adults must:

- Act as positive role models
- Maintain appropriate professional boundaries with junior members
- Promote safe participation
- Follow safeguarding procedures
- Report incidents or concerns promptly
- Never ignore poor practice or misconduct
- Arrive at league matches in a responsible and appropriate manner, focused on playing your games, and refrain from consuming alcohol within the playing area

Adults must report immediately if:

- A child is injured or distressed
- A safeguarding concern arises
- Behaviour is misunderstood or could be misinterpreted
- Another person raises a concern regarding conduct

3.3 Junior Members

Junior members have the right to:

- Feel safe and supported
- Be treated fairly and respectfully
- Ask for help
- Report concerns without fear

Junior members must:

- Respect others
- Follow instructions from officials and organisers
- Report anything that makes them uncomfortable or unsafe

4. Safeguarding Responsibilities

- All safeguarding concerns must be reported to the League Safeguarding Officer immediately.
- If a child or vulnerable adult is at immediate risk of harm, emergency services must be contacted first.
- Records of safeguarding concerns must be documented within 24 hours.

4.1 Safeguarding Policy Alignment

The Swansea & District Table Tennis League adopts and adheres to the safeguarding policies and procedures of Table Tennis Wales.
All members, clubs, officials, and volunteers are required to comply with these policies.

The League Safeguarding Officer is responsible for:

- Receiving and recording safeguarding concerns
- Referring cases to appropriate agencies or Table Tennis Wales
- Ensuring confidentiality and appropriate information sharing
- Maintaining secure safeguarding records

5. Complaints Procedure

A complaint may relate to behaviour, safeguarding, rule breaches, misconduct, or disputes.

5.1 How to Submit a Complaint

Complaints must:

- Be submitted in writing (email or online form) to the league's chair and disciplinary officer.
- Include date, time, location and details
- Include names of people involved where known
- Be submitted within 14 days of the incident (unless safeguarding related)

Anonymous complaints will be considered but may limit investigation.

5.2 Complaint Handling Timescales

Stage	Action	Timeframe
Acknowledgement	Confirm receipt of complaint	Within 3 days
Initial review	Determine seriousness and process	Within 7 days
Investigation	Evidence gathering and interviews	Within 21 days

Stage	Action	Timeframe
Decision	Outcome issued in writing	Within 7 days of investigation completion
Appeal submission	If requested by respondent	Within 14 days
Appeal decision	Final determination	Within 21 days

Safeguarding cases may be prioritised and handled faster.

5.3 Roles and Responsibilities

To ensure effective implementation of this policy, the League defines the following roles:

Disciplinary Officer

- Conduct initial review of complaints
- Handle tier 1 and 2 level misconduct
- Determine appropriate process (informal, formal, safeguarding referral)
- Appoint a disciplinary committee where required

Safeguarding Officer

- Manage all safeguarding concerns
- Liaise with Table Tennis Wales and statutory agencies
- Provide guidance on welfare matters

Disciplinary Committee

- Handle Tier 3 and Tier 4 cases
- Consist of disciplinary officer, league chair and safeguarding officer (if possible). If this is not possible, the committee should be made up of either 3 or 5 members of the league's management committee.
- Review evidence and representations
- Make decisions and apply sanctions

Appeals Panel

- Independently review appeals
- Must not include members of the original panel

6. Disciplinary Measures

The League operates a tiered sanction system to ensure disciplinary outcomes are fair, proportionate and consistent.

Sanctions are determined based on:

- Severity of the misconduct
- Risk to others or the sport
- Intentional or repeated behaviour

- Previous disciplinary history
- Impact on participants, officials or the League

6.1 Tiered Sanction Framework

Tier	Nature of Behaviour	Typical Outcome
Tier 1	Minor misconduct	Advice, verbal warning, or written warning
Tier 2	Repeated or moderate misconduct	Formal written warning, behaviour agreement, short suspension
Tier 3	Serious misconduct	Match suspension, fixed-term league suspension, disciplinary panel review
Tier 4	Gross misconduct or safeguarding risk	Long-term suspension, expulsion, referral to governing body or authorities

6.2 Examples of Misconduct by Tier

Tier 1 — Minor Misconduct

Examples include but are not limited to:

- Isolated use of inappropriate language without abusive intent
- Minor dissent towards an official
- Failure to follow administrative procedures
- Unsporting behaviour (e.g. deliberate time wasting)
- Neglect of venue or equipment care
- First instance of low-level inappropriate social media comment

Typical responses: Informal discussion or advice, verbal warning, written warning.

