



## **Hercules Wimbledon AC**

### **Grievance and Disciplinary Policy**

All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or adults will be recorded and responded to swiftly and appropriately in accordance with the safeguarding policy and procedures of the Club and England Athletics. The Welfare Officer shall be the lead officer for all members in the event of any safeguarding concerns.

Any complaints of misconduct (improper or unprofessional conduct) or discriminatory behaviour concerning members or officers shall be dealt with by the Club in accordance with its discipline and appeals process:

- ❖ Complaints must be presented in writing to the Secretary (should the matter relate to the Secretary, the complaint must be submitted to the 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 three Club members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to appeal (see next point), a decision of the disciplinary panel shall be final and conclusive.
- ❖ Any appeals must be received by the Secretary within seven days of receiving the written decision and, if appropriate, the Club's appeals process will be followed.
- ❖ Where appropriate and at the absolute discretion of the Chair of a Disciplinary Panel, details of a decision, including sanctions imposed, may be communicated to England Athletics, UKA, Surrey County AA, another club or other body, where it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity.
- ❖ 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.

A record of the proceedings and decisions of Disciplinary/Appeal Panels, including any sanctions imposed, shall be confidentially held on file by the Club for a period of six years and confidentially shredded/deleted after this time.