

# **Haslemere Border Athletic Club (HBAC)- Haslemere Border Young Athletes (HPYA)**

## **Grievance and Disciplinary Policy**

### **1. Purpose**

Haslemere Border Athletic Club (HBAC) is committed to providing a safe, supportive and respectful environment for all members, volunteers, coaches and officials. This policy sets out how concerns, complaints and disciplinary matters will be raised, managed and resolved in a fair, transparent and timely manner.

### **2. Scope**

This policy applies to:

- All HBAC members
- Coaches, officials and volunteers
- Parents/guardians acting on behalf of junior members
- Any individual representing HBAC at training, competitions or events

### **3. Principles**

HBAC will ensure that:

- All concerns are taken seriously and handled sensitively
- Procedures are fair, consistent and confidential where possible
- Natural justice is applied at all stages
- No individual will be disadvantaged for raising a genuine concern in good faith

### **4. Grievance Procedure**

A grievance is defined as any concern, problem or complaint relating to the behaviour of a member, coach, volunteer or official, or the running of the club.

#### **4.1 Informal Resolution**

Where appropriate, members are encouraged to resolve issues informally through open and respectful discussion, either directly or with the support of a coach, welfare officer or committee member.

#### **4.2 Formal Grievance**

If informal resolution is not appropriate or has not resolved the issue:

- The grievance should be submitted in writing to the Club Welfare Officer or Chair
- The written grievance should outline the nature of the complaint, relevant facts and desired outcome
- An acknowledgement will be issued within 7 days

#### **4.3 Investigation**

- The club will appoint an impartial committee member or panel to investigate
- All parties will have the opportunity to present their account
- The investigation will be conducted as promptly as reasonably possible

#### **4.4 Outcome**

- A written outcome will be provided to all relevant parties
- Where appropriate, recommendations or actions will be agreed

### **5. Disciplinary Procedure**

Disciplinary action may be considered where behaviour:

- Breaches HBAC rules or codes of conduct
- Brings the club into disrepute
- Risks the safety or wellbeing of others

#### **5.1 Possible Sanctions**

Depending on the seriousness of the matter, sanctions may include:

- Informal warning
- Formal written warning
- Suspension of membership or role
- Termination of membership

#### **5.2 Disciplinary Panel**

- A panel of at least two committee members (excluding anyone with a conflict of interest) will consider disciplinary matters
- The individual concerned will be informed in writing of the allegation and given the opportunity to respond

### **6. Right of Appeal**

- An appeal may be submitted in writing within 14 days of the decision

- Appeals will be heard by a separate panel where possible
- The appeal decision will be final

## **7. Safeguarding**

Any grievance or disciplinary issue involving safeguarding concerns will be managed in line with HBAC Safeguarding Policy and England Athletics guidance and may be referred to external agencies where required.

**Adopted by HBAC Committee: December 2025**