

ACCRINGTON ROAD RUNNERS
GRIEVANCE AND DISCIPLINE PROCEDURES



At all stages of these procedures confidentiality will be maintained.

If a member has a cause for concern or complaint relating to another member the following procedures should be followed :

Informal Procedure

In the first instance the problem should be reported to the run leader or a committee member. A resolution will then be sought between the parties involved. It is hoped that all problems can be solved informally. However, if a resolution cannot be achieved then the formal procedure should begin.

Formal Procedure

Stage 1- The complainant should be asked to put their complaint / grievance in writing, giving as much detail and evidence as possible and stating their preferred resolution. This should be lodged with one of the Welfare Officers.

Stage 2 - The Welfare Officer will carry out a prompt investigation gathering the facts of the case. The member(s) concerned will be informed, in writing, of the complaint and be invited make comment within fourteen days of receipt of the said communication. At this stage the Welfare Officer should seek appropriate advice as s/he sees fit.

Stage 3 - The Welfare Officer should decide one of the following routes :

- a) Propose a resolution to the parties concerned. Inform them in writing including their right to appeal.
- b) Refer the case immediately to the Chairperson - proceed to stage 4.

Stage 4 - The chairperson will convene a group of three untainted committee members, not including the President, to form a Disciplinary Panel. The role of the panel will be to consider the facts as presented, make further enquiries as it sees fit and propose a resolution. Any member concerned, along with a supporter if desired, will be invited to meet with the panel to answer the allegations. Any witness to the alleged incident will also be given the opportunity to speak with the panel. Possible outcomes should the panel feel that there has been misconduct or the offence is proven :

- note the offence or misconduct but take no further action;
- formally warn the Member concerned as to future conduct;
- suspend or disqualify the Member from Club competition and / or coaching session for some definite period;
- recommend to UKA and / or England Athletics that the Member be disqualified from any involvement in athletics for some definite or indefinite period and/or;
- terminate the membership or such other penalty as the Disciplinary Panel considers appropriate.

If, at stage 3 or 4 any of the members concerned are not satisfied with the proposed resolution they may appeal the decision by writing to the Chairperson within seven days of receiving the proposed resolution. The grounds for appeal against the proposed resolution should be clearly outlined in this communication.

An Appeals Panel, of three untainted committee members, not including the President, will be appointed to hear the appeal. The Appeals Panel will look again at the evidence of the case and consider the reasonableness of the proposed resolution. They have the right to change said resolution as they see fit. The outcomes of the Appeal Hearing will be communicated to all parties and is final.

Confidentiality

All those involved at any stage of the informal or formal processes are bound to the highest levels of confidentiality and must only share information with those who, as a part of this policy, are required to have that information. Only information relevant to their particular role should be shared. Those carrying out a role under the policy are also under a duty to remind all those involved; witnesses, complainants those under investigation etc of their need for confidentiality.

When the final resolution is achieved the committee should be informed.

A record should be kept of the complaint and it's outcomes.

Policy history and review information

This policy will be reviewed annually at committee level and amended as and when necessary, any amendments will be reported to membership at next AGM.

Action	Date	Meeting	Review date	Secretary
First adopted	22/10/2021	AGM	10/2023	<i>Pam McCullagh</i>
Amended				