Grievance Policy

1. Purpose & Scope

The purpose of the Club's grievance policy social media is to provide Caldicot Running Club members a process to report concerns, malpractice or abuse and respond in accordance with the Club and Welsh Athletics safeguarding policy and procedures.

2. Complaints and Disputes

1. All concerns, allegations or reports of malpractice or abuse relating to the welfare of children or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the Club's and Welsh 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, Volunteers or Officers shall be dealt with by the Club in accordance with its discipline and appeals process* and must be presented in writing to the Secretary (and where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer). Unless exceptional circumstances apply, the Secretary will hear complaints within fourteen days of receiving a complaint. If the complaint is sufficiently evidenced, the Secretary will appoint 3 (three) Club Members (who have no direct or indirect interest/involvement in the matter) to sit on a disciplinary panel. Subject to rule 3 below, a decision of the disciplinary panel shall be final and conclusive.

3. Any appeals must be received by the Secretary within 7 (seven) days of receiving the written decision and, if appropriate, the appeals process will be followed.

4. Any complaints of serious misconduct (including, without limitation, theft, doping violations, fraud, physical violence, safeguarding policy breaches, serious breach of applicable health and safety, gambling and/or ticketing regulations or any act or omission of the Member, Volunteer or Officer which in the opinion of Welsh Athletics, acting reasonably, brings or is likely to bring the sport of athletics into disrepute) regarding the behaviour of Members, Volunteers or Officers shall be reported and dealt with by Welsh Athletics in accordance with its Disciplinary Procedures.

5. If a dispute arises between any Members, Volunteers or Officers of the Club about the validity or propriety of anything done by any Member or Officer under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

1. Document Change History

Date	Updates	Prepared by	Approved by
03/09/23	First issue	Julian Guy	CRC Committee
29/09/26	No changes – document check only	Julian Guy	CRC Committee