

IPGC GRIEVANCE & DISCIPLINARY POLICY

In IPGC, Ilfracombe Pilot Gig Club, our drive is to create a friendly and sociable ethos combined with a competitive spirit.

Our aim is to maintain respect, equality and safety for all our members.

For any incidents or complaints, we hope to find a resolution informally and mutually agree within a reasonable timescale. Where this is not possible as the incident or complaint is of a serious nature then the following procedures come into play and will be treated with urgency.

Our grievance & disciplinary policy is in line with ACAS (Advisory, conciliation and arbitration service).

ORDER OF PROCESSES

1. Informal verbal complaint raised with relevant captain.
2. Informal meeting, if needed for all parties concerned.
3. Formal written complaint or grievance to be received by the welfare officer.
4. Investigatory meetings take place. (meeting 1)
5. Disciplinary outcome meeting takes place. (meeting 2)
6. Any disciplinary outcome is actioned.
7. If relevant, an appeal received by welfare officer.
8. Appeal meeting takes place. (meeting 3)
9. A further appeal meeting may take place if necessary if further information is required.
10. Post disciplinary resolution followed up and reviewed within relevant timescale. This is to ensure that agreements, resolutions have been met and are now resolved.

DETAILS

There are two types of issues, process or conduct.

1. PROCESS:

(known as a Complaint)

where a member is unhappy that a standard process has not been followed regarding a decision involving them.

2a. CONDUCT:

(known as a Grievance)

a misconduct is when a member is unhappy with the way they feel they are being treated by another member.

This could be;

Harassment, bullying, discrimination or any other unwanted unreasonable behaviour towards that member.

This could be by social media, verbal, passive aggressive and physical misconduct.

2b. If a situation arises where the club learns that a member or members may have brought the club into disrepute, this may be considered a Gross Misconduct. The member or members will be invited to an immediate investigatory meeting and may be suspended with immediate effect whilst further investigations take place.

JUNIORS (under 18 years old)

In any of the above circumstances, the junior, parent or guardian should notify the junior co-ordinator or welfare officer immediately.

If the welfare officer becomes aware of any of the above issues, then the parent or guardian will be notified immediately.

DISCIPLINARY OUTCOMES

- a. No further action required
- b. Informal discussion (to agree recorded expectations of future conduct)
- c. Temporary suspension (1-3 weeks)
- d. Membership withdrawn or denied.

MEETING PROCESSES

All meetings will follow the same format.

*Investigatory is meeting 1

*Disciplinary is meeting 2

*Appeal is meeting 3

a. There will be a written invite with date, time and location and with whom.

The reason and type of meeting will also be stated.

After each meeting type there will be a follow up letter to the attendee.

b. There will be two club committee members in any meeting. An interviewer and note taker whom will be neutral and only take notes and adjourn the meeting where necessary.

c. The attendee will be able to bring one other member of the IPGC club for support, however they cannot be involved in the complaint or be a witness.

d. Any witnesses will be asked to write a signed statement and this will be used in the investigatory meeting. The name does not have to be disclosed at this meeting.

e. A witness may be asked to attend an investigatory meeting just for further information.

f. For each meeting stage 1,2 and 3 there will be a different committee member leading the interview. The note taker may remain the same as they have no participation in any of the processes.

g. If any member is under 18 years of age, then all correspondence will be through the parents or guardians. Either must attend any of the meeting stages.

h. After each meeting the interviewer will present the information to an impartial committee member and arrive at a decision.

i. If a member is dissatisfied with their appeal outcome with IPGC then CPGA (Cornish pilot gig association) may consider invoking their disciplinary procedures.

CPGA's disciplinary procedure can only be used after a complaint has been fully dealt with within the club concerned using their own disciplinary procedures. This information can be found on their website.

COMMITTEE MEMBERS

Any committee member can interview, note take and take part in decision making for any meeting, as long as they are not involved in the note taking.

Any type of issue regarding a committee member will be excluded from this particular process.

WELFARE OFFICER

The welfare officer will pro-actively ensure that any of the processes are followed correctly within a timely manner to ensure consistency throughout for everyone involved. They will act in an advisory capacity only.