# Grievance and disciplinary policy

All concerns, allegations or reports of poor practice, inappropriate behaviour or abuse relating to the welfare of any person will be recorded and responded to swiftly and appropriately in accordance with the club's and England Athletics' safeguarding, discipline and appeals policy procedures. The club Welfare Officers are the lead contacts for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary, unless the Secretary is the subject of the complaint in which case it should be made to a club Welfare Officer.

Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary 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 appeal, a decision of the disciplinary panel shall be final and conclusive.

All hearings will be undertaken in accordance with the club's discipline and appeal hearing process.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within *10* days of the hearing.

There will be the right of appeal to the Club Secretary following notification of a decision by the disciplinary panel. A complainant can appeal against the decision of the Disciplinary Panel/Hearing, in writing to the Club Secretary within seven calendar days of receiving the written decision. This must state the grounds on which the verdict of the Disciplinary Panel is challenged. 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.

Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

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.