

- If a complaint is made against another member, in the interest of natural justice that member will be given equal full and fair opportunity to present their case either orally and/or in writing at a time and place to be agreed. They may also ask another member to attend with them, to be included purely as witness to the process, not as an active participant. Such a witness will be required to respect absolute confidentiality.
- The Commodore and co-opted Officers will take and keep notes of all interviews with parties to the investigation. They will finally consider all material before them and arrive at a conclusion as to the substance of the complaint. They will make recommendations as to what actions, if any, should be taken on foot of their investigation.
- Should the investigators conclude that disciplinary action is required, their findings and recommendations will be brought to the committee as a whole for ratification.
- The Committee reserve the right to ask for legal advice from the Club Solicitor or to appoint an independent person to facilitate in disputes where it is felt necessary. If the complaint involves a criminal offense, legal advice should be sought to ensure that any legal obligations of the club are met.
- If a complaint is made against a member of the committee, then that committee member not play any part in deciding whether a complaint should be investigated. In addition, they will not sit with other committee members in deliberation of their action or any determination of action or measures to be taken.
- The actions open to the Committee are detailed in the Rush Sailing Club constitution – Suspension and Expulsion of members. A member who is disciplined as a result of misconduct will be notified by the Committee in writing.

Rush Sailing Club Grievance Policy

Reasonable standards of behaviour and mutual respect are expected of members, both on and off the water. Disagreements that may arise must be resolved without breaching those standards. Where a member believes that they have a grievance where such standards have been breached, they are entitled to a confidential procedure in which any alleged misconduct will be investigated, and appropriate action taken to address the grievance where deemed necessary.

What to do in the event of a dispute?

Where a member believes that they have a grievance, they are entitled to a confidential procedure in which any alleged misconduct will be investigated and appropriate action taken to address the grievance where deemed necessary.

What is the process?

- Complaints by members should be made in writing to the Commodore within two weeks of the alleged incident. The complainant should provide a detailed description of the event(s) complained of, the names of people who either witnessed or were affected by the event(s) and any other document or evidence relied upon in support of the Complaint.
- Once the complaint is received by the Commodore, he / she will first contact the complainant alone, to see if the issue can be resolved by mediation, unless the issue is clearly so serious as to require a formal investigation. Complaints should be responded to within 14 days of receipt.
- If the matter cannot be resolved by preliminary mediation, and the complainant wishes to pursue the complaint, the Commodore will escalate the matter to a formal investigation. He / she will co-opt two Club Officers to join the investigation. The Commodore is free to decide who the co-opted officers should be, according to natural justice, so that relatives / friends of the parties or people involved in the dispute are excluded.
- All parties will be asked to refrain from discussing the matter with others until the investigation is complete.
- The complainant will be given full and fair opportunity to present his/her case either orally and/or in writing at a time and place to be agreed. The member may ask another member to attend with them, to be included purely as witness to the process, not as an active participant. Such a witness will be required to respect absolute confidentiality.