Tier 2 — Moderate Misconduct

Examples include but are not limited to:

- Repeated Tier 1 offences
- Persistent dissent or disrespect toward officials
- Verbal abuse toward opponents or spectators
- Intimidating behaviour
- Failure to comply with league instructions
- Inappropriate social media conduct targeting individuals
- Minor damage to property

Typical responses: Formal written warning, behaviour improvement agreement, suspension from one or more matches, mandatory training or conduct review.

Tier 3 — Serious Misconduct

Examples include but are not limited to:

- Aggressive or threatening behaviour
- Serious verbal abuse or discriminatory language

- Bullying or harassment
- Deliberate property damage
- Physical confrontation without injury
- Refusal to comply with disciplinary decisions
- Conduct bringing the League into significant disrepute

Typical responses: Immediate suspension pending investigation, fixed-term suspension from league activity, removal from team competitions, formal disciplinary panel hearing.

Tier 4 — Gross Misconduct

Examples include but are not limited to:

- Physical assault or violence
- Safeguarding breaches or risk to children or vulnerable adults
- Serious harassment, discrimination or abuse
- Possession or use of banned substances in league competition
- Criminal behaviour related to league activity
- Serious reputational damage to the League
- Repeated serious misconduct despite prior sanctions

Typical responses: Long-term or permanent suspension, expulsion from the League, referral to governing body, referral to statutory authorities or safeguarding agencies.

6.3 Aggravating and Mitigating Factors

Sanctions may be increased or reduced depending on circumstances.

Aggravating factors may include:

- Previous disciplinary history
- Intentional or premeditated behaviour
- Targeting vulnerable individuals
- Failure to cooperate with investigation
- Dishonesty during investigation

Mitigating factors may include:

- Genuine remorse
- Early admission of wrongdoing
- Isolated incident
- Cooperation with investigation
- Evidence of corrective action

6.4 Immediate Suspension Powers

The League may impose a precautionary suspension where:

- There is a safeguarding concern
- There is risk of further harm or disruption
- Serious misconduct is alleged

This is not a disciplinary finding and remains in place pending investigation.

6.5 Progressive Discipline

Where appropriate, the League will apply progressive discipline. Repeated misconduct may result in escalation to a higher tier regardless of severity.

6.6 Standard Sanction Tariff (Guideline Ranges)

Offence Type	Typical Tier	Guideline Sanction
Minor dissent	Tier 1	Warning
Repeated dissent	Tier 2	1–2 match suspension
Verbal abuse	Tier 2–3	2–6 match suspension
Threatening behaviour	Tier 3	1–3 month suspension
Physical confrontation	Tier 3	3–6 month suspension
Physical assault	Tier 4	6–24 month suspension or expulsion
Safeguarding breach	Tier 4	Immediate suspension pending investigation
Discriminatory abuse	Tier 3–4	3–12 month suspension
Property damage (deliberate)	Tier 2–3	Suspension + restitution
Bringing League into serious disrepute	Tier 3–4	Suspension or expulsion

These are guidelines. Panels may adjust sanctions based on circumstances.

6.7 Disciplinary Panel Procedures

A formal disciplinary panel will be convened for Tier 3 and Tier 4 matters.

Panel composition:

- Minimum of three impartial members
- No conflicts of interest
- One designated Chair
- Safeguarding Officer present where relevant

Panel quorum: Three voting members must be present.

Panel responsibilities:

- Review evidence
- Hear representations
- Determine findings
- Apply proportionate sanction
- Provide written decision with reasons

Decision making: Simple majority vote.

