

	BOLTON UNITED HARRIERS & ATHLETICS CLUB
V2 31/01/2025	Grievance and Disciplinary Procedure

This procedure defines how the Club will address both minor and serious breaches of a Code of Conduct.

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's safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.

In very minor instances where the code is breached (e.g. incidents such as unsporting behaviour, public criticism of officials, etc.), the person in breach should be approached informally and verbally warned of the breach by any member of the BUH & AC Committee present at the time.

In the event that a member of the Club witnesses a minor instance where the code is breached, they should inform any member of the BUH & AC Committee, either immediately or as soon as possible after the incident. A list of committee members (with photos) is available on the Club website for the use of people who need to invoke any action arising from the Code of Conduct.

If the breach is considered to be of a more serious nature, the following procedure will be invoked.

MINOR BREACHES

Minor breaches may include, but not be limited to, incidents such as verbal abuse between senior athletes, minor cases of bullying, disrespecting competition officials, minor damage to club property.

1. At the time of the breach, the person or person on the receiving end of the breach (the victim) or witnessing the breach (the witness) must, if possible, obtain a witness to the event. The matter must then be reported to a member of the Committee by the two separate individuals. If there are no witnesses, the victim should make a detailed report to the Committee.
2. The incident will be brought before the next Committee meeting and discussed.
3. If the incident is considered to be relatively minor, the Committee will write to the person in breach (whether it be a parent or athlete) and warn them as to their future conduct, including a copy of the Code of Conduct.

If the offender commits a second breach (of any nature) on a future occasion, then points 1-3 must be repeated for the second breach. A second written warning will be sent by recorded delivery. A third breach of the Code will result in the same treatment as a serious breach of the code.

SERIOUS BREACHES

Complaints of serious misconduct will include, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute.

Any such instances will be considered by the Committee and, if the allegations are found to be true, the Committee will write to the offender by recorded delivery informing them of one of the following:

- That - in the case of an athlete - they have been banned from competing for the team for a period to be determined by the Committee;
- That - in the case of an athlete – their membership of the club has been terminated with immediate effect and without recompense.
- That - in the case of a parent – they have been banned from attending all meetings and club training sessions for a period to be determined by the Committee;
- That – in the case of a committee member – their role has been terminated with immediate effect. If they are also an athlete/parent of an athlete, depending on the severity of the breach the Committee will advise if they have revoked membership with immediate effect and without recompense or put in place a ban from attending all meetings and club training sessions for a period of time.

If the offender is a parent, and the person involved refuses to accept the decision of the Committee, the Club will write to the offender by recorded delivery terminating the membership of all members of the offender's family with immediate effect.

The Committee may, at its discretion, write to other clubs in the locality and/or the NoEAA to make them aware of the reasons surrounding the termination of any membership or the banning of any parent from attending meetings.

It should be noted that the above procedures in no way preclude other actions, as deemed suitable by the Committee, being taken against any individual found to be in breach of the Code of Conduct. Depending on the nature of the breach relevant third parties may be notified e.g. Police, Local Authority (Safeguarding), England Athletics.

Related Policies and Procedures

- Club Safeguarding Policy
- EA Codes of Conduct
- Club Inclusion Policy
- Club Social Media Policy
- Club Anti-Bullying Policy

Document History

Rev. 2	Jan 2025	Policy name change from 'Procedures for dealing with breaches of codes of conduct' to 'Grievance and Disciplinary Policy' to bring us in line with name used by EA. Added in EA definition of what is an allegation. Added additional examples of what a minor breach could be. Added in EA serious breach definition. Numbered text. Added in Committee Member
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		examples. Added in third party contact sentence. Listed other related policies.
Rev.1	9 th Jan 2011	Generated as a separate procedure from the Athletes/Parents Code of Conduct (c 2006)
Rev.0	13 th Aug 2009	Original