



# Grievance and disciplinary policy

**This grievance and disciplinary policy is included in the club constitution and references how we will deal with Complaints and Disputes.**

## Complaints and Disputes

1. All concerns, allegations or reports of poor practice/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 Club Welfare Officers are the lead contact for all members in the event of any safeguarding concerns.
2. All 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 a Welfare Officer (where the matter relates to a Welfare Officer, the complaint must be submitted to the Club Secretary). Unless in exceptional circumstances, the Welfare Officer will hear complaints within 14 days of receiving the complaint. If the complaint is sufficiently evidenced, the Welfare Officer will appoint 3 (three) Club members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.
3. Any appeals must be received by the Welfare Officer within 7 days of receiving the written decision and, if appropriate, the appeals process will be followed.
4. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of health and safety or an act from a Member or Officer which brings the sport of athletics into disrepute shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.
5. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.