



## WREXHAM ATHLETICS CLUB

### GRIEVANCE POLICY

#### DISCIPLINARY ACTIONS

All complaints regarding the behaviour of members, or where it is believed a member is in breach of the Club Constitution should be submitted in writing to either the Club Welfare Officer (male or female), Club Secretary, or the Chairperson.

If the committee feel there is sufficient evidence that any person is in breach of the constitution, or if it shall appear that the continued membership of the Club by any person is detrimental to the Club, the Club Secretary shall write to the person concerned setting out the alleged breach and invite the person to comment thereon in writing by a specified date which, unless the committee otherwise directs, shall be not less than 14 days following the date such letter was posted.

The committee shall appoint a Grievance Subcommittee, which will consist of 3 to 4 members from committee and a chair, such as the Club President, who will meet at the earliest convenience, but no later than within 30 days of the allegation and consider the response (if any) along with the complaint. If it is evident that the constitution has not been observed, the allegation made in a complaint is substantive, or that the continued membership of the Club by the person in question is not the best interests of the Club, the Grievance Subcommittee will look to the following actions:

- Resolve to note the offence but take no further action; or
- Warn the person concerned as to their future conduct and thereafter take no further action; or
- Suspend or disqualify the person from athletics competition, coaching and/or administration for any period whether fixed or indefinite; or
- Recommend to the Regional Association that the person concerned shall be disqualified from any involvement in athletics for any period whether fixed or indefinite; or
- Such other penalty as the committee, in the circumstances of the case, shall consider appropriate.

The subcommittee review and recommendation will be feedback to committee in order that the recommendation can be agreed, and relevant (if any) action taken.

A term of suspension starts from the time it is pronounced by the Club Committee unless otherwise stipulated and does not expire until the end of the day mentioned in the decision.



Every person suspended, expelled, or disqualified; or otherwise dealt with shall be notified in writing by email, or hand (sent by recorded delivery post) within seven working days of the decision.

## **ADULTS OR CHILDREN AT RISK**

If an Applicant or Respondent is An Adult at Risk:

The Grievance Subcommittee shall consult the Club welfare officer (male, or female) to ensure their interests are protected and that UKA safeguarding protocols are correctly followed.

Any right or obligation under these regulations may be exercised on their behalf by their parent, carer, or a nominated appropriate adult.

Any written communication with them under these procedures may be copied to their parent, carer or nominated appropriate adult.

If an Applicant, Respondent, or witness is an Adult or Child at Risk they may be accompanied by a parent, carer or nominated appropriate adult at any meeting or proceedings.

When considering any sanction, the Grievance Subcommittee shall consider the fact that a Respondent is an Adult, or Child at Risk.

## **APPEALS.**

Any person suspended, expelled, or disqualified by final decision of the Committee will have the right to appeal to the Committee in writing within 14 days of receipt of email, or letter. The committee should consider the appeal within 14 days of the Club Secretary receiving the appeal.