



ENGLAND FENCING

# England Fencing

## Grievance Procedure

### 1 Introduction

England Fencing values highly the work done by all Volunteers and Paid Staff. Our organisation could not function without the good will and cooperation of a huge number of people across the country.

It is the intent of England Fencing that all of its volunteers (this includes Directors, Officers and other volunteers) and members are treated fairly at all times and dealt with in a respectful and sympathetic manner.

This grievance procedure exists to enable you to raise any matter where you<sup>1</sup> feel this has not been the case.

### 2 Informal Procedure

Wherever possible grievances should be discussed and resolved informally with the person concerned. If you do not feel able to discuss the matter directly you may ask somebody known to both of you to act as an intermediary.

### 3 Formal Procedure

#### *First Steps*

Where the informal procedure is not possible or you have been unable to resolve the matter you should raise it in writing and without unreasonable delay with a supervisor or manager.

This may be a club chairman, county or region official, competition organiser, England Fencing official, England Fencing director or any other person in a position of responsibility.

The person with whom you raise the matter should initiate a discussion and attempt to resolve the matter.

If you are unable to resolve the matter at a local level, you may forward details of the grievance to the England Fencing board for further investigation.

#### *Raising a grievance with the Board*

In order to raise a grievance with the board you should write in confidence setting out the

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<sup>1</sup>If you are under 18, your parent or guardian may raise a grievance on your behalf.

details of your complaint and the actions you have taken so far to attempt a resolution.

Please note that the Board will not accept any grievance report until you have taken appropriate steps to resolve the matter locally.

You may send these details by email to [grievance@englandfencing.org.uk](mailto:grievance@englandfencing.org.uk) or by post to :-

England Fencing Ltd,  
1 Baron's Gate,  
33 Rothschild Road,  
London,  
W4 5HT

Please clearly mark your letter for the attention of the Grievance Panel and include full contact details.

**Documents sent by post will inevitably take considerably longer to deal with than email communications. Please do not send original documents by post as we cannot guarantee their safety.**

## ***Procedure following receipt of the complaint***

On receipt of your complaint the current Chair of the Grievance Panel (CGP) will examine the details and advise you if the complaint can be taken forward. You should normally expect to receive this initial analysis within 5 days from receipt of your documents. If you have not heard within 10 days, please contact the office again to ensure that your communication has not gone missing.

The CGP will convene a panel consisting of himself and two other directors who will arrange for a formal meeting to be held without unreasonable delay. You should make every effort to attend this meeting. You will be expected to explain your grievance and how you think it should be resolved.

Where the grievance is against an individual or group, they may be invited to attend the same meeting in order that a speedy decision can be reached. If this is the case, each party will be given an opportunity to speak privately to the panel. If all parties agree and the panel consider it appropriate, this may be followed by a joint meeting.

Since it is not possible to anticipate the nature and circumstance of every grievance, the CGP may, at his absolute discretion, make alternative procedural arrangements for dealing with a grievance consistent with fairness, proportionality and in the interests of speedy resolution

## ***Companions***

You may be accompanied at all meetings by a companion of your choice unless presence of your chosen companion would prejudice the proceedings.

Your companion may address the meeting to put and sum up your case, respond on your behalf to any views expressed at the meeting and confer with you during the hearing. Your companion does not however, have the right to answer questions on your behalf, address the hearing if you do not wish it or prevent the other party from explaining their case.

## ***Expenses***

All parties must travel to the meeting at their own expense. Every effort will be made to hold meetings in a location that is convenient to you. In extreme cases it may be possible for you or your companion to attend the meeting via video or audio conference.

## ***Following the meeting***

Wherever possible you will be informed of the panel's decision at the end of the meeting. If this is not possible you will be told when to expect a decision.

In all cases, the decision will be confirmed to you in writing.