Hazlemere Runners

Grievance & Disciplinary Procedure

Version History

Version	Description	Date	Author	Approver
V0.1	Previous version as adopted by 2026 Committee	18/07/26	Previous Committees	Previous Committees
V1.0	Approved by Committee – final version	03/08/2026	Hazlemere Runners Committee	Co-Chairs: Richard Woodhead / Dan Shawcross Secretary: Phoebe Lamb Club Welfare Office: Hayley Ellerby

Next review date: August 2027

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1. Hazlemere Runners is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all.

2. No member or volunteer should feel unable to run / walk due to the behaviour of another member or volunteer. Moreover, members and volunteers should, at all times, show respect and understanding for the safety and welfare of others.

3. Where another's behaviour causes distress to another and or appears to be a breach of this code any relevant member or volunteer is asked to share their concerns with the club Welfare Officer in the first instance.

4. The remit of the Welfare Officer can be found within the Committee Terms of Reference document here. The details of the incumbent Welfare Officer can be found on the club website.

5. All members, run leaders and coaches of Hazlemere Runners, are required to abide by the following code of conduct and agree to:

   a. Respect the rights, dignity and worth of all club members and volunteers - regardless of age, ability, gender, sex, race, cultural background, religious beliefs, sexual orientation or sexual identity.

   b. Not bully any other club member or person volunteering or contracted with the club.

   c. Not harass, (including sexually harass) any other club member or person volunteering or contracted with the club.

   d. Foster and demonstrate an attitude of respect towards others involved in running / walking events, including members of other clubs, event volunteers and officials.

   e. Cooperate with the reasonable requests of club volunteers including – but not limited to - committee members, leaders and coaches.

   f. Abide by any running guidelines published by the club.

   g. Not lobby any member of the Disciplinary or Appeals Panel or club committee, directly or indirectly, to attempt to influence the process, the outcome or sanction of a complaint made (and considered under this code or that of the club constitution).

h. Not participate in any other form of activity or inactivity associated with Hazlemere Runners which might reasonably be considered as bringing or having the potential to damage the standing or reputation of the club, its volunteers or members.

Making a Complaint

6. Making a formal complaint against another member of the club should only be done so *after* the Welfare Officer has been notified of the alleged circumstances / breach of the code of conduct *and* been afforded the opportunity to mediate and help solve the issue at hand. The Welfare Officer can be contacted at hazlemererunners@hotmail.com Members wishing to raise a confidential issue with the Welfare Officer should write into the email subject header **Confidential - Welfare Officer Only**, and the message will be diverted directly to the Welfare Officer.

7. An individual may still go on to make a formal complaint alleging a breach of the code of conduct should mediation fail.

Club Disciplinary and Appeals Process

Step 1:

8. Following notification to the Welfare Officer and an attempt to mediate the issue, complaints regarding the misconduct of club members should be submitted to the Club Secretary at hazlemererunners@hotmail.com. The subject header should state 'notification of formal complaint'.

9. Where the complaint relates to the Club Secretary, the complaint is to be submitted to the Club Chair at Hazlemererunners@hotmail.com. The following should be written in the subject header Confidential – Club C**hair Only**, and the message will be diverted directly to

the Club Chair. The Club Secretary will not be entitled to take any further part in the processes described below.

10. The Club may suspend club membership of *any* member pending further investigations or enquiries into the complaint. This suspension shall be to facilitate the investigation, safeguard the welfare of any complainant and / or respondent, and prevent any further allegations being made against the member(s) concerned. The suspension is without prejudice to the outcome of the investigation and any sanction imposed.

11. Complaints are to detail which paragraphs of this Code of Conduct are alleged to have been broken and by whom. In addition, a complaint is to detail each specific instance of the breach of the code of conduct. This includes - but is not limited to - the day, time, detail of what occurred and any witnesses. The complaint made is to be a complete record of the alleged breach(es) of the code of conduct *to that date*.

12. Upon receipt of a formal complaint, the Club may take any advice, including legal, as considered prudent to take in those circumstances.

Step 2:

13. The club will write to the member concerned to inform them they are the subject of a complaint. They will be invited to comment in writing within 10 days with regard to the relevant allegations.

