



100MC Grievance/Complaints and Disciplinary Policy

All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its discipline and appeals process and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Chair). The complaint submitted should include the contact details of the applicant, the identity of the respondent, the nature and dates of the alleged complaint and the names of any known witnesses.

If the club member wishes to make a formal complaint it MUST be submitted in writing by email or letter within 14 days of the offence. The Club Secretary (or Chair) shall acknowledge the receipt of the complaint within 3 days and the club will then have a total of 28 days to investigate and respond to the complaint.

The club upon receipt of the complaint will determine, having taken, and being subject to such advice as they consider carefully in the circumstances, if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided, the Club Secretary will then appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

The Club Disciplinary Panel/Hearing will consider the matter on receipt of the initial complaint and formal responses from the member/s involved.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

1. A formal warning the club member concerned about their future conduct.
2. A temporary suspension from the club and it's activities

3. Notify the relevant governing body (EA) about the complainant
4. Be monitored by another club or any other person deemed relevant
5. Terminate the membership or such other penalty as the Disciplinary Panel considers appropriate including notifying Police and/or taking legal action.

The decision of the disciplinary panel shall be final and conclusive.

All parties concerned will be provided with the Disciplinary Panel's/Hearing formal written outcome notification by email within seven days of the decision.

The letter notifying the decision of the Disciplinary Panel shall also set out the right to Appeal.

The accused and/or the Complainant, may appeal against the decision of the Disciplinary Panel/Hearing, by serving a Notice of Appeal on the Club Secretary within seven calendar days of receiving the written decision. The Notice of Appeal must state the grounds on which the verdict of the Disciplinary Panel is challenged.

The Club Secretary shall acknowledge a Notice of Appeal within seven calendar days of its receipt and will cast a decision in regards to 'the grounds on which the verdict is challenged', if there are sufficient grounds/evidence provided to support the challenge, the Appeal Panel process will commence, if there are insufficient grounds, the appeal will be dismissed.

The Club Secretary shall appoint an Appeal Panel of three members who have not been involved directly, either in the events giving rise to the Hearing, or in the initial Disciplinary Hearing itself

The Appeal Panel shall meet on the date fixed by the Club Secretary. The Appeal Panel may at its sole discretion disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts as it thinks fit and may:

- quash the original decision;
- Confirm the original findings
- Case be reheard (re-trial)
- increase the original sanction;
- abate the original sanction;

The Appeal Panel shall inform all parties of its decision within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final, The Appeal Panel shall decide on any issue by majority.

The decisions of Disciplinary Panel's/Hearings, including Appeal Panel's/Hearings, shall be recorded and retained in confidential records for a period of 3 years by the Club. Supporting documentation shall also be retained in the same fashion.

Notification to UK Athletics and England Athletics where appropriate by the Panel Chair

- Disciplinary Hearing - details of a decision, including sanctions imposed, will be communicated to England Athletics and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA/UKA may determine to publish details on their websites.
- Appeal Panel - details of a decision, including sanctions imposed, will be communicated to England Athletics and/or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity.