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**Andover Wheelers Cycling Club**

## **Grievance, Discipline and Appeals Procedure**

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## Document Details

General Detail	
<b>Abstract</b>	This Grievance Procedure has been produced to define the grievance, discipline and appeals process of Andover Wheelers cycling club. Once approved by the Committee it will be published on the Andover Wheelers website.
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Document History		
Ver	Date	Amendment
00A	27/06/19	First draft.
00B	01/07/19	Second draft for release to Committee.
00C	19/07/19	Third draft following Committee review.
001	03/09/19	First release for website.

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## 1 Introduction

This Grievance Procedure document details the complaints, discipline and appeals process of Andover Wheelers cycling club.

## 2 Raising a Complaint

- a. All complaints regarding the behaviour of Club members should be submitted in writing to the Club Secretary.
- b. For the disciplinary hearing process to be initiated the complaint must be submitted in writing to the Club Secretary.

## 3 Disciplinary Hearing

- a. The complaint will be heard at a Disciplinary Hearing;
- b. The initial Disciplinary Hearing will take place within 21 days of receipt of a written complaint to the Club Secretary;
- c. The hearing will consist of the Club Chairperson and at least two other Committee members;
- d. The hearing has the power to take appropriate disciplinary action including the termination of membership;
- e. The hearing may decide to reconvene at a later date, within a further 14 days, to enable the gathering of further information and/or to invite the complainant and/or the member against whom the complaint was made to attend;
- f. The outcome of a disciplinary hearing will be communicated in writing to the person who lodged the complaint, and the member against whom the complaint was made, by the Club Secretary within 7 days of the hearing.

## 4 Appeals Procedure

- a. There will be the right of appeal to the Committee following disciplinary action being announced;
- b. The appellant must notify the Club Secretary in writing within 21 days of notification of the outcome of the disciplinary hearing; and
- c. The appeal will be held at the Committee meeting following receipt of notice of appeal.