

Grievance Procedure Concerning an Alleged Breach of Code of Conduct



The following procedure has been developed by De La Salle Old Collegians Amateur Football Club (DLSOCAFC) to ensure complaints against the Club's Code of Conduct are dealt with in a consistent, respectful manner and the rights of both parties are considered.

Formal Complaint

A complaint concerning a coach, club official or player who has allegedly breached the Code of Conduct must be directed to the Club Secretary who will refer the matter to the Club appointed Grievance Officer/s.

All complaints concerning a breach of Code of Conduct shall:

- a) be in writing
- b) identify the person against whom the complaint is made
- c) set out specific details of the complaint and provide examples of how they have breached the Code of Conduct
- d) identify the name and address of the complainant
- e) be signed by the complainant

The Grievance Officer will determine whether the complaint is made in the proper form as set out above and comes within the scope of the Code of Conduct policy. If the Grievance Officer determines the complaint does not comply with the above, the complainant will be informed in writing and may submit a corrected complaint.

Notification

Within seven days of the formal complaint being received, the Grievance Officer will provide confirmation of receipt of the complaint to the person against whom the complaint is made.

Investigation

The Grievance Officer will investigate any allegations made by the complainant which may include meeting/contacting them personally or persons who may have witnessed the alleged breach of conduct.

The person the complaint has been made against shall have 7 days to respond to the complaint in writing or in person to the Grievance Officer.

Whilst the investigation is occurring the Grievance Officer may impose conditions and restrictions on both or either parties to protect individuals which must be complied with.

Additionally, the Grievance Officer may seek the assistance of a colleague to investigate any allegations or rebuttals made.

This Grievance Procedure was endorsed by De La Salle Old Collegians Amateur Club Committee at its meeting on 12/ 07/ 2021 and remains in effect until rescinded or replaced.

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Determination

The Grievance Officer will consider the complaint and response to determine whether:

- the complaint is to be dismissed or further investigation is required,
- the complaint is upheld, or
- where intervention or disciplinary action is deemed appropriate, make recommendations to the Club Executive, or a grievance panel where established, concerning any sanctions/conditions to be imposed.

All final determinations made by the Grievance Officer and agreed should be confirmed in writing

Appeal Process

Any appeal to the decision made by the Grievance Officer must be made to the Club Secretary in writing and within five days of the Grievance Officer's written determination.

Where an appeal is lodged the Secretary will notify the Investigating Grievance Officer and the Club President and/or Vice President, in consultation with Club's Executive Office bearers, shall appoint an appropriate panel of 3 to hear the complaint.

The Panel is to be made up of impartial persons who have had no prior involvement in the matter or direct relationship with the parties.

The majority decision of the panel will be final.

Any sanctions/conditions recommended by the Grievance Officer will remain in force pending the outcome of an appeal.