

**Sidmouth Running Club**  
**Grievance and Disciplinary Policy.**

Stage 1 (verbal complaint)

Any member with a grievance against another member should firstly make a verbal complaint to the Welfare Officer. A response will be given within fourteen days of receiving the complaint.

Stage 2 (written complaint)

If the grievance remains unresolved after Stage 1, the complainant should then make a written submission to the Secretary. A response will be given within fourteen days of receiving the complaint.

Stage 3

If the grievance is still unresolved after Stage 2, the Secretary will bring the grievance to the attention of the Committee whose decision will be final. A response will be given within fourteen days of receiving the complaint.

Stage 4

If the complaint is sufficiently evidenced, the Secretary will appoint three Club Members who have no direct or indirect interest/involvement in the matter to sit on a disciplinary panel. A decision of the disciplinary shall be final and conclusive and a response given within fourteen days.

NB

- i. If the grievance is against the Welfare Officer, the Stage 1 (verbal complaint) should instead be made to the Secretary.  
If still unresolved, a Stage 2 (written complaint) would then be made to the Secretary who will then bring the grievance for the attention of the Committee (Stage 3).
- ii. Any complaints of misconduct regarding the behaviour of Members or Officers must be presented in writing to the Secretary.
- iii. Where the matter relates to the Secretary, the Stage 2 (written complaint) must instead be submitted to the Welfare Officer

Adopted 30<sup>th</sup> March 2022 at the AGM