 **Grievance & Disciplinary Policy**

**Of Westbourne RC**

1 Grievances and Disputes

An effective grievances and disciplinary management system is a proven way of maintaining and building relationships with the people on whom the club depends. It is central to and consistent with WRC’s aim to be a welcoming and inclusive club. It demonstrates our commitment to our members and the wider community to provide the best possible service; grievances received will be recorded in a log to be kept by the Club Secretary and allow the committee and club members to learn from any such incidents. The complaints procedure is for both members and non-members.

**2 Definitions**

2.1 A grievance is any expression of dissatisfaction, whether justified or not, about any aspect of Westbourne RC.

2.2 Additionally, where any club member becomes aware of concerns, allegations or reports of malpractice or abuse relating to the welfare of an adult they believe may be vulnerable, they should report this to the WRC Welfare Officer, whether they are the vulnerable adult in question or not. In such circumstances, unless 5. below applies, the WRC Welfare Officer will lead the investigation in accordance with the process outlined in Section 4 below.

**3 Matters reserved to for investigation by England Athletic (EA)**

3.1 Any concerns relating to serious misconduct (including, but not limited to, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations) or any act or omission of the Member or Officer which in the opinion of England Athletics brings, or is likely to bring, the sport of athletics into disrepute shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

**4 Process**

4.1 Subject to 2.2 above, Grievances must be presented in writing to the Secretary, or where the Grievance relates to the Secretary, to the Chair

4.2 Receipt of the Grievance will be acknowledged in a timely way and three Committee Members (‘the Investigation Panel’) will be appointed to investigate the Grievance.

4.3 The investigation will be conducted in a timely way but nevertheless the Investigation Panel will obtain the full level of information necessary to reach a considered decision. This may involve, but is not limited to, obtaining written evidence from both parties and from any witnesses and /or interviewing both parties and any witnesses.

4.4 Upon reaching their conclusion the Investigation Panel will communicate their findings and rationale in writing to both parties in a timely way. The investigation Panel has the right to suspend or expel members as a result of their investigation. However, where possible the Investigation Panel will seek to resolve the matter by mediation and /or agreement between the parties.

4.5 Both parties have the right to submit a written appeal within 7 days of receiving the Investigation panel’s decision. The appeal will be considered in a timely way by an Appeal Panel of three club members whom must not have been part of the Investigation Panel. The Appeal Panel will re-consider the original process and decision and wherever appropriate/applicable call for new evidence and communicate their decision and rationale in writing to both parties. The appeal Panel has the right to suspend or expel members and WRC will consider the Appeal Panel’s decision to be final.

4.6 Whilst the investigation is on-going the parties to the complaint should not respond to each other unless authorised by the Chairman or Secretary to do so, as this could jeopardise a successful resolution.

**5 Conflicts of Interest**

5.1 Any committee member named in the grievance will not form part of either the investigation Panel or the Appeal Panel.

**6 Confidentially**

6.1All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

**7 Variations to the complaints’ procedure**

7.1 The Club Committee may vary the procedure for good reason. This may be necessary to avoid a conflict of interest or to seek professional advice.

Updated 10 February 2023