

The club's grievance procedure has been produced to assist the membership on the actions which will be followed whilst dealing with any misconduct complaints within the club environment.

Step 1:

All complaints regarding the misconduct of any club members should be submitted in writing to the Club Welfare and Inclusivity Officer. Where the matter relates to the Club Welfare and Inclusivity Officer, the complaint will be submitted to the Club Secretary. The content of a complaint will include specific details and evidence in relation to the infringement of the Club's Code of Conduct, Inclusivity Policy, Constitution and/or Health and Safety policy, or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Club Welfare and Inclusivity Officer shall, having taken, and subject to, such advice as they consider prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Club Welfare and Inclusivity Officer will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided. Where an allegation against a member cannot be substantiated to meet the threshold, the committee will inform the complainant that no further action will be taken. If the matter is sufficiently evidenced a process will be pursued. The Club Welfare and Inclusivity Officer will appoint 3 club members to sit on the Grievance Panel, none of whom have had any direct interest or involvement in the matter.. The Welfare and Inclusivity Officer may invite an individual external to the Club to sit in the Grievance Panel meetings when such individual has no involvement in the matter of the complaint and when either party of the complaint requests this before the constitution of the Grievance Panel. Where possible, the identity of the members involved in the complaint will be anonymised to ensure confidentiality.

To facilitate the search of club members and guarantee the independence of these in the complaint, expressions of interest for volunteering as a member of the Grievance Panel may be publicly collected by the Welfare and Inclusivity Officer since the start of the Committee's constitution.

Step 4:

The Club Grievance Panel will consider the matter on receipt of the initial complaint and formal responses from the member(s) involved. The Club's Committee will have the power to suspend temporarily from membership any Member accused of an offence or misconduct by suggestion of the Club Grievance Panel, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation by such Panel.

If the Grievance Panel is satisfied that an offence of misconduct has been committed by a Member, then it may suggest to the Club's Committee one or more of the following actions:

- i. note the offence or misconduct but take no further action;
- ii. formally warn the Member concerned as to reflect on future conduct;
- iii. suspend or disqualify the Member from club runs and/or club coaching for some definite or indefinite period;

All grievances will be aimed to be resolved within one month from the date of submission of the complaint. Where this is not possible, all parties will be informed of the reason for the delay and an expected resolution date will be given.

All parties concerned will be provided with the Grievance Panel's formal written outcome notification by hand or e-mail within seven days of the decision.

Records of Decisions

The decision of the Grievance Panel shall be recorded and retained in confidential records for a period of 6 months by the Club. Supporting documentation shall also be retained in the same fashion.

Step 1: E-mail your complaint



Send your complaint to welfare@birminghamswifts.co.uk with details and evidence

Step 2: Communicating complaint

When consented, the Welfare and Inclusivity Officer will inform the Member(s) concerned about the complaint and they will be invited to answer to the allegations within 14 days.



Step 3: Setting up Grievance Panel



If sufficient evidence, the Welfare and Inclusivity Officer will appoint 3 club Members to sit on Grievance Panel

Step 4: Complaint Resolution

If Grievance Panel agrees that an offence has been committed, they may suggest the Committee to:

- Take no further action and note the offence
- Warn the Member concerned as to future conduct
- Suspend Member from Club Activities

