

PORT TALBOT HARRIERS

Grievance & Disciplinary Procedures:

Introduction

A grievance is an issue, complaint, dispute, concern or problem, which does not involve alleged serious misconduct. Allegations of serious misconduct should be resolved under the clubs Disciplinary Procedure. All parties to a grievance should cooperate constructively to resolve matters by informal methods wherever appropriate. It is hoped that grievances can be resolved amicably thereby maintaining, and, where necessary, restoring good relations within the club.

Informal Resolution

If you have a grievance that involves another member of the club (which includes coaches, volunteers, Trustees etc.), you should, in the first instance, try to resolve the matter by speaking directly with the other member(s) about the issue, if possible. The discussion should be conducted with courtesy and it is hoped that a resolution will be reached as soon as possible by informal means.

Formal Resolution

If you do not wish to, or feel that you cannot, discuss the matter directly with the other member(s), would like additional assistance or feel that the issue may be a matter of serious misconduct, you can contact the Club Secretary (or Chairperson if the allegations involve the Club Secretary), who will appoint a person (a Club member who can be a Trustee) to investigate the issue. This person is referred to as the Investigating Officer. Grievances should be made in writing providing some or all of the detail below:

- * What has been happening or has happened
- * Who are the member(s) involved
- * What contact (if any) have you made with the member(s)
- * What steps (if any) have you taken to resolve the matter on your own
- * What would you like to happen, e.g. ideal resolution

If the Club Secretary (or Chairperson if the allegations involve the Club Secretary) deems the matter to be a serious misconduct, then the Disciplinary procedure will be invoked.

Investigation Stage

The designated Investigating Officer will investigate the matter as soon as practicable. If the grievance is against an individual, then such individual may be invited to respond to the grievance by the Investigating Officer at the earliest opportunity. In seeking to resolve the grievance, the Investigating Officer may request for more time to investigate, suspend the investigation or defer the decision if more information is required.

The Outcome

After the investigation is completed, the Investigating Officer shall inform you and all relevant parties, in writing, as to how the matter should be settled and update the Trustees on the matter and related actions at the next earliest Trustee meeting. If the settlement/resolution involves disciplining or excluding a member from the Club's membership, such decision must be made in accordance with the Club Rules on Disciplinary Procedure and not by the Investigating Officer.

Appeal Stage

If you are not satisfied with the settlement/resolution provided by the Investigating Officer, you may request the Board of Trustees to review the matter. In the event that the matter involves a person on the Board of Trustees, then that individual shall excuse themselves from the review process. An appeal should be made in writing to the Trustees' Chairperson within ten working days of receipt of the outcome above.

Disciplinary Procedure:

Introduction

The club shall not tolerate the physical or mental abuse, harassment, discrimination or defamation of any of its members. Any member may be disciplined or excluded from membership of the Club if his or her conduct has been, or is likely to be, prejudicial to the interests of the Club.

Reporting an Issue of Serious Misconduct

If you believe that a matter of serious misconduct has arisen, then details must be put in writing to the Club Secretary (or Chairperson if the allegations involve the Club Secretary) stating:

- What has been happening, or has happened
- Who are the member(s) involved

It is then the responsibility of the Secretary (or Chairperson) to convene a Trustee meeting in order to hear the complaint. The Trustees will, if necessary, appoint 2 Investigating Officers (Club members who can be Trustees) to gather appropriate evidence to be presented to the Trustees. The Trustees will meet to hear the complaints within 21 days of the issue being reported.

Investigation Stage

The designated Investigating Officers will investigate the matter as soon as practicable. If the matter involves an individual, then such individual may be invited to respond by the Investigating Officers at the earliest opportunity.

The Investigating Officers may request for more time to investigate, suspend the investigation or defer the decision if more information is required.

The Outcome

After the investigation is completed, the Investigating Officers shall inform the Club Secretary (or Chairperson if the allegations involve the Club Secretary), who will convene a Trustee meeting at the earliest opportunity, but no later than 14 days from this point, where the evidence will be considered and a decision made as to the outcome. The outcome of this disciplinary hearing will be notified in writing to the person who lodged the complaint and also the member(s) against whom the complaint was made, within 14 days of the hearing. Exclusion of a member will be agreed by a resolution of a majority of at least two thirds of those present at a properly convened Trustee meeting at which no fewer than 7 of the Trustees must be present.

Appeal Stage

If you are not satisfied with the outcome you may request the Trustees to review the matter. In the event that the matter involves a person of the Trustees, then that individual shall excuse them self from the review process. An appeal should be made in writing to the Chair of Trustees within ten working days of receipt of the outcome above.