



DISCIPLINARY AND GRIEVANCE POLICY

Adopted: 04 March 2026
Last reviewed: 04 March 2026
Next review due: 04 March 2027

1. PURPOSE

This policy sets out how Peterborough City Rowing Club ("the Club") manages disputes in a fair, proportionate, and consistent manner.

The Club recognises that British Rowing provides comprehensive frameworks for the resolution of Club Disputes and for safeguarding concerns. The purpose of this policy is not to replicate or replace those frameworks, but to:

- explain how concerns and disputes may be raised and managed within the Club;
- distinguish between safeguarding concerns and Club Disputes;
- clarify when matters may be addressed informally and when they become formal; and
- confirm the Club's adoption and use of Appendix 4 (Club Disputes) of the British Rowing Regulations.

This policy should be read in conjunction with the documents listed in the Reference Documents (section 13) below.

2. SCOPE

This policy applies to all matters that constitute a Club Dispute within the meaning of paragraph 1.1 of Appendix 4 (Club Disputes) of the British Rowing Regulations, including (without limitation):

- disputes between members;
- disputes between a member and the Club; and
- disputes arising out of membership, participation, conduct, decisions, or governance of the Club.

This policy applies to all members of the Club, including officers, coaches, volunteers, and athletes, and to conduct connected with Club activities.

3. DEFINITIONS AND GOVERNANCE

For the purposes of this policy:

- **Executive Committee:** refers to the governing body of the Club. The Executive Committee is defined by the Club Constitution and includes the trustees of the Club. It is commonly referred to within the Club as "the Trustees".

- **Club Dispute:** has the meaning given in Appendix 4 (Club Disputes) of the British Rowing Regulations.
- **Interim protective measures:** are temporary, precautionary measures put in place to manage risk, safeguard individuals, or ensure the orderly operation of the Club. Interim measures are not disciplinary sanctions, do not pre-determine outcomes, and do not constitute suspension of membership.
- References in this policy to any Club officer role shall be taken to include that officer's duly appointed deputy or nominee, where applicable.

4. RELATIONSHIP WITH BRITISH ROWING FRAMEWORKS

4.1 CLUB DISPUTES

The Club formally adopts Appendix 4 (Club Disputes) of the British Rowing Regulations as its sole process for the handling of Club Disputes. The Club will not operate alternative or parallel formal grievance or disciplinary procedures outside Appendix 4.

Safeguarding concerns are managed separately in accordance with section 4.2 below.

4.2 SAFEGUARDING CONCERNS

Safeguarding concerns relating to the welfare or protection of children or adults at risk do not fall within the Club Disputes process.

All safeguarding concerns must be managed in accordance with British Rowing Safeguarding Handbook 2 – Handling Concerns, including its investigation procedures (including Appendix 4 of that handbook, which is distinct from Appendix 4 of the British Rowing Regulations).

Safeguarding concerns take precedence over all informal or formal dispute-handling processes under this policy. Where there is any doubt as to whether a matter is a safeguarding concern, it must be treated as such and referred to the Club Welfare Officer without delay.

The Welfare Officer may impose urgent, short-term interim measures where required for safeguarding or welfare reasons. Any such measures must be reported promptly to the Executive Committee.

4.3 SAFEGUARDING POOR PRACTICE

Poor practice, as defined in British Rowing Safeguarding Handbook 2, remains a safeguarding matter and does not of itself constitute a Club Dispute.

Safeguarding poor practice may be addressed informally or investigated by the Welfare Officer in accordance with British Rowing Safeguarding Handbook 2.

Informal handling may make use of proportionate informal approaches of the kind described in section 5 of this policy, but authority for such handling derives from safeguarding procedures rather than the Club Disputes process.

Where a safeguarding investigation concludes that poor practice has occurred, the Welfare Officer may determine proportionate safeguarding outcomes, including advice, guidance, additional training, or monitoring. Safeguarding outcomes imposed by the Welfare Officer are protective and remedial in nature and do not constitute disciplinary action, even where they involve restrictions on roles, activities, or volunteering.

The Welfare Officer does not have authority to impose disciplinary sanctions, suspend membership, or terminate membership. Where the Welfare Officer

considers that disciplinary action is appropriate, the matter will be treated as a Club Dispute under this policy.

Serious safeguarding concerns meeting the thresholds set out in British Rowing Safeguarding Handbook 2 (including section 2.1) must be managed under the relevant safeguarding procedures and may involve referral to British Rowing and/or statutory agencies.

5. INFORMAL MANAGEMENT OF CLUB DISPUTES

Where appropriate, the Club encourages disputes to be addressed and resolved informally.

