



## GRIEVANCE PROCEDURE

## AMENDMENT RECORD

DATE	AMENDMENT	APPROVED BY
7/1/13	First Issue	AGM 17/3/13
31/1/14	Section 1, Paragraph 4 amended to remove requirement for £50 deposit and made clearer that a non-member can lodge a complaint.	AGM 25/3/14
May 2016	GBPF changed to British Powerlifting, where applicable.	
February 2017	Introduction first paragraph updated and Paragraph 6 amended.	AGM 5/3/17

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## 1. Introduction

The aim of this procedure is to provide a mechanism for members to lodge legitimate complaints about the behaviour of British Powerlifting officials or members. It is not intended to deal with doping offences, which are governed by the Anti-Doping Policy. Nor is it intended to cover any dispute regarding selection for international competitions, which will be dealt by the Selection Sub-Committee in the first instance or by the Board as final arbiters.

All members of British Powerlifting have a responsibility to ensure that they conduct themselves in such a manner as to not bring themselves, the sport of Powerlifting or British Powerlifting into disrepute.

This discipline and grievance policy applies to all members within British Powerlifting. It shall be considered to apply to any member at any time during the course of their attendance at any other venue used by British Powerlifting, whether the member be in attendance at such venue as a lifter, official, coach or spectator. It is the intention of British Powerlifting to ensure that every member is provided with a fair, non-discriminatory and consistent method of dealing with issues of conduct and behaviour.

Anyone wishing to register a grievance shall do so in writing to the Board. The Executive Board shall determine whether the matter should be referred to the Disciplinary Committee.

Regardless of whether a complaint is received by a member, the Executive Board may invoke disciplinary action against any member, in accordance with the Article and By-Laws.

## 2. Disciplinary Committee

Any member/team/club affiliated to British Powerlifting, or any person in whatever capacity with an issue of conduct or behaviour concerning a member/team/club affiliated to British Powerlifting, may lodge a complaint/grievance, in writing to the Board.

Once in receipt of such a complaint, and in accordance with the provision set out in Section 3, the Chairperson will contact all parties concerned and request a written representation of their version of events.

Under the Data Protection Act, the member/team/club to which the alleged complaint is against will have the right to see the contents of such a complaint in order that they can respond in writing to the Chairperson.

The Chairperson will collate all such written representations and present them to the Board, who will refer the matter to the Disciplinary Committee.

## 3. Member's Right to have Representation

British Powerlifting respects the right of its members to request and be accompanied by a representative, such as another team member, friend or family member of their reasonable choosing.

In the case of a member under the age of 16 the Board will insist on the member being accompanied by a parent, carer or legal guardian.

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If such a representative is to accompany a member, the member must advise the Disciplinary Committee of the persons name and status in relation to both the member and the proceedings.

#### **4. Procedure**

British Powerlifting Discipline and Grievance Policy follows a clearly staged process:

- a) Fact Finding Stage
- b) Disciplinary Interview
- c) Disciplinary Committee Adjournment to Review the Facts and Interviews.
- d) Disciplinary Committee Decision
- e) Advising the Outcome
- f) Appeals Process

#### **5. Fact Finding Stage**

Where a complaint is brought before the Board or it is considered that a possible breach of British Powerlifting standards of conduct and behaviour may have occurred, an initial fact finding investigation will be undertaken. The appointed Disciplinary Committee will undertake this role.

The purpose of the Fact Finding stage of the procedure is to determine the facts surrounding the alleged misconduct. The Disciplinary Committee will review the information collated by the Chairperson and may request additional written statements from all parties concerned as well as from any neutral/substantiating witnesses.

In cases of alleged gross misconduct consideration will be given to temporarily suspending a member whilst investigations are carried out. The member and their club secretary will be advised of any decision in writing.

#### **6. Disciplinary Interview**

If the Disciplinary Committee findings at the fact Finding stage lead them to decide that action is necessary under the disciplinary and grievance policy they will arrange to conduct an interview with the parties involved in the complaint. Alternatively, the complaint may be dealt with by written submissions, provided all the parties involved agree. In this case the Disciplinary Committee will make a decision in accordance with the evidence presented.

The disciplinary interviews follow the same pattern, with each party being called in turn, to present evidence of events to the Disciplinary Committee. The Disciplinary Committee will then call any neutral or substantiating witnesses before adjourning to consider their findings.

Disciplinary interviews will be arranged at a neutral venue and the Disciplinary Committee will endeavour, where possible, to ensure that the time and place are suitable to all parties concerned. Attendance at a disciplinary interview is compulsory and refusal to attend will result in the member/team/club being suspended/banned in their absence with no redress.

The British Powerlifting Board will be responsible for advising the parties and witnesses in writing of this meeting together including the disciplinary policy.

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This formal notification will include advising the member of the following:

- a) That a disciplinary interview has been arranged.
- b) A brief outline of the reasons for the disciplinary interview.
- c) When and where the disciplinary interview will take place.
- d) The names of the Disciplinary Committee and who else has been requested to attend and the capacity in which they are attending.
- e) That he/she has the right to be accompanied by a representative of their reasonable choice.
- f) Of possible outcomes of the disciplinary interview

Members will be given at least two weeks notice of their requirement to attend a disciplinary interview.

## **7. Disciplinary Committee Adjournment to Review Facts & Interviews**

After the disciplinary interviews the Disciplinary Committee shall take time to consider all the facts presented at both the fact-finding stage and the interviews before reaching decision.

## **8. Disciplinary Committee Decision**

The Disciplinary Committee are selected and fully supported by the British Powerlifting Board. They have been given the authority to conduct the disciplinary process and impose any of the following actions:

- a) No further action
- b) A verbal warning.
- c) A written warning.
- d) A final written warning (note this action can be taken without a previous verbal or written warning having been issued).
- e) Suspension of the member/team/club from British Powerlifting for a defined period.
- f) Complete ban of member/team/club from British Powerlifting.

Their decision will also take into account whether the member/team/club conduct/behaviour is found to constitute misconduct or gross misconduct and whether there are current warnings in existence and the seriousness of the offence being considered. Any warnings being verbal or written will have a date period attached to them.

## **9. Advising the Outcome**

The Chairperson will normally advise the member and their club/team secretary of the outcome of the disciplinary interview within two weeks of the date of the last interview.

In all cases, including a verbal warning, the member and their team/club secretary will receive written confirmation from the Chairperson. This will advise the member/team/club of the disciplinary action and the reason for it. In addition the member will be warned that any further breach of the same incident/behaviour could result in further disciplinary action.

The written confirmation will also remind the member/team/club of their right of appeal.

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In the case of suspension, the written confirmation will include the start and end date of the suspension.

In the case of a complete ban, the written confirmation will state the date on which the ban will take effect.

## **10. Appeals Process**

A member/team/club has a right of appeal against the decision reached by the Disciplinary Committee if they believe that:

- a) Not all the facts were available at the time the Disciplinary Committee reached their decision.
- b) The Disciplinary Committee did not apply the disciplinary procedure correctly.
- c) A person wishing to appeal against a decision must advise the Chairperson in writing, stating their reason, for appeal within seven days of the date they were informed of the Disciplinary Committee decision.

Appeals shall be made to and considered by the British Powerlifting Board and their decision shall be final. The result of the appeal will be confirmed in writing, within seven days.