



AMPTHILL & FLITWICK FLYERS



Founder: Steve Jordan www.affrunningclub.org.uk President: Phil Berton

GRIEVANCE AND DISCIPLINARY POLICY

1. GRIEVANCE

- This policy will be used by Amphill and Flitwick Flyers (“the Club”) to resolve any complaints or grievances raised with them.
- Grievances shall wherever possible be resolved within the club. If any member is unhappy with the resolution, they are entitled to raise their grievance with England Athletics in line with the England Athletics Grievance Policy.
- A grievance is an issue, complaint, dispute, concern, or problem which does not involve serious misconduct. Any reference to “grievance” in this document shall include a complaint, dispute, concern, or problem. Allegations of serious misconduct should be referred to England Athletics.
- If during any grievance investigation, evidence emerges of serious misconduct that the complainant wishes to pursue formally, then the case will be dealt with by England Athletics.
- A Grievance can be raised, but not restricted to, breaches of health and safety, breaches of the Club Code of Conduct or breaches of Club Policies. The grievance may be against an individual, group or the club.
- Any person that raises a grievance will be given a fair hearing and will have the right to be accompanied by a representative when raising the grievance
- All parties to a grievance shall co-operate constructively to resolve matters by informal methods wherever appropriate. It is hoped that grievances can be resolved amicably thereby maintaining and whereby necessary, restoring good relations within the club.

Raising a grievance

- A person with a grievance must state their grievance in writing to the Secretary of the Club in the first instance. The Committee will then give full and proper consideration to the grievance raised and endeavour to resolve the issue informally with the parties concerned
- If the grievance cannot be resolved formally then the individual can request a review of the grievance stating the details and actions taken so far to resolve the matter and any outcome sought. Copies of any relevant papers in support of the grievance should be included. The request should be made in writing to the Secretary of the Club
- If after further review by the Committee the issue is still not resolved to the satisfaction of the individual, then they shall refer the matter in writing to England Athletics.

DISCIPLINE AND APPEALS

- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics Safeguarding policy and procedures. The club Welfare Officers are the lead contact for all members in the event of any child protection concerns.
- All complaints of misconduct regarding the behaviour of members should be presented and submitted in writing to the Secretary of the Club (where the matter is related to the Secretary, the complaint must be submitted to the Welfare Officer).
- The Secretary shall consult with the Chairperson and the complaint shall be put before the Committee for discussion within 14 days of the complaint being received.
- The Committee will have the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- The individual has the right of appeal to the Committee following disciplinary action being announced. Any such appeal should be received by the Secretary within 7 days of the hearing. The committee should consider the appeal within 21 days of the Secretary receiving the appeal.
- Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.

Date agreed by AFF Committee - 24/05/2022