

Grievance Procedures

- 1) If a member of URVGC has a complaint or grievance concerning another member, it must be set out in writing and sent, or a copy of it, to the Club Secretary.
- 2) The Club Secretary will forward the document to the Club Captain or in his absence to the Club Vice Captain. The Club Captain will appoint an impartial member (IM) from the Club Committee.
- 3) 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 colleague or fellow member.
- 4) The meeting must not take place unless the member has had a reasonable opportunity to consider his response to the complaint/grievance.
- 5) 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 deems necessary.
- 6) After the meeting, the IM will inform the member of his decision concerning the complaint/grievance and his decision is final.