

## **APPENDIX A**

### **1. GRIEVANCE AND DISCIPLINARY PROCEDURE**

- 1.1** As per the objectives of the Club, it shall be the duty of all Members to maintain harmonious relationships with other Members and in the first instance try to resolve any grievance themselves. Evidence of this will be sought before any escalation of the grievance.
- 1.2** If this is not possible or guidance is needed then the matter should be referred to the appropriate committee representative. If the committee rep is unable to bring resolution or the grievance is with them then the matter should be referred to the appropriate Executive officer.
- 1.3** An outstanding grievance or one against a committee member should be put to the Commodore in writing who will consult with the committee and, if the grievance is upheld, determine any appropriate action to resolve that shall be binding on the members involved.
- 1.4** In the avoidance of any doubt, failure to comply with the appropriate action in 1.3 above would constitute a breach of rule and subsequently considered under 2, Disciplinary Procedure.
- 1.5** Dissatisfaction with the grievance procedure can be appealed against as per 'appeal' below.

### **2. DISCIPLINARY PROCEDURE**

#### **General rule breach enforcement:**

- 2.1** A Member who fails to observe the rules or breaches any terms or conditions will be cautioned by the sending of a 1<sup>st</sup> Letter of Notice (LON) warning letter. The LON will outline the nature of the breach, give instructions on required actions and, if appropriate give up to 14 days' notice in order to allow them to remedy the transgression.
- 2.2** If there have been no or insufficient major improvements taken to the satisfaction of the committee the Member will then be sent a written notice To Quit (NTQ) giving them one month's written notice to terminate their membership and vacate the club area, with forfeiture of any monies already paid by way of subscriptions and or storage costs.

#### **Serious rule breach:**

- 2.3** The committee shall also have the full power to instantly terminate the membership of any member whose serious conduct makes it undesirable that they should remain a member.
- 2.4** Examples of serious rule breach behaviour are:
  - a) Threatening, abusive, intimidating or discriminative behaviour.
  - b) Use of violence.
  - c) Criminal activity.
  - d) Unauthorised activities which may cause significant harm to human or animal health or to the environment.
  - e) Activities that could bring 'CBC' into disrepute or unwarranted exposure to litigation.
  - d) Reporting club matters to outside agencies without having first exhausted club internal procedures.

Where a serious breach of rule has occurred then an immediate notice to quit will be issued and come into force, the member be suspended and excluded from access to club areas unless accompanied by an authorised member.

Dissatisfaction with the Serious rule Breach procedure can be appealed against as per 'appeal' below.

### **3. GRIEVANCE & DISCIPLINARY APPEAL**

- 3.1 Grievance:** In writing to the Commodore stating the full grounds for the appeal who will determine a panel of 2 appropriate not previously involved committee members to hear the appeal only as far as determined in the appeal letter and, should the appeal be upheld, make any recommendations to the committee who will make a final decision on the matter.
- 3.2 General Rule breach:** Any appeal must be made in writing to the Commodore stating the full grounds for the appeal, either within the 2 weeks LON improvement period or within 7 days of the posting date on the NTQ letter of 'notice to terminate membership'. The Commodore, if not previously involved, will chair a panel of 4 not previously involved committee members to hear the appeal only as far as written in the appeal letter.
- 3.3 Serious Rule Breach:** Any appeal must be made in writing to the Commodore stating the full grounds for the appeal within 7 days of the posting date on the NTQ letter of 'notice to terminate membership'

The Commodore, if not previously involved will chair a panel of 4 not previously involved committee members to hear the appeal only as far as written in the appeal letter.

- 3.4** Every effort will be made to hear appeals as reasonably, fairly and in an unbiased manner as possible given the size and nature of the Combwich Boat Club (CBC).