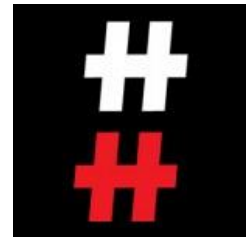


Harrogate Harriers & AC

Grievance and Disciplinary policy

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 the Club's and England Athletics' safeguarding policy and procedures. The 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 its discipline and appeals process as listed in rule 3 and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within twenty-one days of receiving a complaint. If the complaint is sufficiently evidenced, the 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 4 below, a decision of the disciplinary panel shall be final and conclusive.
3. Local complaints policy for Harrogate Harriers & AC.
 - a. In the first instance the Chair and Club Secretary will consider the allegations and evidence presented by the complainant with input from the Welfare Officer as appropriate.
 - b. If necessary, they will involve members of the committee as appropriate or where the allegation is against either against the Chair or Club Secretary the Committee will decide who is best placed to consider the complaint.
 - c. If agreement as to the level of evidence to support the allegation cannot be met between Chair and Club Secretary, the complaint will proceed as per point '2'. This will then be heard by three appointed members of the Club who have no direct or indirect interest/involvement in the matter to sit on a disciplinary panel. Subject to rule 3, a decision of the disciplinary panel shall be final and conclusive.
 - d. If the Chair and Club Secretary +/- Welfare Secretary agree with the outcome that the complaint is not sufficiently evidenced - this will be fed back to the complainant by letter. If the complainant wishes to escalate the matter, they have 7 days to appeal the outcome.
 - e. Any learning points from the complaint will be disseminated as appropriate to the Committee and circulated in an anonymised format to club members.



4. Any appeals must be received by the Secretary within 7 (seven) working days of receiving the written decision and, if appropriate, the appeals process will be followed. If an appeal is received and a panel has not previously been appointed this will be considered if new evidence is presented or the type of complaint received is of a serious nature.
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.