



SCSC – Grievance Policy

1. Purpose
2. Parties Covered by the Policy
3. Grievance Procedures
4. Appeal Process

1. Purpose

- 1.1 The policy shall be known as the ‘South Clare Sports Club Grievance Policy’, and is a set of procedural guidelines by which grievances within the South Clare Sports Club can be resolved.
- 1.2 The policy is that which is referred to in the South Clare Sports Club constitution (revised 2019).
- 1.3 For the purpose of this policy, a grievance is taken to mean any dispute or incident involving a member or members of the club, concerning an alleged breach of the South Clare Sports Club Code of Conduct by such member or members, OR a sincerely held belief that a club official or committee is or has operated in a way prejudicial to a member or their family.

2. Parties Covered by the Policy

- 2.1. As per the South Clare Sports Club constitution, all persons deemed to be members of the South Clare Sports Club are parties covered by this policy.

3. Grievance Procedures

Basic summary of process:

Step 1: approach individual

Step 2: approach president and/or relevant sub-committee director (grievance may be heard at sub-committee level at this point)

Step 3: approach president and/or vice-president (grievance may be heard at management committee level at this point)

First Approach – Step 1

- 3.1. Where a member believes they have a grievance in accordance with this policy’s definitions, they should seek to resolve this by approaching the member(s) involved personally, if they believe there is a reasonable chance of solving the grievance amicably.

- 3.2. Where this is impractical, or unlikely to be met with success because of circumstances or 'conflict of interest', the member should then approach the most appropriate committee person (eg senior football director if it is a senior football matter).
- 3.3. Where the member is uncertain who to approach, they should contact the president of SCSC, or another member of the executive committee, who may direct them to the most appropriate person.
- 3.4. A member making a grievance should be prepared to place their grievance in writing if necessary.

If unresolved after first approach – Step 2

- 3.5. Where a member does not believe that their grievance has been satisfactorily resolved after their first approach, they should contact the president, who will advise of steps to be taken (eg referral to appropriate sub-committee for decision).

If still unresolved after second approach – Step 3

- 3.6. Where a member does not believe that their grievance has been satisfactorily resolved after their second approach, the SCSC president shall refer that grievance to the SCSC committee for consideration.
- 3.7. The committee shall have the power to make any enquiries, receive any presentations, or interview any members to assist it to make a decision regarding the grievance.
- 3.8. In accordance with the SCSC constitution, the committee's decision shall be final.