6.8 Evidential Standard

All disciplinary decisions are made on the balance of probabilities, meaning it is more likely than not that the alleged behaviour occurred. Criminal standards of proof do not apply.

6.9 Match-Day vs Off-Court Misconduct

Match-day misconduct may be dealt with immediately by match officials, team captains, or league organisers. Immediate sanctions may include warnings, removal from match, or automatic review referral.

Off-court misconduct (including online behaviour) follows the formal complaints and disciplinary procedure. Both types may result in formal disciplinary action.

6.10 Club Responsibility and Liability

Affiliated clubs must:

- Support disciplinary processes
- Enforce sanctions
- Cooperate with investigations
- Promote compliance with League standards

Clubs may face disciplinary action where members repeatedly breach conduct standards, clubs fail to enforce sanctions, or clubs obstruct investigations.

Club sanctions may include: formal warning, points deduction, team suspension, or removal from league competition.

6.11 Scope of Suspension

Unless otherwise stated, a suspension applies to all League-related activity, including playing matches, coaching or officiating, attending league venues in an official capacity, and representing clubs in league competitions. The disciplinary panel may define specific restrictions where appropriate.

6.12 Reinstatement Following Suspension

Return following suspension may require:

- Completion of suspension period
- Written acknowledgement of conduct expectations
- Behaviour agreement
- Safeguarding or conduct training
- Panel review (for long suspensions)

Failure to meet reinstatement conditions may extend suspension.

6.13 Risk-Based Sanction Assessment Matrix

Factor	Low	Medium	High
Harm caused	Minimal	Moderate	Serious
Intent	Accidental	Reckless	Deliberate
Vulnerability of victim	None	Some	High
Behaviour pattern	Isolated	Repeated	Persistent
Cooperation	Full	Partial	None

Higher cumulative risk increases sanction severity.

6.14 Appeals Process

Individuals subject to disciplinary action have the right to appeal.
Appeals must:

- *Be submitted in writing within 14 days of the decision*
- *Clearly state the grounds for appeal*

Appeals may only be made on the following grounds:

- *Procedural error*
- *New evidence not previously available*
- *Disproportionate sanction*

Appeals will be:

- *Heard by an independent Appeal Panel*
- *Comprised of members not involved in the original decision*
- *Decided based on a review of the case (and rehearing where appropriate)*

The Appeal Panel may:

- *Uphold the original decision*
- *Reduce or increase the sanction*
- *Overturn the decision*

The decision of the Appeal Panel is final.

7. Reporting and Disciplinary Process

All (complaints) and concerns will follow a structured process:

Stage 1 – Submission

- Complaint submitted in writing

Stage 2 – Initial Review

- Conducted by Disciplinary Officer or Safeguarding Officer
- Determines if:

- Informal resolution is appropriate
- Formal investigation is required
- Safeguarding referral is necessary

Stage 3 – Investigation

- Evidence gathered
- Witness statements obtained
- Relevant parties interviewed

Stage 4 – (Decision)

- For minor cases: decision made by Disciplinary Officer
- For serious cases: referred to Disciplinary Panel

Stage 5 – Outcome Notification

- Written decision issued with reasons and sanction

Stage 6 – Appeal (if applicable)

- Managed under Section 6.14

Safeguarding matters may be escalated immediately to Table Tennis Wales or statutory authorities at any stage

See 'Appendix A' for the 'Reporting and Disciplinary Process' visual flowchart, which is also in the league's handbook.

8. Complaint Handling Process

The League follows a transparent complaint handling framework:

1. Complaint received
2. Acknowledgement within 3 days
3. Initial assessment within 7 days
4. Investigation (if required) within 21 days
5. Outcome issued within 7 days of investigation completion
6. Appeal window of 14 days
7. Appeal decision within 21 days

In urgent safeguarding cases, timelines may be shortened and immediate action taken.

See 'Appendix B' for the 'Complaint Handling Process' visual flowchart, which is also in the league's handbook.

9. Confidentiality

All complaints and disciplinary matters will be handled confidentially. Information will only be shared where necessary for safeguarding, investigation or legal reasons.

