

Grievance Procedure – West End Road Runners

- If there is a complaint or grievance concerning a member, it must be set out in writing and sent to the Chairperson of West End Road Runners.
- The Committee will appoint an impartial member (“IM”) from its Management Committee and two other members of the committee that, wherever possible, have no connection with the grievance.
- The (“IM”) will invite the member to attend a meeting to discuss the grievance. The member may be assisted at such meeting either by a fellow member.
- The meeting must not take place unless the member has had a reasonable opportunity to consider his response to the complaint/grievance.
- The member must take all reasonable steps to attend the meeting. If the member does not attend the meeting then the IM may consider the grievance in his absence, adjourn the hearing or take such other action as he/she deems necessary.
- After the meeting, the IM will inform the member of his/her decision concerning the complaint/grievance and his/her decision is final.
- Alternatively, the complaint or grievance may be raised informally with the Welfare Officer if appropriate, failing which with a member of the Management Committee.