

	Policy Contact: Honorary Secretary	
	Issue Date: June 2021	Review Date: June 2024
	Title: Disciplinary & Grievance Procedure	

Purpose/Objective

This procedure describes the processes to be followed in cases where the club may have cause to discipline a member, or a club member has a grievance about the actions of the club. TRFC will endeavour to deal with all disciplinary issues or grievances in a fair and timely manner.

Requirements

1] Causes of Disciplinary Action

The club may deem it necessary to discipline members where standards of behaviour fall below those required. These include, but are not limited to:

- Inappropriate behaviour on club premises
- Damage to club property or equipment
- Actions on or off the premises that may bring the club into disrepute

Some actions may result in the immediate suspension of a member whilst the disciplinary process is followed. These include but are not limited to:

- Fighting or physical assault on a customer, club member, employee or official
- Theft
- Fraud or embezzlement
- Acts of discrimination [race, gender, sexual orientation, age, ability etc.]
- Threatening or abusive language
- Failure to comply with Licensing, Hygiene, Health & safety or other applicable laws & regulations

In cases where the member is under suspension, stage 3 of the procedure will be invoked immediately.

2] Stages of Procedure

No warning or actions will be taken against a member of the club until appropriate stages have been completed. Members may be accompanied by another member at each stage if they wish.

Stage 1

The nature of the complaint will be explained to the club member by a member of the Management Committee. Any supporting statements or evidence will be disclosed. The member will have an opportunity to state any counter case, including their own evidence where appropriate.

When agreement is reached on the validity of the complaint, appropriate disciplinary measures will be determined. This may be in the form of verbal advice on changes to conduct, a written warning, or immediate escalation to stage 2. Warnings issued at stage 1 remain valid for a maximum of one year.

Stage 2

When agreement cannot be reached at stage 1, a verbal or written warning is not obeyed, or the complaint is of a more serious nature the matter may be referred to the full Management Committee.

The circumstances of the case will be presented to the member in writing, as will the club requirements for a change in behaviour. At stage 2 the outcome may be the issue of a final written warning which remains valid for one year.

Stage 3

In cases where the member is under suspension for a serious breach, or agreement cannot be reached at stage 2, or a final written warning has not been obeyed, the full Management Committee will determine whether the member may be suspended from, or expelled from the Club. The Management Committee may decide that a suspension is time limited, but expulsion shall be considered permanent.

Appeals

Any member subject to disciplinary procedure at any stage has the right to appeal. The grounds for appeal must be presented to the Management Committee within one week of the ruling. The Management Committee will investigate and consider the reasons for appeal. Rulings made at stage 3 by the Management Committee are considered final.

Grievances against the club

Members who have concerns about the actions of the club, its officials or staff have the right to report their concerns and receive feedback. In the first instance the concern must be raised in writing to the Honorary Secretary. If the concern is not resolved by a simple enquiry then the following process will apply:

Stage 1

The member must present their concern in writing to the Management Committee and advise them that a formal grievance hearing is required. The hearing will then be arranged

within 14 days. A minimum of 3 Management Committee members must be present at the hearing. The member raising the grievance may be accompanied by another club member at their own discretion. If the member elects to be accompanied, but their nominated delegate is not available to attend, rescheduling will be at the discretion of the Management Committee members present.

Stage 2

If the grievance remains unresolved, or the member wishes to appeal any decision made at stage 1, the member must advise the Management Committee within 7 days of the stage 1 meeting. A further meeting, consisting of at least 3 Management Committee members not involved in stage 1 will consider the grievance, any records of discussion at stage 1, and the proposed outcome. Decisions made at stage 2 shall be considered final.

Records

Copies of all disciplinary concerns, meetings and outcomes are maintained by the Honorary Secretary

Copies of all warnings are maintained by Honorary Secretary.

Copies of all appeals, meetings and outcomes are maintained by Honorary Secretary.

Copies of all grievances, review meetings and outcomes are maintained by Honorary Secretary.

All documents will be filed electronically in a secure area on the Club's Sharepoint document library.