



Club Procedures for Dealing with an Internal Club Dispute.

(In line with ASA Guidelines)

There are occasions when a problem will arise within the Club between members e.g. during a training session or at an event, when immediate action will be taken - this may include suspension or exclusion of a member(s) from a training session or from other Club activities. The coaches, teachers and committee have the power to invoke temporary suspension if a member is not behaving properly.

The definition of a *dispute* in this case is a dispute between the Club and one or more of its members. Details of a *dispute* shall be submitted in writing to the Chairperson either from the disputer or from Club officials.

Step 1:

On receipt of the *dispute* every effort will be made to settle the matter amicably through informal discussion – this may be by the Chairperson, or their appointed representative from the committee, and the member(s).

Step 2:

If the above actions fail the Chairperson will appoint an independent arbitrator to assist in achieving settlement – this could be the coach or the welfare officer if not previously involved in the *dispute*.

Step 3:

If the *dispute* remains unresolved or if it is necessary to discipline a member(s), the Club will set up a panel of 3 people none of whom are involved in the *dispute* – this may include people from outside the Club. A date, time and place will be advised to the member(s) and the panel for the hearing, which will normally be within 14 days of receipt of the *dispute*.

Where a member is under 18 years of age they may be accompanied by a parent, guardian or carer or the coach to assist with presenting their case. Witnesses for both sides can be brought to the hearing.