Informal management may include discussion, facilitation, or mediation by an appropriate person, depending on the nature of the issue. This may include (without limitation):

- Coaches
- Captains
- Chair of the Rowing Committee
- Club Safety Advisor
- Welfare Officer (for welfare-related matters that do not amount to safeguarding concerns)
- Another appropriate club officer

A dispute may be raised with any appropriate officer or coach. No concern or dispute will be disregarded solely because it was raised with the “wrong” person.

Informal management is discretionary and is not a prerequisite to formal action.

6. ESCALATION TO FORMAL CLUB DISPUTE PROCEDURE

A matter may become a formal Club Dispute and be dealt with under Appendix 4 (Club Disputes) where, for example:

- informal resolution has not resolved the issue;
- the matter is serious, repeated, or deliberate;
- informal handling would be inappropriate or unsafe;
- there is a conflict of interest;
- a party requests formal resolution; or
- an officer of the Club considers formal resolution to be appropriate.

7. INTERIM PROTECTIVE MEASURES

Where necessary to protect individuals, manage risk, or ensure the orderly operation of the Club, interim protective measures may be put in place pending resolution of a matter.

Interim measures are not disciplinary sanctions, do not pre-determine the outcome of any dispute, and do not constitute suspension of membership. They may include proportionate, time-limited restrictions on participation, access, or activities.

Interim measures may be imposed by appropriate officers of the Club, acting within the scope of their role, where this is necessary and proportionate. Interim measures that are significant, ongoing, or safeguarding-related should be referred to the Executive Committee at the earliest reasonable opportunity.

The Executive Committee has ultimate authority for the confirmation, continuation, variation, or removal of interim measures.

8. RESOLUTION OF CLUB DISPUTES

Club disputes may be resolved through:

- informal resolution or agreement;
- mediation; or
- formal determination.

Outcomes may include no further action, directions or recommendations, or disciplinary outcomes where appropriate, subject always to the Club's constitution and this policy.

Disciplinary outcomes may include proportionate measures, which may include (without limitation):

- A formal warning
- Removal from, or restriction of, a Club role or office
- Restrictions on volunteering or supervising others
- Conditions on participation in Club activities
- Requirements to undertake training, education, or mentoring
- Monitoring of conduct for a defined period
- A recommendation that membership be suspended or terminated, in accordance with section 9 of this policy
- Any other proportionate measure considered appropriate to address the matter.

9. SERIOUS MATTERS AND MEMBERSHIP SANCTIONS

Serious Club Disputes may result in disciplinary outcomes, including suspension or termination of membership.

Where a formal Club Dispute results in a recommendation that a member's membership be suspended or terminated, the matter must be referred to the Executive Committee.

Suspension or termination of membership may only be effected by a unanimous decision of the Executive Committee, following the member's right to be heard and accompanied, in accordance with the Club's constitution.

10. ADMINISTRATION OF FORMAL CLUB DISPUTES

For the purposes of administering Appendix 4 (Club Disputes):

- the Club Secretary will coordinate the process on behalf of the Club, including communications and arrangements for independent panels;
- this administrative role does not alter the substance or application of Appendix 4; and
- where the Club Secretary has a conflict of interest, another member of the Executive Committee will assume this role.

11. RECORDS, CONFIDENTIALITY AND INFORMATION SHARING

Appropriate records will be kept in relation to Club Disputes and safeguarding matters.

The chair of any independent panel is responsible for ensuring that decisions and reasons are properly recorded. The Club Secretary is responsible for the secure storage of records on behalf of the Club.

Records are confidential and access is restricted to those who need the information to discharge their role. Information may be shared with appropriate officers (including the Welfare Officer or Safety Advisor) where necessary for safeguarding, safety, risk management, governance, or the prevention of recurrence.

Records will be retained and managed in accordance with applicable data protection law, British Rowing requirements, and relevant Club policies.

12. VEXATIOUS COMPLAINTS

The Club maintains a separate Vexatious Complaints Policy. Where appropriate, concerns or disputes may be managed under that policy.

13. REFERENCE DOCUMENTS

This policy should be read in conjunction with the following documents, as amended from time to time:

- **British Rowing Regulations**, including **Appendix 4 – Club Disputes**
<https://www.britishrowing.org/wp-content/uploads/2026/01/Regulations-of-British-Rowing-2018-Updated-December-2025v2.pdf>
- **British Rowing Safeguarding Handbook 2 – Handling Concerns**
<https://www.britishrowing.org/safeguarding/>
- **Peterborough City Rowing Club Constitution**
- **Peterborough City Rowing Club Vexatious Complaints Policy**

14. REVIEW

This policy will be reviewed annually, or earlier if required following changes to British Rowing Regulations, safeguarding policies, or Club governance arrangements.