



Lancaster University Running and Athletics Club

# Grievance and disciplinary policy

## Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Club Members or Executive Committee Members shall be dealt with by the Club in accordance with its discipline and appeals process\* and must be presented in writing to the President (and where the matter relates to the President, the complaint must be submitted to the Vice-President and/or Welfare Officer). Unless exceptional circumstances apply, the president will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the president will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.
3. Any appeals must be received by the president within 7 (seven) days of receiving the written decision, and, if appropriate, an appeals process will be followed.
4. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, verbal/online/sexual harassment, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Club Member or Executive Committee Member which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures. In the case of any misconduct deemed by the President to be serious, the Lancaster University Student Union will be notified, and the Club Member or Executive Committee Member accused may be temporarily suspended pending findings of a Lancaster University Student Union investigation and the disciplinary panel referred to in rule 2.
5. If a dispute arises between any Club Members or Executive Committee Members about the validity or propriety of anything done by Club Members or Executive Committee



Members under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.