



## Exeter Harriers Disciplinary, Grievance and Welfare Policies and Procedures

Exeter Harriers is fortunate to have a pool of people, who regularly volunteer for the Club to enable it to function as a business and a sports and competition organisation.

We recognise that these people volunteer because they wish to, but there are certain standards of behaviour required of these people by the Club, as laid out in the Exeter Harriers' set of Codes of Conduct.

Unfortunately, there may be times when these standards of behaviour may be breached, in which case the following policy will be applied to ensure any issues are dealt with in a fair and appropriate manner.

### **Raising a complaint or grievance**

- Any complaint about, or grievance with, a member or volunteer of Exeter Harriers should be directed to the Chairperson. This may initially be verbally, but will generally need to be submitted as a written complaint. The Chair will serve as the "Investigating Officer". Complaints must be raised within 30 days of the incident for it to be deemed valid.

**(NB. If there is a welfare and safeguarding issue, it should be raised, in the first instance, with the Club's Welfare Officer.)**

- The Investigating Officer will formally acknowledge receipt of the complaint (normally) within 7 days and will undertake an investigation into the incident, preparing a report, normally within 30 days of receiving the complaint. He/she will be guided by the Disciplinary policies of the national governing bodies of athletics i.e. UK Athletics and England Athletics.
- If appropriate, the Investigating Officer will consult with the Board of Exeter Harriers and a decision will be made as to the correct course of action. The Board reserves the right to invoke Article 5.2 of the Club's Articles of Association, which reads as follows :

*"5.2. A person shall cease to be a member of the Company and the Club (or, in the case of Members of the Junior Section, the Club) if the Board shall pass a resolution that, in the opinion of the Board, he should cease to be such a member by reason of conduct detrimental to the interests of the Company or the Club or to Athletics generally, and serves notice to that effect on the person in question. Any such member may on giving notice within seven days of receipt of such notice of expulsion, claim the right to appeal to a general meeting of the members of the Company, which the Board shall convene within two months of receipt of such notice, and the outcome be determined by a majority vote of the members."*

- Should the complaint be about the conduct of the Chair, the Investigating Officer will be the Club President, who will act according to the same set of procedures as the Chair would have done.
- If it is deemed necessary, the Investigating Officer will seek the advice of England Athletics, as the National Governing Body, in relation to complaints or grievances and will cede control of the process to England Athletics (EA) if it is considered appropriate. EA will invoke its National Disciplinary Procedures or its National Grievance Procedures.
- If the complaint is in respect of a UK Athletics (UKA) licensed coach or official, and it is deemed necessary, the Investigating Officer will cede control of the process to UKA and its Disciplinary Procedures Policy.

**(NB. The Disciplinary and Grievance Policies of UKA and England Athletics are published on their respective websites.)**

Exeter Harriers  
February 2017