

# Grievance and disciplinary policy

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers must be presented in writing to the Secretary. Unless exceptional circumstances apply, the Secretary will assess the complaint within fourteen days. If the complaint is sufficiently evidenced, the Secretary will then appoint three Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Unless exceptional circumstances apply, the decision of the disciplinary panel shall be delivered in writing, to both the person making the complaint and the person who is the subject of the complaint, by the Secretary within one month of the disciplinary panel being appointed. Subject to Rule 3 below, a decision of the disciplinary panel shall be final and conclusive.

3. Any appeal must be received by the Secretary within seven days of the written decision being issued. An Appeals Committee, consisting of the Secretary and two other Members (who have no direct or indirect interest/involvement in the matter) will decide if the appeal has merit. If the Appeals Committee decides the appeal has merit, the Secretary will appoint a new disciplinary panel to repeat the process set out in Rule 2. If the Appeals Committee decides the appeal has no merit, the Secretary will inform the person making the appeal accordingly. No more than one appeal will be permitted.

4. In the event of the Secretary being the subject of the complaint, the Welfare Officer will take over the role of the Secretary in Rules 2 and 3.

5. If an athlete fails to comply with the Club's Code of Conduct, the UK Athletics and Home Countries Athletic Federations Codes of Conduct or is otherwise disciplined under Rules 2 and 3, then depending on the severity of the breach of conduct, and on whether it is a repeat occurrence, one or more of the sanctions below may be applied. The athlete may:

- be required to apologise to his or her teammates, the other team, match referee or team manager
- receive a verbal warning from the coach

- be dropped from the team
- be suspended from training for a specified period
- receive a written warning from the Club committee
- be required to leave the Club.

6. If a coach, team manager, technical official, volunteer or other non-athlete Member fails to comply with the Club's Code of Conduct, the UK Athletics and Home Countries Athletic Federations Codes of Conduct or is otherwise disciplined under Rules 2 and 3, then depending on the severity of the breach of conduct, and on whether it is a repeat occurrence, one or more of the sanctions below may be applied. The Member may

- be asked by the Club committee to make an apology
- be required to meet with the Club's Welfare Officer
- be required to meet with the Club committee
- be suspended by the Club
- be required to leave the Club.

7. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety rules, gambling, breach of ticketing regulations or any act or omission of the Member or Officers which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported to and dealt with by England Athletics in accordance with its Disciplinary Procedures.

8. If a dispute arises between any Members or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

October 2026