

Doncaster Rowing Club

Grievance Procedures

The object of these guidelines is to ensure good practice with regard to any individual of Doncaster Rowing Club who may have a complaint or feel that they have been unfairly treated by a member of the Club or British Rowing.

The club will aim to deal with any grievance in a fair and timely manner. The guidelines are intended to supplement the existing constitution and set out the standard expected of the club when dealing with grievance or disciplinary matters.

An individual with a complaint should firstly set out their grievance to the club's chairman. The individual will be kept informed about the process that will take place, expected timescale and any possible outcomes. Information will be treated confidentially and shared only on a need to know basis during the process, unless there is an agreement between the parties to do otherwise.

Where an individual who is raising a grievance, or is the subject of a disciplinary case or is under the age of 18 years it is obligatory that the parents or legal guardians of that child must be informed and that the individual is accompanied during any mediation, hearing or appeal.

Grievance Procedure

Mediation – DRC will appoint an independent mediator in agreement with the complainant.

The mediator should advise the terms of the procedure, for example who may attend and the conduct of the meeting. This is not obligatory but may help to resolve the situation, clarify any misunderstandings or help identify the issues in dispute before a hearing is convened.

The outcome of the mediation is not binding but may be referred to in any subsequent hearing or appeal as may any failure or refusal to participate in such proceedings.

Hearing – if the complainant is not satisfied with the outcome of the mediation he/she must set out in writing his/her grievance and request for a hearing and send to the appropriate body within a reasonable timescale.

The hearing panel will be appointed by the DRC committee. It should compromise the club chairman and two independent members.

All panel members must be independent of the dispute

The complainant should signify his/her agreement to the constituted panel.

The panel must give fair and independent hearing to both sides of the dispute within an appropriate and agreed timescale.

The complainant has the right to be accompanied.

Discussions will be recorded and signed by all parties as a true record or not.

If either party chooses not to attend the hearing, the panel if properly constituted, has the right to proceed with the hearing based on written submissions.

The result of the hearing must be communicated to both parties within 14 days.

If the outcome of the hearing is unacceptable to either body they have the right to appeal.

Appeal Procedure

The grounds of the appeal must be set out in writing and sent to the Chairman of DRC within 14 days. An appeal should be granted where there is a “strong arguable case”.

- Relevant information was ignored/not considered
- There was unreasonable bias or conflict of interest
- Provisions of the disciplinary procedure were not adhered to
- The original panel exceeded its jurisdiction
- The findings were irrational or exhibited and error of general law

An independent appeal panel must be appointed, who have had no prior involvement in the matter.

The appeal panel must convene in the same manner as for the original hearing.