

## Grievance Procedure

Issue	Update details	Author	Date
1.0	Initial Release	J. Grantham	

Policies can only be issued upon agreement by the club committee. The date of the committee meeting where the issue / up-issue was agreed should be recorded above

### Outline

The purpose of the grievance procedure is to secure a mutually acceptable resolution of disputes or complaints arising within the club.

An internal, informal agreement will be the preferred solution to any dispute. If this cannot be achieved the below process will be adopted to achieve a resolution.

### Detail

All complaints regarding any grievance should be submitted in writing to a committee member.

The Committee will meet to hear complaints within 31 days of a complaint being lodged.

A committee member, unconnected with the incident, will be allocated by the Chair to investigate. Both the complainant and the subject of the complaint will be informed and have the right to submit supporting information to the investigator.

Equally, both parties will have the right to appeal to the Chair and request the allocation of a new investigator. In exceptional cases the Chair may decide there are sufficient reasonable grounds to object and allocate a new investigator.

The Investigators findings will be presented to the committee within 31 days. The committee will then decide whether the alleged complaint

- was found to have happened
- whether any behaviour fell below that expected by the Club's / England Athletics code of conduct

If both the above are found to be the case, then a proportionate sanction will be decided unanimously by the committee.

This could include

- verbal words of advice

## Grievance Procedure

- written words of advice
- temporary suspension from club training and events (exact period needs to be set by the committee)
- dismissal from the club (including potential notification to the sport's governing body).

If the committee fail to reach a unanimous agreement on the resolution / sanction then the case will be referred to England Athletics for an appropriate resolution.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.

There will be the right of appeal against any sanction imposed by the Committee following disciplinary action being announced. The appeal will be referred directly to England Athletics for consideration.

Any decision from England Athletics will be full and final.