



**WESTBURY  
HARRIERS**



# Grievance and Disciplinary Policy

This Policy deals with the conduct of all members of the Club, including athletes, Coaches and officials.

This procedure is in line with the rules of the governing body (UKA) and England Athletics.

## General

1. Members must behave in an appropriate manner at all times when representing the Club.
2. All those associated with the Club have the right to seek redress for matters of misconduct against them.
3. All those associated with the Club have the right to seek formal resolution of any issues, problems, complaint or dispute that they have with the Club or an Officer or member of the Club.
4. Disciplinary procedures are necessary for promoting consistency and fairness for all. These procedures are designed to help and encourage all involved in the Club's activities and maintain standards of conduct and behaviour.
5. Any reported misconduct will be dealt with as outlined in this Policy.
6. Any grievance which is raised in writing will be dealt with seriously, fairly and promptly.

## Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or Adults at Risk will be recorded and responded to swiftly and appropriately in accordance with Westbury Harriers and England Athletics' safeguarding policy and procedures. The Club Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with the Club's Discipline and Grievances Process and Appeal Hearings and must be presented in writing to the Welfare Officer (and where the matter relates to the Welfare Officer, the complaint must be submitted to the General Secretary). Unless exceptional circumstances apply, the Welfare Officer will hear complaints, or commence an investigation, within twenty eight days of receiving a complaint.

3.If the complaint is sufficiently evidenced, the Welfare



Officer will prepare a report which will be considered by a Disciplinary Panel (of no less than three (3) Committee 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.

4. Any appeals must be received by the Welfare Officer within 14 (fourteen) days of receiving the written decision and, if appropriate, the appeals process will be followed.
5. 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.
6. 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.

### **Action Warranting Disciplinary Action**

1. These lists are not exhaustive and the Club's Committee will take decisions regarding the classification of an incident.
2. Misconduct is defined as behaviour that is unreasonable and inappropriate. Examples of misconduct include but are not limited to
  - i. Abuse or aggressive language or behaviour;
  - ii. Disobedience or insubordination to those in authority or with responsibility;
  - iii. Poor attitude towards others;
  - iv. Infringement of Club or governing body rules or Codes of Ethics;
  - v. Minor damage to property or equipment;
  - vi. Misuse of equipment;
  - vii. Negligence.
3. Gross misconduct is defined as more serious behaviour. Examples of gross misconduct include but are not limited to
  - i. Theft, fraud, etc;
  - ii. Physical violence;
  - iii. Bullying, harassment or discrimination;
  - iv. Serious damage to equipment or property;
  - v. Use of illegal substances;
  - vi. Serious negligence which may put others at risk.

### **Issues which might be considered as a Grievance**

1. A grievance may be defined as
  - i. A breach of any of the Club's policies and procedures;
  - ii. Incidents of harassment;
  - iii. Incidents of discrimination;
  - iv. Incidents of bullying;



**WESTBURY  
HARRIERS**



- v. Any other perceived mistreatment or inequality resulting in a complaint, dispute, concern or problem which does not involve serious misconduct.
2. Misconduct will be dealt with pursuant to the Club's Grievance and Disciplinary Procedures Policy.

**Created November 2022**