



# RAANS GYMNASTICS CLUB

## **Raans: Disciplinary & Grievance**

Raans Gymnastics Club is a small club that has been running successfully for many years. We'd like to continue with this open, friendly approach where parents feel they can ask about their child's progress or raise any other questions and concerns.

We endeavour to promote the highest standards of care for all members and participants and have a code of conduct that must be adhered to by all members of the club. In line with British Gymnastics best practice we have an appointed Welfare Officer, Suzanne Westlake.

She is available to listen, be supportive and take appropriate action on any welfare matter arising within the club. All matters will be dealt with in the strictest confidence.

The aims and objectives of Raans Disciplinary & Grievance policy is to:

- Allow complaints or grievances to be resolved without formal disciplinary action if possible
- Resolve or determine complaints or grievances within a reasonable period
- Provide a fair and rigorous process for those circumstances where formal disciplinary proceedings are necessary

In the event of a matter not being resolved by speaking to Suzanne, the following procedure should be followed:

1. The issue must be detailed in writing to the Club Secretary.
2. The Secretary will inform the person against whom the complaint is made and give him/her seven days notice to attend a committee meeting.

Once a course of action has been determined the accused person will be notified in writing of the course of action to be taken and the person making the complaint will be informed about the outcome of the enquiry.

**Please note: Complaints or grievances must be received no more than 30 days following the incident or matter.**

Disruptive or threatening behaviour of any kind including bullying is unacceptable in

this gym club and will not be tolerated.

Raans Gymnastics Club operates a strict three strikes policy:

1. Any gymnast failing to meet behaviour standards will receive a verbal warning.
2. If the behaviour continues a written warning will be issued to the gymnast and their parents.
3. If the written warning has no effect the gymnast will be suspended or expelled from the club at the discretion of the committee.