9.1 Malicious or Vexatious Complaints

The League recognises that complaints must be made in good faith.

Any individual found to have made a knowingly false or malicious complaint may be subject to disciplinary action.

10. Record Keeping

The League will:

- Maintain secure records of complaints and outcomes
- Retain records for a minimum of 6 years
- Monitor trends to improve governance

11. Acceptance

All members, clubs, officials and volunteers must confirm they have read and agree to abide by this Code of Conduct.

Failure to comply may result in disciplinary action.

12. Review and Monitoring

This policy will be reviewed annually and updated where required due to:

- Legislative change
- Governance change
- Significant incident review
- Structural change within the League

Signed on behalf of Swansea & District Table Tennis League

Name: R.Trigg

Position: Secretary

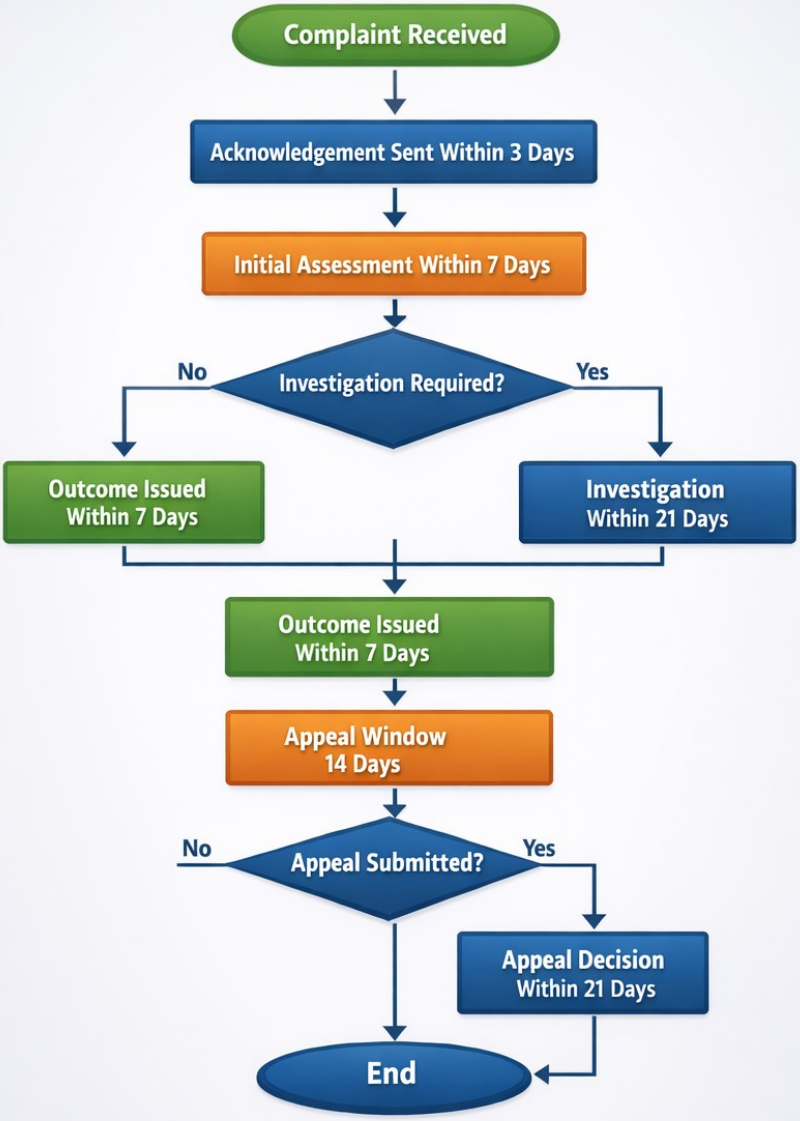
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Appendix A - Reporting and Disciplinary Process visual flowchart



Appendix B - Complainint Handling Process visual flowchart

Complaint Handling Process



In urgent safeguarding cases, timelines may be shortened and immediate action taken.