



Pitreavie AAC Grievance and Disciplinary Procedures

The club is administered by the Executive Committee which is elected annually by the members. The Executive Committee seeks to represent the views, aims and objectives of the members and is assisted by volunteer sub-groups in doing so. A procedure has been established which gives members a mechanism by which to make complaints or air grievances and the Executive Committee a disciplinary system which assures appropriate behaviour of members, coaches, volunteers, athletes and parents.

It is a condition of membership that all members, coaches, athletes, volunteers and parents are familiar with and abide by the relevant Club Codes of Conduct which are available on the Club website.

Grievance Procedure

- Any member, coach or parent who has a complaint or grievance should raise it with the appropriate coach or Executive Committee member. If the matter cannot be reconciled to the satisfaction of both parties a formal written complaint should be made and a copy of it sent to the Secretary of Pitreavie AAC.
 - On receipt of a written complaint the Executive Committee will seek to establish common ground which may resolve the matter quickly. If no common ground can be found, a Complaints Panel shall be set up by the Executive Committee. This panel should consist of two Executive Committee members and one person outwith the Executive Committee (such as a Club Welfare Officer) who has no connection to the complaint.
 - The Complaints panel will invite the member making the complaint to attend a meeting to discuss the complaint. The member may wish to have a colleague, parent or fellow member to provide evidence or moral support.
 - Where a junior member (under 18 years old) has a grievance or complaint they should raise it with the Welfare Officer who shall, if required, assist in setting it in writing for onward transmittal to the Executive Committee.
 - Following the meeting between the Complaints Panel and the member making the complaint, the subject of the complaint will be advised as to the nature of the complaint and invited to attend a meeting with the Complaints Panel. The meeting must not take place until the subject of the complaint has had a reasonable opportunity to consider their response to the complaint.
 - The subject of the complaint must take all reasonable steps to attend the meeting. If the subject of the complaint does not attend the meeting, the Panel may consider the complaint in their absence, adjourn the meeting or take other such action as the Panel deems appropriate.
 - After the meeting, the Panel will inform both the member making the complaint and the subject of the complaint of it's decision together with the reasons behind the decision.
 - The Complaints Panel will advise the Executive Committee of the outcome of the investigation and may recommend a suitable course of action as defined by the UK Athletics disciplinary code. The decision of the panel is final and cannot be overturned by the Executive Committee.
 - The Executive Committee have the power to take appropriate disciplinary action against the subject of the complaint including, where the subject of the complaint has breached a Code of Conduct, terminating their membership of the Club with immediate effect.
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Inappropriate Behaviour by a Junior Member (under 18)

The Executive Committee recognises that the age range across junior groups means that a 'one size fits all' approach to discipline is not necessarily practicable. Provided it falls within accepted good coaching practice, each coach may opt to put in place a suitable behaviour code for the group (for example the use of verbal warnings, 'time out' of a session or similar). This will be at the discretion of the coach.

Athletes within the Development Level 1 Group will be issued with a copy of the behaviour code for this group which they accept as a condition of their participation. This can be found on the Club website and is written in language which can be readily understood by a child.

Where a junior member acts in an inappropriate manner, a manner which adversely affects the enjoyment or safety of other members of a training group or recurring behavioural issues occur, at the discretion of the coach the issue may be referred to the Coaching Secretary and the Executive Committee to resolve. In this case the following general procedure will apply.

- The junior member and their parent / carer will be asked to meet with the Coaching Secretary and another member of the Executive Committee to discuss the issue and agree a means by which it can be resolved. The ongoing behaviour of the member will be monitored by the coaches and Coaching Secretary. The meeting will be minuted and a copy passed to the Club Secretary.
- If there is no improvement in behaviour as a result of being monitored, on the recommendation of the coach and the Coaching Secretary a letter will be issued by the Executive Committee advising the junior member that their membership is to be terminated and detailing the reason why.
- Serious welfare concerns will be referred to the Welfare Officer who will deal with the issue according to published UKA Welfare Policy as adopted by the Club.

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Approved by PAAC Executive Committee 8th March 2017