**BROMSGROVE & REDDITCH ATHLETICS CLUB**

**COMPLAINTS, GRIEVANCE AND DISCIPLINARY PROCEDURE**

1. B&RAC is committed to providing a safe and fair environment for members to train, compete and support all athletic sport. The constitution and safeguarding policies show the commitment to safe practice, equality of opportunity, safeguarding children and adults, and fair play.
2. These principles are underpinned by a clear and robust complaints, grievance and disciplinary procedure, as set out in this document. The Club provide a fair and consistent method of dealing with complaints, grievances and disciplinary incidents. The incident will be fully investigated and the facts established.
3. The following key principles will apply to all complaints, grievances and disciplinary matters.
4. All Club members and parents of athletes under 18 years of age attending events or external events to represent the club are required to comply with Club policies in force in relation to safeguarding, and codes of conduct for members and coaches.
5. If there is any complaint or grievance about the conduct of any athlete, coach, parent or other member this **must** be made in writing and sent to the Club Chairperson. If the allegation relates to safeguarding of a child, young person or vulnerable adult, the Club Welfare Officers must also be notified.
6. Upon receipt of a written complaint, an investigation must be conducted. The person against whom the allegations/complaint are made (“the Respondent”) is to be notified as soon as possible of the complaint/allegation, and is to be given information about the allegation/complaint being made.
7. Depending upon the nature of the complaint made, it may appropriate to suspend the membership, or coaching role of the Respondent. Suspension may be required to allow an investigation to proceed unhindered, or to safeguard a vulnerable person. Suspension is a neutral act and is not indicative of a final outcome.
8. The Chairperson will appoint a committee member to investigate and gather information. This will include making enquiries to determine the facts of the allegation, and speaking directly to key persons. The key persons include the complainant, and any other persons who may be able to provide information about the allegations. If appropriate, and depending on the circumstances, consideration will be given to obtaining information directly from any child or young person who may be able to provide relevant information. This depends on the age and understanding of the child or young person, and is a matter within the discretion of the investigator. **This is subject to the paragraph below**.
9. Immediate investigation may not be appropriate if the allegations are such that external agencies are involved. If the police, Children’s services, or other statutory agency is involved, then any investigation or other action (other than interim suspension) must be deferred pending the outcome of the actions of other agencies.
10. At every stage the, the complainant will be advised of the steps being taken to deal with the complaint.
11. Once this initial investigation has been completed, the person against whom the complaint or allegation has been made will be invited to a meeting, to be given an opportunity to respond to the allegations against him/her. The meeting will comprise three committee members (the sub-committee), including the initial investigator. The person against whom the complaints are made may be accompanied by another person for support, with agreement of the sub-committee. A full opportunity will be given to respond to the complaints made.
12. Having heard from the Respondent, it is the role of the disciplinary sub-committee to determine the following matters:

* The factual matters in issue and whether the complaint/grievance has been substantiated, and what sanctions if any are appropriate.
* Any sanctions may include continued suspension for a period, exclusion, retraining, supervision requirements, or inviting persons to enter written agreements governing future conduct.

1. There may be an appeal by the Respondent from the findings made or any sanction imposed.
2. An appeal must be made in writing, and it will be determined by the whole Club Committee at its next meeting. The conduct of the appeal will be by considering whether the sub-committee has conducted a proper process and made reasonable determination on any findings made. If the full committee is satisfied that this is the case, it will only intervene to impose a different penalty if it is satisfied that the outcome is wholly wrong and unreasonable having regards to the findings made.

Chairman Vice-Chairman Secretary

10 July 2017