14. Where any counter-allegations are received, the club may take the necessary steps to align delivery timescales so that those further allegations can be dealt with concurrently.

Step 3:

15. The club will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence / statements provided.

16. The club will dismiss any frivolous complaints at this stage.

17. Under exceptional circumstances, the club may instead refer the complaint to be wholly dealt with under those provisions of the constitution that allow for the direct removal of membership and not the processes described below. This decision - and the reasons for it - will be notified to the member who is subject to the complaint. Exceptional circumstances may also include the aggregation of a number of confirmed breaches of the code of conduct, where each has been recorded by a Disciplinary Panel / Appeals Panel.

18. Where a complaint is sufficiently evidenced, the club will appoint 3 impartial members to sit on the Disciplinary Panel. All three panel members will be required to confirm that they have had no direct interest or involvement in the matter at hand.

19. The Disciplinary Panel will make such procedural provisions as necessary for the just and efficient disposal of the complaint.

20. The Club Secretary shall inform all parties concerned of the composition of the Disciplinary Panel.

21. Any direct or indirect lobbying of, or pressure placed on, the Disciplinary Panel members will be considered a breach of this code of conduct and will be dealt with under these provisions or those of the Club Constitution.

Step 4:

22. The Disciplinary Panel may make any further enquiries it thinks necessary to expedite the process and outcome.

23. The Disciplinary Panel will consider the initial complaint(s), counter-complaints and any responses from those subject to the complaint and any other witnesses.

24. The Disciplinary Panel will offer a reasonable opportunity to meet with any member concerned, who may be accompanied by a supporter, if so desired, in order to detail or answer the allegations. The supporter may not speak during a meeting with the Panel. Whilst the supporter may take notes, only those notes and the record produced by the Panel will be considered the true and accurate version. The Disciplinary Panel will also hear from such witnesses as are reasonably produced.

25. The Disciplinary Panel shall decide on any outcome and sanction by a majority vote. The *outcome* relates to whether the code has been broken. If the Disciplinary Panel is satisfied that a breach of the code of conduct has been committed, then it may impose *one or more* of the following *sanctions*:

a. Confirm a breach of the code, but take no further action.

b. Formally warn the person concerned as to future conduct. The existence of this formal warning may be taken into consideration when deciding on the sanctions of future, or concurrent and yet to be decided complaints.

c. Suspend or disqualify the person from, for example, all or some select club activities, club representation in athletic competition, leading, club coaching, volunteering with the club, presence at club activities on a permanent or non-permanent basis. This list is not exhaustive.

d. Recommend to the relevant governing body that the person concerned be disqualified from any involvement in athletics for some definite or indefinite period and / or;

e. Terminate the club membership or contract or such other penalty as the Disciplinary Panel considers appropriate.

26. The Disciplinary Panel may take into account the sanction imposed from any previous breach of the code of conduct when considering its own sanction to impose.

27. All parties concerned will be provided with an email copy of the formal decision of the Disciplinary Panel within seven days of it having been made. The email notifying the decision of the Disciplinary Panel shall also set out the right to Appeal.

Step 5 – Appeal Process:

28. The respondent and / or the complainant, may appeal against the decision of the Disciplinary Panel.

29. Any appeal should be sent to the Club Secretary at hazlemererunners@hotmail.com within seven calendar days of receiving confirmation of the decision of the Disciplinary Panel. The term 'Notice of Appeal' should be placed into the email subject header.

30. The Club Secretary shall acknowledge any appeal made, within seven calendar days of its receipt.

31. The appeal must state the *procedural grounds* on which the decision of the Disciplinary Panel is challenged. Appeals that are made on the grounds of *outcome* and / or *sanction* will not be considered and will be dismissed.

32. The club committee will determine whether there are grounds for an appeal.

33. If there are sufficient grounds / evidence provided to support the challenge, the Appeal Panel process will commence.

34. If there are insufficient grounds, the appeal will be dismissed and the decision of the Disciplinary Panel will stand. If no appeal has been made, the decision of the Disciplinary Panel will stand.

