



GRIEVANCE AND DISCIPLINARY PROCEDURE



Grievance and Disciplinary Procedure

Midsomer Norton RFC is committed to Best Practise and the delivery of high quality work at all times. We are also committed to Equal Opportunities.

We acknowledge that there may be occasions when our level of service falls short of that which can be reasonably expected by our members. On these occasions, we would like to be informed as soon as possible.

All players, parents, coaches, volunteers and staff are subject to the Rules & Regulations of the RFU and Midsomer Norton RFC. A set of Club Rules is available on the club's website.

This document tells you what you should do if you have a complaint about the behaviour of a member of MNRFC or its staff. This procedure applies to complaints against members, their families and both paid and voluntary staff.

Any complaint will be taken seriously.

Equally, it is helpful to receive positive comments about aspects of our service which you have found particularly useful or helpful.

Grievance Procedure

The Mini and Junior section of the Club is run by a Committee made up of Chairman, President, Treasurer, Secretary, Coaches and other nominated officials.

- This Committee is responsible for handling any complaints, queries or disciplinary matters relating to the Mini and Junior section
- Any player or parent that has a grievance should initially approach the Lead Coach for that player's age group.
- If a grievance is not resolved to their satisfaction they can, through the Committee's Chairman, seek resolution from the Committee.
- The player/parents' grievance should be put in writing/ email for the attention of the Committee's Chairman.

When making a complaint please try to be as specific as possible and give as much detail as possible. You will need to tell us:

- Your name
- The name of your organisation, club, group or project
- The name of the person about whom you are complaining
- The date that the behaviour occurred that has resulted in your complaint
- The details of what occurred
- The player/parents' issue will be raised at one of the monthly Committee meetings and a resolution agreed.
- The Chairman will then communicate this back to the player/parent.

**TEAMWORK
RESPECT
ENJOYMENT
DISCIPLINE
SPORTSMANSHIP**





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Disciplinary Procedure

A coach, referee, player or parent of the Club may invoke a disciplinary procedure.

Another Club may also give notice to the Club of issues that may result in a disciplinary procedure being invoked.

Upon a disciplinary grievance being submitted, the Committee will form a three-person disciplinary panel that will be responsible for:

- Gathering the necessary information regarding the case and communicating a hearing date.
- Taking into account the child's age and ensure a parent or guardian is present, if applicable.
- Hearing the evidence from each party in an even-handed manner.
- Giving due deliberation and communicate their findings and recommendations to the player, the player's coach, the player's parent or guardian, any other Club or individual involved, the Mini and Junior committee and the Senior Club's Chairman and any other body.

If the player or parent or guardian or any other officiating body objects to the disciplinary panel's judgement, the matter can be appealed to the Club's Senior committee and finally the relevant RFU body.

In all the following situations there will be an automatic disciplinary procedure:

- If any player is sent off during a match or competition be that match at home or away.
- If any person is alleged to have bullied or attacked any other person on Club property or whilst representing Midsomer Norton Rugby Football Club.
- If any person is reported to be damaging Club property.

In extreme situations a person may be suspended from attending or participating in any of Midsomer Norton RFC's training and matches prior to their disciplinary hearing.

Those situations include, but are not limited to:

- Abuse, either racial or sexual.
- Assault on any Club official or representative.
- Any situation resulting in Police attendance.

In such cases the disciplinary hearing will be convened as quickly as possible and their temporary suspension will be taken into account of the disciplinary committee's findings.

If you are dissatisfied with the outcome of your complaint you can appeal to the President who should be contacted via the main club. Should your complaint be against the Chairman you should take your complaint to the President.

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You can contact the President by post via the main club or email. If your complaint is against the President you should take your complaint to the Chairman via the main club or email.

Whilst this document has endeavoured to address the majority of issues that MNRFC might face, it is impossible to cover them all, but the club will put the welfare of the child first and use common sense to determine the best course of action.

Signed at committee meeting:

Name Neil Denning.

Signature



Position Held Senior Chairman

Date 2nd Sept 2017

Name Robert Fuller

Signature

Position Held Junior Chairman

Date 2nd Sept 2017

Review Date Sept 2018