



Disciplinary & Grievance - Code of Practice

Version	Date	Author	Changes
1.0	12 th February 2022	N. Gallagher & J. Baines	New version
Committee Approved:			



Introduction

Despite people's best intentions in any voluntary organisation, issues arise from time to time that cause grievance, dispute or the necessity to apply a disciplinary measure.

Commercial Rowing Club is a voluntary, sporting organisation and on that basis, every effort should be made to avoid formal disciplinary and grievance procedures wherever possible.

Early and very informal interventions in mediation and counselling should be actively used by Club leaders and coaches to prevent situations that might otherwise escalate into a more serious situation later.

Inevitably, there will be situations that arise from time to time where best informal efforts at mediation and counselling fail to resolve grievance, disciplinary or relationship situations. It is in this context, and only in this context, that a more formal and structured approach will be applied.

This more formal approach is established to provide a fair, transparent and consistent procedure that provides due process to all parties to the grievance or disciplinary matter.

Commercial Rowing Club is committed to the principles of equality and safety. Fundamental to those principles, is the right to have a sporting and exercise environment safe from sexual harassment, bullying or any verbal, non-verbal or physical forms of harassment. Any form of harassment is totally unacceptable in the Club.

Disciplinary Code of Practice

1. In the event of an initial breach of Club rules, codes of conduct or safety practices the matter will be addressed informally by the relevant coach through direct coaching, counsel and advice. If the breach is caused by the coach, then the matter should be addressed by the Club Captain.
2. In the event that there is a subsequent breach of rules, the coach should report the matter to the Club Captain, who will, where warranted, issue a formal warning in writing to the member. This warning will include an explanation of the next stage in the event of a further breach and the duration of the life of the warning.
3. In the event that there is a further breach of rules, the Captain will progress the matter to the Disciplinary Committee. In the case of a Junior member, the Children's Safeguarding Officer will be a member of the Disciplinary Committee. This group will examine the case and interview both the member concerned and his/ her coach. The Disciplinary Committee may impose sanctions of temporary or fixed term suspensions or other appropriate sanctions, up to and including termination of membership. The member may be accompanied by a fellow member, parent and/or guardian if he/ she desires.
4. The Disciplinary Committee will be an hoc group of four members formed by the Club Captain and Club President to specifically address the case under review.
5. Any appeal against the decision of the Disciplinary Committee should be made in writing to the Club Secretary within seven days of receipt of the Disciplinary Committee decision. Such an appeal will be considered by the Club General Committee and the member will be advised



of their decision within seven days of the meeting. The decision of the Club General Committee will be final. A member of the General Committee, who was part of the Disciplinary Committee should excuse themselves from this meeting.

6. In order to avoid conflict of interest, no person who is a family member of either the member or his/ her coach may participate in a Disciplinary Committee or in the Club General Committee review.
7. In the event of alleged gross misconduct (e.g. serious breach of safety requirements, sexual harassment, bullying, theft, or deliberate damage to Club property) earlier warnings will be dispensed with and the Captain, will initiate proceedings as outlined in par. 3 above i.e a review by a Disciplinary Committee. Any determination on the part of the Disciplinary Committee may be appealed in accordance with par. 4 above to the Club General Committee.

Grievance Code of Practice

A grievance means a complaint or dispute by a Club member on any matter. It is desirable that any such complaints are settled as quickly and as low key as possible.

Members are encouraged to try to settle their complaint with their coach before following the process outlined below:

1. The member should present their grievance to their coach or any other officer of the Club.
2. If the matter is not resolved within 2 weeks, the member (accompanied by a fellow member, parent and/or guardian if he/ she desires) should present their grievance to the Club Captain.
3. If the matter is not resolved within 2 weeks, the member may present their case to the Club General Committee. Such an appeal will be considered by the Club General Committee and the member will be advised of their decision within seven days of the meeting. The decision of the Club General Committee will be final. The member may be accompanied by a fellow member, parent and/or guardian if he/she desires.
4. In order to avoid conflict of interest, no person who is a family member of either the member or his/ her coach may participate in a Disciplinary Committee or in the Club General Committee review.