Step 5.1

35. The Club shall appoint an Appeal Panel of three impartial members who have not been involved directly, either in the events giving rise to the complaint(s), or in the initial Disciplinary Panel.

36. The Club Secretary shall inform all parties concerned of the composition of the Appeal Panel, prior to it reaching a final decision.

37. Any direct or indirect lobbying of, or pressure placed on, the Appeal Panel members will be considered a breach of the code of conduct, and under the terms outlined in this code – or those of the club constitution – be dealt with as such.

38. Any person making or subject to the complaint may object to the composition of the Appeal Panel by notifying the Club Secretary of the reasons for such an objection, and no later than seven calendar days from the date of being informed of the composition of the Panel. The Club Secretary should be emailed at hazlemererunners@hotmail.com and 'Objection to Appeal Panel Composition' placed into the subject header.

39. Where an objection has been made, the composition of the Appeals Panel will be adjudicated on by the club committee.

40. The Club Secretary, within fourteen calendar days from the date of receipt of an objection, will notify in writing the parties that either:

    a. The composition of the Panel has changed, in which case the Club Secretary shall subsequently provide details of the new Appeal Panel; or

    b. The composition of the Panel has not changed, in which case the Club Secretary shall outline the reason(s) why it has not accepted the objection.

41. At this point, no further objections to the composition of the Appeal Panel may be made.

42. Within fourteen calendar days of the final confirmation of the composition of the Appeal Panel, the Club Secretary shall give such directions to all parties that include:

a. The date and place at which the Appeal Panel will meet to determine the appeal.

b. Whether the appeal will proceed by way of using existing evidence only, require the inclusion of further written submissions or require an oral hearing; and

c. The timetable and procedure for the submission of further written submissions.

Powers of the Appeal Panel

43. The Appeal Panel may, at its sole discretion, disregard any failure by a party to adhere to this appeal procedure and may give such further directions as may be appropriate.

44. Any such hearings shall be in private unless all parties agree otherwise, or unless the Appeal Panel directs. The Appeal Panel shall have power to make a decision on the facts and may:

a. Quash and reverse the original decision of the Disciplinary Panel, reinstating the relevant person.

b. Confirm the original outcome and sanction(s) of the Disciplinary Panel.

c. Confirm the original outcome but *increase* the original sanction.

d. Confirm the original outcome but remove or reduce the original sanction.

45. The Club Secretary shall inform all parties of the decision of the Appeal Panel within fourteen calendar days together with written reasons for its decision. The decision of the Appeal Panel shall be final. The Appeal Panel shall decide on any issue by majority vote.

46. A supporter, who must be named, may accompany the complainant or person subject to the complaint throughout the appeal process. The supporter is not permitted to speak

during the proceedings, but may take notes. Only those notes produced by the Appeal Panel will be considered the definitive record.

Records of Hearings and Appeals

47. The decision of a Disciplinary Panel, and any Appeal Panel, shall be recorded and retained in confidential records for a minimum period of six years by the Club. All supporting documentation shall also be retained in the same manner.

Notification to UK Athletics (UKA) and England Athletics (EA)

48. Where appropriate the Panel Chair, once the Appeal notice has expired, will inform EA/UKA as follows:

a. Disciplinary Panel. Details of a decision outcome, including sanctions imposed, will be communicated to EA and / or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA / UKA may determine to publish details on their websites.

b. Appeal Panel. Details of a decision outcome, including sanctions imposed, will be communicated to EA and / or UKA if it is considered necessary to ensure compliance with a sanction, or for the safety and well-being of those engaged in athletics activity. EA / UKA may decide to publish details on their websites.

Co-operation of All Parties

49. The procedures described in this code of conduct assume that all parties will cooperate in the interest of resolving the issue in question. In the absence of such cooperation, or if it is withdrawn at any stage, the Club reserves the right to proceed and allow the Disciplinary and / or Appeals Panel to decide on an outcome and any sanctions - based on the evidence available at that time.

50. When dealing with a complaint, the Club shall be entitled to take, or omit to take, legal advice from a legal practitioner whom the Club reasonably believes is competent to provide such advice and / or EA's legal representative service for affiliated members.