Grievance and Disciplinary Policy

1. Purpose

This policy sets out the process for managing complaints, grievances and disciplinary matters within the Isle of Man Veteran Athletes' Club. It ensures concerns are handled fairly, consistently, and in line with safeguarding and governing body requirements.

2. Safeguarding Concerns

All concerns, allegations, or reports relating to the welfare of children or vulnerable adults will be handled promptly and in accordance with the Club's safeguarding policy and England Athletics safeguarding procedures.

The Welfare Officer is the designated lead for safeguarding matters and must be notified without delay of any such concerns.

3. Complaints of Misconduct

Complaints relating to misconduct (improper or unprofessional behaviour) by Members or Officers must be submitted in writing to the Secretary. Where the complaint relates to the Secretary, it must be submitted to the Welfare Officer.

Unless exceptional circumstances apply, complaints will be considered within 14 days of receipt. Where sufficient evidence exists, a disciplinary panel of three independent Club Members (with no direct or indirect involvement) will be appointed.

The panel's decision will normally be final, subject to the appeals process.

4. Appeals

Appeals against disciplinary decisions must be submitted in writing to the Secretary within 7 days of the outcome being issued.

Where appropriate, the Club's appeals process will be followed and a separate review will be undertaken.

5. Serious Misconduct

Allegations of serious misconduct, including but not limited to theft, fraud, doping violations, violence, safeguarding breaches, or serious regulatory breaches, must be referred to England Athletics.

Such matters will be dealt with in accordance with England Athletics Disciplinary Procedures.

6. Dispute Resolution

Where a dispute arises between Members or Officers regarding the application of Club rules and cannot be resolved informally, all parties must seek to resolve the matter through mediation in good faith before pursuing formal legal action.

7. Principles

All complaints and disciplinary matters will be handled in line with the following principles:

- Fairness and impartiality
- Confidentiality where appropriate
- Timely resolution
- Proportionate decision-making
- Compliance with safeguarding and governing body requirements

8. Monitoring and Review

This policy will be reviewed periodically to ensure it remains effective, proportionate, and aligned with legal and governing body requirements.