

# Chester le Street Amateur Rowing Club



## Grievance Policy

Version 2 (02/02/15)

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The club will follow the policy on bullying and child welfare, as implemented by British Rowing. Details of the procedures we follow are documented below.

## 1. Grievance Procedure

1. An individual or member with a complaint about treatment by the club should set out their grievance in the first instance to the club chairman if the club chairman is not available, the grievance should be submitted to the club secretary, the club chairman and secretary are referred to as the club officers.
2. The club official receiving the said grievance shall determine whether the grievant wants a formal or informal procedure to be followed.
3. In the event of an informal procedure to be followed, the club official shall consult with the parties involved to settle the grievance. If the grievance is not settled to the satisfaction of the grievant they can opt to follow the formal grievance procedure.
4. The formal procedure for submitting a grievance is as follows, the grievant puts their grievance in writing to the club official. The club official shall respond in writing detailing the investigative action they will perform together with the possible outcomes and timescales. This response is to be sent to grievant within seven days of the receipt of the grievance being received.
5. At the conclusion of the investigation, the club official shall provide a written report of the grievance to the grievant and the subject of the grievance (if applicable) A copy is also to be held by the secretary. This report is to be completed within 14 days of the receipt of the grievance.
6. If the results of the grievance report is not acceptable to either party involved, they may resort to appealing the report.  
Appealing the report is accomplished by submitting in writing an appeal, stating reasons to the club officer within seven days of the report being available. An appeal panel consisting of at least one of the club officers and four club committee members is formed and reviews the appeal (all parties present) within seven days of the appeal being lodged.  
A junior must be accompanied by an adult nominated by the junior. The outcome of the appeal panel is final. Minutes of the appeal shall be submitted to the secretary.
7. If the outcome of the grievance report; or the appeal indicated disciplinary action is required, the club officers can instigate the disciplinary procedure.

## 2. Disciplinary Procedure

1. These procedures can be instigated only at the request of a committee member. The committee member shall notify the club chairman of the requirement of the disciplinary procedure to be followed.
2. This procedure is to be instigated as a result of the grievance procedure or that club rules have been broken, the club has been brought into disrepute or bullying or the ethos of the club has been undermined.

After the disciplinary procedure has been invoked, the subject of the procedure shall receive, no later than seven days, written details of the complaint resulting in disciplinary action, this to include the date of the possible hearing.

The complainant has seven days to provide a written statement of defence, or extenuating circumstances or a rebuttal of the allegation. The chairman may accept the reasons and decide that no further action is required, the subject shall be informed of this decision within 21 days of the initial complaint.

If the disciplinary procedure has been invoked as a result of the grievance procedure a hearing must be held. If no response is received or is insufficient, the club chairman shall notify the subject of the date and time and location for the disciplinary hearing. The disciplinary hearing shall take place no later than 21 days from the initial complaint.

3. A disciplinary hearing will consist of the club chairman and four members of the committee. The minutes of the hearing shall be recorded and lodged with the club secretary; these minutes are not to be made public, neither is the result.

The result will be made public once the outcome of an appeal or immediately on no appeal being lodged. The committee may apply sanctions if the complaint is upheld.

4. The decision of the committee can be appealed by both the complainant and the subject in writing no later than seven days after the disciplinary hearing.
5. The appeal will be heard by the secretary plus four committee members. These committee members are to be different from the members constituting the original hearing. The minutes of the appeal hearing are to be lodged with the secretary. The outcome of the appeal is final.

6. Any committee member who is directly part of the complaint or related to; or closely associated with one or the other party associated in the matter should not be part of either the disciplinary or appeals committee.

### **3. Disciplinary Sanctions**

1. Sanctions used are to be proportionate to the severity of the offence.
2. Isolated transgressions of the club rules are to be treated leniently, recording of the transgression and a verbal warning will suffice.
3. Repeated transgressions of club rules may lead to the any or several of the following sanctions being applied, depending on the transgression
  - a. Removal of privileges; e.g. boathouse access, parking
  - b. Not being allowed to supervise others.
  - c. Not being able to compete.
4. Where a very serious transgression, bringing the club into disrepute or a total disregard of the club rules, suspension or exclusion from the club can be applied. In the event of exclusion British Rowing must be informed.