



GRIEVANCE CODE

In the event that any members feels that he or she has suffered a grievance in any way, or that the club policies, rules or codes of conduct has been broken the following procedure below should be followed by the complainant.

Stage 1: They should report the matter to the Club Secretary or any other member of the management committee.

The report should include:

- a. Details of what, when and where the occurrence took place.
- b. Any witness statements and names.
- c. Name of any others who have been treated in a similar way.
- d. Details of any former complaints made about the incident, date, when and to who made.
- e. A preference for a solution to the incident

Stage 2: Two Committee members will be appointed to independently investigate and deal with the report and compile a written report of the findings.

Stage 3: The Club's Management Committee will sit for any hearings that are required or requested.