

Disciplinary and grievance procedures – explanatory notes

Section 1.

What is expected from all members

Section 2.

If anybody is unhappy or uncomfortable, they should first seek assistance from any Committee member and try and sort it out in a low key, amicable manner. Committee members should act with discretion.

Section 3.

If 2 (above) is not possible then a more formal process may be required. Section 3 makes clear the rights of all involved.

Section 3.1, 3.1.1, 3.1.2 and 3.1.3

Describes levels of misconduct and the possible penalties

- Misconduct – simple written warning
- Serious misconduct – disciplinary hearing
- Gross misconduct – immediate expulsion from Club

Section 4

Sets out procedures for how the levels of misconduct will be dealt with

Section 4.1, 4.2

Misconduct – Club Secretary to write, corrective action (eg apology) requested, record to be kept
Serious misconduct – investigation to be held, disciplinary hearing convened

Section 5

Describes how Disciplinary hearing should be conducted, membership of Disciplinary Committee, how evidence can be introduced and when (ie: in advance).

Section 6.

Describes the Penalties the Disciplinary Panel may apply, up to and including expulsion.

Section 7

Describes how an appeal against any decision in 6 (above) may be made and when (time limited). This appeal can be taken to an Appeal Hearing to a panel which should include two Club members not previously involved, and a nominee from the Governing Body, Welsh Athletics. The decision of this Appeal Panel will be final.