



GLAXO HOAD HILL HARRIERS GRIEVANCE PROCEDURE



Scope and Purpose

This procedure will apply to all Glaxo Hoad Hill Harriers members. The aim is to provide a framework to bring complaints or grievances to light in a positive manner bring them to a fair conclusion as soon as possible. It is in the interest of all that grievances are dealt with quickly and fairly and that every effort is made to resolve the grievance in the early stages of the procedure.

Procedure

If a member wishes to raise a grievance, then they should normally do so by approaching the Club Welfare Officer informally as soon as possible. If the Welfare Officer is connected with the grievance, then the member should raise the issue with an independent member of the club committee. At each stage the member should be able to provide clear reasons for their grievance, and evidence where possible of the issues involved. At each stage the member is entitled to be accompanied by another club member.

Informal stage

If the Welfare Officer is able to explain or resolve the issue, then they should do so as soon as possible providing it is within their span of authority to do so. The Welfare Officer must inform the member of their decision. If it is not possible to resolve the issue at this stage or the member is dissatisfied, then they can raise it to the formal stage.

Formal Stage

The member is entitled to raise the issue with a member of the Committee unconnected with the issue. In this case a formal meeting will be set up led by two members of the Committee. The member will attend with their representative (another club member acting to support the member raising the grievance) and they should provide a written submission stating their grievance no later than 7 days before the formal meeting. Members of the Committee who are involved may also be asked to provide a written submission and to attend the meeting.

The member will present their grievance and all other parties will be allowed to ask questions. The representatives of any other party (may include committee members who have responsibility for the area of complaint) will present their information and they will then receive questions from the other parties. Final summaries will be made and the Club member will make their final summary last.

The panel will adjourn the meeting to consider the information presented and return to give a decision. This will be confirmed in writing to the member and other parties within 2 weeks of the hearing.

Appeal Stage

If the member remains dissatisfied with outcome, then they have a final right of appeal to the Club Chair or other Committee member not involved in the grievance. This should be done in writing stating the reasons for the appeal within 3 weeks of receiving the written outcome from the formal stage hearing. The Committee will convene a panel of two Committee members who are unconnected with the issue within 3 weeks of receiving the written request for appeal. Any further papers should be submitted within 7 days of the appeal hearing. Members of any other party who are involved may be asked to provide a written submission and to attend the hearing.

The member will present their grievance and all other parties will be allowed to ask questions. The other party representatives will present their information and they will then receive questions from the other parties. Final summaries will be made and the Club member will make their summary last.

The panel will adjourn the meeting to consider the information presented and return to give a decision. This will be confirmed in writing to the member and other parties within 2 weeks of the hearing.

There is no further right of appeal.

Group Grievances

If a group of members are aggrieved, then the same procedure described above is to be followed. For practicality it may be suggested that members elect representatives to attend meetings so large numbers are not involved.

Malicious grievances

If a member is deemed to be making malicious or vexatious allegations without foundation, then reference will be made to the disciplinary procedure.

GLAXO HOAD HILL HARRIERS DISCIPLINARY PROCEDURE

Scope

This procedure shall apply to all Glaxo Hoad Hill Harriers members. The procedure is intended to be a fair and consistent means by which standards of conduct, discipline and performance are maintained.

Principles

This procedure provides a method of dealing with alleged breaches of organisational policies, rules and procedures, cases of alleged misconduct, or persistent poor performance in their execution of their club role/position. It ensures that disciplinary action, if taken, is appropriate to circumstances. The emphasis is on correction and improvement rather than punishment. Examples of misconduct are outlined in Appendix A below.

Process

When an occurrence of poor behaviour or conduct is perceived to have taken place the main principle is that an investigation will be undertaken to establish the fact of the matter. No disciplinary action will be taken until a matter has been fully investigated.

The investigation will be carried out by a member, usually a club officer, who has had no involvement in the alleged matter and is therefore independent.

In the event of an allegation of serious or gross misconduct the club will consider an interim suspension of the member for a period whilst the investigation process is carried out.

The member has the right to be accompanied by another member colleague at any interview or formal meeting in the process.

When the investigation is complete the investigating officer will report to a disciplinary panel outlined below.

Where appropriate the Club will seek advice from England Athletics.

Disciplinary panel

The disciplinary panel shall comprise of two officers of the club, at least one being the Chair or deputy. They shall have had no prior involvement in the alleged incident.

They shall ask the investigator to present a report on the alleged incident. The member or their representative will have the right to cross examine the investigator as will the panel members. The member will then present their case on the matter and be open to receive questions from the panel and investigator.

Both parties may call witnesses. The panel will ask the investigator and the member to present final statements, the member will make the last statement.

The panel will adjourn to consider the evidence in private and reconvene the meeting to inform the member of the outcome.

Sanctions available

1. Note to improve
2. First written warning
3. Final written warning
4. Dismissal from the Club

The panel chairman will write to confirm the outcome of the hearing within a 2 week period of the hearing.

The Club will report any instance that is considered proven of serious or gross misconduct to England Athletics.

Right of appeal

If the member wishes to appeal the decision of the Disciplinary panel, then they should do so to the Club Secretary within 2 weeks of receiving the formal outcome of the panel. The Secretary will convene a panel of 2 Committee members to hear the appeal within 3 weeks. The appeal panel will comprise of committee members who have had no previous involvement with events. The member will be entitled to be accompanied at the appeal hearing. The hearing will follow the same process as used for the disciplinary hearing. There is no right of appeal against a note to improve.

Appendix A

Misconduct - Behaviour that is generally deemed unreasonable or inappropriate such as:

- Abusive or aggressive language or behaviour
- Disobedience to those in authority or with responsibility
- Infringement of Club or governing body rules or Codes of Conduct
- Minor damage to property or equipment
- Misuse of equipment
- Negligence

Gross misconduct or Serious misconduct – may include but not exclusively:

- Theft
- Fraud
- Physical violence to another person
- Sexual abuse to another person
- Deliberate damage to property
- Serious negligence resulting in damage to property, loss of injury
- Serious acts of insubordination
- Incapability brought about by alcohol or illegal drugs
- Serious infringement of health and safety regulations
- Serious bullying, harassment or discrimination
- Any other action including use of social media which brings the club into disrepute or may harm its members

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