



Disciplinary, Complaints, Grievance Procedure

Agreed December 2021

(See also bullying and harassment policy)

Step 1.

Any complaint or grievance should be put in writing to the Club Secretary. If the complaint relates to the club secretary it should be made to the Club Welfare Officer. The content of the complaint should include the specifics to which club rules/policy it refers to or how it brings the club into disrepute

Step 2.

The Club Secretary will write to the person/people referred to in step 1 to inform them of the complaint and to invite them to comment within 14 days of receipt.

Step 3.

The Club Secretary will determine if the complaint has sufficient grounds for further investigation or could dismiss any frivolous complaints at this stage. If the matter is to be pursued the Club Secretary will appoint 3 members to sit on a disciplinary panel, none of whom have had any direct interest or involvement in the matter.

Step 4.

The Club Disciplinary Panel will convene a hearing to consider the matter and may ask for written or oral evidence to be provided. This panel will have the power to suspend temporarily from membership anyone accused of a serious offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice.

The panel will make such further enquiries as it thinks fit and will offer a reasonable opportunity for the member concerned, who may be accompanied by a supporter, to meet and answer any allegations. All hearings will set out in advance both the substance of any complaint and the procedures they will follow.

If the Disciplinary Panel is satisfied that an offence has been committed then it may propose one or more of the following actions:

- Note the offence but take no further action
- Formally warn the member as to future conduct
- Suspend or disqualify the member from Tamar Trotters Running club for a specified period.
- Recommend to UKA/EA that the member be disqualified from athletics for some definite or indefinite period.
- Terminate the membership indefinitely from Tamar Trotters Running Club

All parties will be notified in writing of the decision within 7 days outlining the right to an appeal.

Step 5. Appeals

The accused member may appeal in writing within 7 days of receiving the letter from the Disciplinary Panel. This should clearly state the grounds for the appeal.

The Club Secretary shall appoint an Appeal Panel of 3 members who have not been directly involved in the initial hearing. The Club Secretary shall inform all parties concerned of the composition of the Appeal Panel. Either party may object to the composition within 7 days. The Club Secretary will give consideration to any such request and inform all concerned of a decision within 14 days and will outline the date, venue and procedures to be followed.

As with the Disciplinary Panel above, the meeting is private and confidential. However, the accused member has the right to a supporter.

The Appeal Panel may:

- quash the original decision
- Confirm the original decision
- Request that the case be reheard (retrial)
- Increase the original sanction

- Abate the original sanction

Records

The decisions of the Panels will be retained in confidential records for the period of 6 years.

Where appropriate the Panel Chair will inform UKA and EA.

Co-operation

These procedures assume that all parties will co-operate in the interest of resolving the issue in question. In the absence of such co-operation Tamar Trotters Running Club reserves the right to proceed with a Disciplinary Hearing or Appeal based on the best evidence it can obtain.

The Club Secretary is able to obtain some legal advice from EA membership services (0121 347 6543) if needed.