



Grievance and Disciplinary Procedure

ROADHOGGS LEICESTER AC

1. All complaints regarding the behaviour of members should be presented and submitted in writing to a Club Welfare Officer or Chair.

NB. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children/young people or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's Protection Policy for Young and Vulnerable People. The Club's Welfare Officers are the lead contacts for all members in the event of any child protection concerns.

2. The written complaint should include:
 - a. Details of what, when and where the behaviour complained of took place
 - b. The names of any witnesses
 - c. Details of any previous complaints made about the behaviour, including the date and the name of the person to whom the complaint was made
3. The Management Committee will appoint a sub-committee to hear complaints and make recommendations.
 - a. Members of the sub-committee will have had no prior involvement in the matter.
 - b. The sub-committee will meet, normally, within 30 days of a complaint being lodged.
 - c. One member of the sub-committee will be nominated as Secretary and will be responsible for (i) ensuring that an accurate written record of the hearing is made, and, (ii) drafting the sub-committee's report and recommendations.
 - d. The sub-committee will invite both the complainant and the member against whom the complaint has been made to attend the hearing for its duration.
 - e. The member against whom the complaint has been made will receive a copy of the complaint before the hearing.
 - f. Where relevant and possible, witness statements will be obtained prior to the hearing and made available to the complainant and to the member against whom the complaint has been made. In accordance with the principles of natural justice, it is the normal expectation that the identity of witnesses will be disclosed to the sub-committee and to the



parties to the complaint. However, the Chair (or Vice-Chair, as appropriate) will give careful consideration to any request for witness anonymity and, in exceptional circumstances, may accede to such a request, having taken reasonable steps to verify that the witness statement is genuine.

- g. In accordance with the principles of natural justice, it is the normal expectation that witnesses would attend the hearing to answer questions arising from their statement. However, the Chair (or Vice-Chair, as appropriate) will consider whether it is necessary, in all the circumstances, for a witness to attend in person. If attending in person, witnesses will withdraw after they have provided their evidence.
 - h. Both the complainant and the member against whom the complaint has been made will be invited to address the sub-committee, but will not be entitled to question witnesses. Queries arising from the witness statement(s) should be forwarded to the Secretary so that they can be pursued by the sub-committee.
 - i. At the conclusion of the hearing, the sub-committee will deliberate in private. The recommendations available to the sub-committee are:
 - i. To take no further action
 - ii. To warn the member(s) as to their future conduct
 - iii. Suspension from membership (exceptionally in the absence of previous warnings)
 - iv. Termination of membership (exceptionally in the absence of previous warnings)
4. The Management Committee will meet to as soon as possible after the hearing to consider the sub-committee's report and recommendations.
 5. The outcome of a hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, normally within 7 days of the hearing.
 6. There will be the right of appeal to the Management Committee following disciplinary action being announced. Appeals should be lodged with the Chair within 14 days of receipt of the written notification. The committee will normally consider the appeal within 14 days of the Chair receiving the appeal.

Effective from 20 January 2013

Review by 31 December 2014