

# Grievance and Disciplinary Policy

**This policy supersedes section 10 ('Discipline and appeals') detailed in the Somer AC (SAC) Club Constitution V2 dated 18<sup>th</sup> November 2014. The contents of this policy will be integrated into a revised Club Constitution at the next revision.**

## Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with UK Athletics (UKA) safeguarding policy and procedures. A 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 SAC in accordance with its discipline and appeals process and must be presented in writing to the Club Secretary (and where the matter relates to the Club Secretary, the complaint must be submitted to a Welfare Officer). Unless exceptional circumstances apply, the Club Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Club 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 rule 3 below, a decision of the disciplinary panel shall be final and conclusive.
3. Any appeals must be received by the Club Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.
4. 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.
5. If a dispute arises between any Members or Officers of SAC 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.