

Grievance Procedure

These procedures will be used by Altrincham and District Athletics Club (“the Club”) to resolve any complaints or grievances raised by Members of the Club against other Members.

A grievance is an issue, complaint, dispute, concern or problem which does not involve serious misconduct. Allegations of serious misconduct fall outside the definition of grievance and will not be dealt with under this Altrincham and District Athletics Club Grievance Procedure. Matters of serious misconduct should be referred to England Athletics. It should also be made clear that if during the course of the grievance procedures evidence emerges of serious misconduct, such procedures will be put aside, and the case will be dealt with by England Athletics.

The Club will endeavour and encourage its Members to resolve any disputes internally at first. If an issue does arise, or a Member feels aggrieved (the “Aggrieved”), that Member should first attempt to reach a solution with the Member they are making the complaint against (“the Respondent”). If such attempts fail, the Member should then refer the complaint to the Club.

If the Aggrieved member is not satisfied with the decision of the Club they will be entitled to an appeal and, if all procedural matters are satisfied, the Club will establish a three-member Panel to hear and render a final decision on the matter.

If the Aggrieved is still not satisfied after the decision of the Appeals Panel, they are entitled to raise their grievance with England Athletics in line with the England Athletics Grievance Policy.

Altrincham and District Athletics Club recognises the importance of dealing with grievances, disputes and complaints seriously, fairly and quickly. Any person that raises a grievance will be given a fair hearing concerning any grievances they may have and have the right to be accompanied by a representative when raising a grievance.

Jurisdiction

Altrincham and District Athletics Club Management Committee holds ultimate responsibility for seeing that all grievances made to it are dealt with in accordance with its policies and procedures.

Internal Grievance Procedure

The Club encourages its Members first take informal measure to resolve any disputes. The Aggrieved should first approach the Respondent and attempt to discuss the issue and try to come to a solution. If, after genuine efforts to resolve the matter informally have not produced the desired results, then the Aggrieved should approach the Club Committee and take formal procedures to resolve the issue.

Raising Grievance Issues Informally

Any aggrieved individual should first seek resolution of their grievance within the club. The Club will encourage its members to resolve the matter by first talking with the person they are

making the complaint against. If attempts to resolve the grievance informally between both members are unsuccessful, then the matter can be referred to the Club Committee.

Raising Grievance Issues Formally

The Aggrieved can request the Club Committee to review the grievance. Such requests should be made to the Club Secretary in writing and outline the grievance, the action taken so far to resolve the matter and the remedy sought. Any documentation in support of the grievance should be included with this letter.

Upon receipt of the written complaint, the Club Secretary will notify the Respondent that a grievance has been submitted and will be provided with a copy of the grievance. The Respondent will have the opportunity to respond to the grievance and any relevant papers in response to the grievance. The Respondent will have up to one week to respond.

If the Respondent brings forward witnesses, it might be necessary for the Management Committee to hear the witnesses' accounts. In such instances, the Management Committee will conduct further investigation by arranging a meeting with the Respondent and the witnesses. The meeting will be chaired by three Management Officers from the Club and the Respondent and witnesses will give their account of events in relation to the grievance. All documents and witness statements will be forwarded to the Aggrieved.

Once the meeting with the Respondent and relevant witnesses concludes, the Club Committee will be tasked with rendering a final solution to the matter that is mutually beneficial to all parties involved.

Following the meeting a decision will be made and the Club Secretary will inform the Aggrieved of the decision. This will be given within one week of the meeting and will summarise:

- a) The nature of the grievance;
- b) The investigation that was conducted;
- c) The decision;
- d) Reason for the decision;
- e) Any outcome for a change in practices as a result of the decision;
- f) A copy of the meeting records and any formal minutes taken

All of the above will be provided to both parties.

Appeals

If the Aggrieved is not satisfied with the outcome of the formal procedures, they may appeal.

The Aggrieved should write to the Club Secretary within two weeks of receipt of the decision letter. In the letter the Aggrieved should outline the ground on which the verdict is challenged and the remedy or outcome sought.

Each party shall bear its own costs (including but not limited to legal costs, scientific costs or other expert fees) in connection with the grievance brought under this procedure.

A panel of three members will be elected by the Club Secretary to preside as the Appeal Panel. No member of the Panel shall have any involvement with the matter. The Appeal Panel should receive in advance copies of any documents either party wishes to refer to during the Appeal Hearing and of any witnesses whom either party wishes to put before the Appeal Panel.

An Appeals Hearing will be held, the purpose of which is for the Panel to understand the nature of the grievance, to review the basis for the earlier decision and to explore potential solutions. The Aggrieved will be given every opportunity to state their grievance at the meeting. If further investigation is required, the matter will be adjourned to enable this to be undertaken and reconvened within a reasonable time. A timetable for the investigation will be agreed with the Aggrieved prior to adjournment and the Panel will act expeditiously and ensure that the issue is addressed promptly.

The Panel will render a decision and send a letter outlining the decision within one week of conclusion of the hearing. The letter will summarise all of the issues raised and documents used in the appeals hearing. Each party will have the opportunity to record any dissenting comments, and this will conclude the process for the Club resolving grievances.

If the Aggrieved is not satisfied with the outcome of the Club Committee or the Appeals Panel decision, the Aggrieved is entitled to refer the matter to England Athletics Grievance Procedure.