



Grievance and disciplinary policy

Dragons Running Club (Leeds) embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible, and equitable. We do not tolerate discrimination, harassment, bullying or victimisation of our Members, be that physically, mentally, verbally or by any other means of communication. Any Member may be disciplined or excluded from membership of the club if their conduct has been, or is likely to be, prejudicial to the interests of the club and its Members.

In the event that any member feels that they have suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct has been broken, they should follow the procedures below.

Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and England Athletics' safeguarding policy and procedures. The Welfare Officer shall be the lead Officer for all Members in the event of any safeguarding concerns.
2. Any complaints of misconduct (improper or unprofessional conduct) regarding the behaviour of Members or Officers must be reported in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer).

The report should include details of the incident:

- What, where and when the incident took place
- Witness names and statements
- Details of any previous reports of the same incident, if known
- Details of others who have been treated in the same way
- A preferred resolution to the incident



3. Unless exceptional circumstances apply, the Secretary will hear complaints within 7 (seven) days of receiving a complaint.
4. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) members of the Committee (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel.

If any Member is found to have broken the Club's Policies or Codes of Conduct, the panel will have the power to:

- Issue an initial verbal warning;
- Suspend from membership;
- Remove from membership.

5. Subject to rule 6 below, a decision of the disciplinary panel shall be final and conclusive.
6. Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision from the disciplinary panel and, if appropriate, the matter will be investigated further by the Chairperson, whose decision will be final and binding (and where the matter relates to the Chairperson, the complaint must be submitted to the Welfare Officer).
7. Any complaints of serious misconduct (including, without limitation, theft, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, or any act or omission of the Member or Officer which in the opinion of England Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members or Officers shall be reported and dealt with by England Athletics in accordance with its Disciplinary Procedures.