

## **IPGC GRIEVANCE & DISCIPLINARY PROCEDURES.**

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 agreed 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 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 outcome appeal meeting may take place if necessary.
10. Post disciplinary action and resolution reviewed within relevant timescale.

### **DETAILS**

There are two types of issues, process or conduct.

1. **PROCESS:** where there is a breach of process resulting in a "complaint"

This is when a member is unhappy with an incorrect process or decision made involving them.

- 2a. **CONDUCT:** where there misconduct resulting in a "grievance".

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

This includes;

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

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

- 2b. If a situation arises where the club feels a member has brought the club into disrepute, this will 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 processes.

\*Investigatory is meeting 1

\*Disciplinary is meeting 2

\*Appeal is meeting 3

- a. A written invite with the reason, date, time and location and with whom for any type of meeting.

- b. There will be one official club officer and a committee member in any meeting. The member will be neutral and only take notes and adjourn the meeting if necessary.
- c. The attendee will be able to bring one other member of the club for support, however they cannot be involved in the complaint or 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 any meeting.
- e. A witness may be asked to attend an investigatory meeting to understand and ascertain any further details.
- f. For each meeting held 1,2 and 3 there will be a different club officer 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 officer will present the information to 2 other committee members who will arrive at a decision together.
- I. Once a case has been fully completed, then the relevant members involved will be notified in writing.
- J. If a member appeals and is dissatisfied with the decision of 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 of the committee members can be a note taker for any meeting.

Any committee member can participate in decision making for either disciplinary or appeal outcomes as long as they are not involved in the note taking.

#### OFFICIAL CLUB OFFICERS

Secretary, Treasurer and Chairperson.

Any of these officers will be the lead interviewer at any of the 3 formal meetings.

Any type of issue regarding a club officer would result in this officer being excluded from this particular process.

#### WELFARE OFFICER

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

All members of IPGC are welcome to seek advice, guidance with the welfare officer at training and rowing sessions if appropriate or contact by mobile or email.

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