

## **Disciplinary and grievance procedures – explanatory notes**

### **Section 1.**

What is expected from all members

### **Section 2.**

If anybody is unhappy or uncomfortable, they should first seek assistance from any Committee member and try and sort it out in a low key, amicable manner. Committee members should act with discretion.

### **Section 3.**

If 2 (above) is not possible then a more formal process may be required. Section 3 makes clear the rights of all involved.

### **Section 3.1, 3.1.1, 3.1.2 and 3.1.3**

Describes levels of misconduct and the possible penalties

- Misconduct – simple written warning
- Serious misconduct – disciplinary hearing
- Gross misconduct – immediate expulsion from Club

### **Section 4**

Sets out procedures for how the levels of misconduct will be dealt with

### **Section 4.1, 4.2**

Misconduct – Club Secretary to write, corrective action (eg apology) requested, record to be kept  
Serious misconduct – investigation to be held, disciplinary hearing convened

### **Section 5**

Describes how Disciplinary hearing should be conducted, membership of Disciplinary Committee, how evidence can be introduced and when (ie: in advance).

### **Section 6.**

Describes the Penalties the Disciplinary Panel may apply, up to and including expulsion.

### **Section 7**

Describes how an appeal against any decision in 6 (above) may be made and when (time limited). This appeal can be taken to an Appeal Hearing to a panel which should include two Club members not previously involved, and a nominee from the Governing Body, Welsh Athletics. The decision of this Appeal Panel will be final.