



TRURO RIVER ROWING CLUB GRIEVANCE & DISCIPLINARY POLICY

References:

a. TRRC Constitution

https://www.truroriverrowingclub.co.uk/files/ugd/7e8a83_12a6917250a246209d9433582f9e8c8b.pdf

b. TRRC Code of Conduct

Awaiting approval at the AGM Oct 2021

In TRRC, Truro River Rowing Club, our drive is to create a friendly and sociable ethos combined with a competitive spirit. Our aim is to maintain respect, equality and safety for all our members. For any incidents or complaints, we hope to find a resolution informally and mutually agreed within the timescales set out in the Order of Process and 3a of this Policy. Where this is not possible, as the incident or complaint is of a serious nature, then the following procedures are implemented and will be treated with urgency.

Our grievance & disciplinary policy is in line with ACAS (Advisory, conciliation and arbitration service).

ORDER OF PROCESSES

1. Informal verbal complaint raised with relevant captain.
2. Informal meeting, if needed for all parties concerned.
3. If the complaint is unresolved, a formal written complaint or grievance to be received by the Welfare Officer.
4. Investigatory meeting to take place 14 days after receipt of formal complaint to the Welfare Officer. (Meeting 1)
5. Written outcome of the meeting to be sent by the Club Secretary 7 days after Meeting (1).
6. If necessary, Disciplinary outcome meeting takes place. (Meeting 2) following the same timescale of meeting (1)
7. Any disciplinary outcome is actioned, as detailed in this policy.
8. If relevant, there will be an appeal outlining new evidence received by welfare officer.
9. Appeal meeting takes place. (Meeting 3)
10. Post disciplinary resolution followed up and reviewed within relevant timescale. This is to ensure that agreements, resolutions have been met and are now resolved and that lessons have been learned.

Adoption to be discussed at TRRC AGM 26/10/21

TRRC. Registered in England and Wales no.1190075

11. Where behaviour is considered serious, immediate suspension of 2-3 weeks will apply following investigation. This may lead directly to Disciplinary Meeting (2).

DETAILS

There are two types of issues, process, or conduct.

1. PROCESS: (known as a Complaint) where a member is unhappy that a standard process has not been followed regarding a decision involving them.
2. (2a.) MISCONDUCT: (known as a Grievance)

2a. A misconduct is when a member is unhappy with the way they feel they are being treated by another member. This could involve; harassment, bullying, discrimination or any other unwanted unreasonable behaviour towards that member. This could be by social media, verbal, passive aggressive and physical misconduct.

2b. If a situation arises where the club learns that a member or members may have brought the club into disrepute, or where serious levels of behaviour, as outlined in 2a, have occurred, this may be considered as a Gross Misconduct (see definition at the end of this document). The member or members will be invited to an immediate investigatory meeting (1) including date, time, location, with whom, and the reason and type of meeting. This may result in them being suspended with immediate effect, whilst further investigations take place. (Please see timescale in 3a).

JUNIORS (under 18 years old)

In any of the above circumstances, the junior, parent or guardian should notify the junior co-ordinator or welfare officer immediately. If the welfare officer becomes aware of any of the above issues, then the parent or guardian will be notified immediately.

DISCIPLINARY OUTCOMES

- a. No further action required
- b. Informal discussion (to agree recorded expectations of future conduct) These must be documented and held on file for 6 months.

Where an incident is considered serious, the following outcomes will apply.

- c. Temporary suspension pending an investigation (1-3 weeks), leading to meeting (2) Disciplinary Meeting.

This may conclude with:

- d. Written warning kept on file for 1 year.
- e. If gross misconduct is concluded, then membership will be withdrawn or denied.

MEETING PROCESSES

All meetings will follow the same format.

*Investigatory is meeting (1)

*Disciplinary is meeting (2)

*Appeal is meeting (3)

3a. There will be a written invite to an investigatory meeting (1) from the Club Secretary within 14 days, upon receipt of a complaint, either from a club member to the Welfare Officer, or from the committee to a Club member. This will include date, time, location, with whom, and the reason and type of meeting. Meanwhile an investigation will formally commence, led by two impartial committee members. After each meeting type there will be a follow up letter to the attendee detailing the outcome of the meeting with any actions, within 7 days from the date of the meeting from the club secretary.

- i. If deemed necessary by the committee members serving on the disciplinary panel, meetings (2) and (3) will be arranged by the Club Secretary within 14 days after the date of each previous meeting. Future meetings will include date, time, location, the reason and type of meeting.
- ii. In the situation where the Club acts against a Club member and depending on the severity of the concern, the same process will be followed (as above).

3b. There will be two club committee members in any meeting. An interviewer and note taker, whom will be neutral and only take notes and adjourn the meeting where necessary. The notes are an impartial record of the meeting and will not be shared with the attendee.

3c. The attendee will be able to bring one other member of the TRRC club for support, however they cannot be involved in the complaint or be a witness.

3d. Any witnesses will be asked to write a signed statement, and this will be used in the investigatory meeting. The name does not have to be disclosed at this meeting.

3e. A witness may be asked to attend an investigatory meeting just for further information.

3f. For each meeting stage (1), (2) and (3) there will be different committee members leading the interview. The committee members who attend meeting (1), will have initially led the investigation into the matter. The note taker may remain the same, as they have no participation in any of the processes.

3g. If any member is under 18 years of age, then all correspondence will be through the parents or guardians. Either must attend any of the meeting stages.

3h. After each meeting, the interviewer will present the information to impartial committee members and arrive at a decision.

If a member is dissatisfied with their appeal outcome with TRRC then CPGA (Cornish pilot gig association) may consider invoking their disciplinary procedures. CPGA's disciplinary procedure can only be used after a complaint has been fully dealt with within the club concerned using their own disciplinary procedures. This information can be found on their website.

COMMITTEE MEMBERS

Any committee member (excluding the Welfare Officer), can interview, note take and participate in decision making for any meeting, if they are not involved in the note taking. If committee members are related to the issue, or if there is a conflict of interest, this will exclude those committee members from this process.

WELFARE OFFICER

The Welfare Officer will pro-actively ensure that all the processes are followed correctly within the time scales as detailed in a. To ensure consistency throughout for everyone involved. They will act in an advisory capacity only.

NOTES

Definition of gross misconduct by British Rowing - Misconduct means conduct that is inappropriate, incorrect, improper, unlawful, or which brings the sport/club into disrespect.