



DISCIPLINARY AND GRIEVANCE POLICY

1. Purpose of Policy

This Policy is designed to outline, the practices and procedures we will operate in respect of disciplinary and grievances which may arise within our organisation

Procedures are designed to help and encourage everyone to achieve and maintain standards of conduct, ethics and performance.

The Policy may be amended from time to time.

2. Scope of Policy

This procedure applies to all our Members and to our Volunteers who are engaged in IAWA activities including our Board and Committee members

3. Competition matters

During competition disciplinary matters are taken by Officials in accordance with the rules of wrestling. Matters which fall outside the remit of general competition rules may be dealt with in accordance with the procedures in this Policy

4. Disciplinary action outside Competition

Anyone who breaches IAWA Policies, Codes or directions or procedures may be disciplined in accordance with this Policy.

5. Disciplinary Committee

Matters arising outside of competition are handled as follows:

- a) The Disciplinary Committee is responsible for sanctioning offences falling outside competition
- b) The Disciplinary Committees shall be made up of 3 persons – two from the Board and one from within the membership based on their availability, independence and knowledge of the issues to be considered.
- c) One member of the Committee shall act as Chair.
- d) The Disciplinary Committee may request the attendance of any persons at a hearing. Failure to comply with any reasonable request may result in disciplinary action if deemed appropriate in the circumstances.
- e) The Disciplinary Committee shall decide by simple majority.
- f) The IAWA Secretary takes charge of the administrative work and minutes the hearing.
- g) All communication from shall be conducted through the Secretary
- h) The decision issued in each case shall be provided to all parties to the procedure.
- i) The Disciplinary Committee issue their decisions entirely independently
- j) Members of the Disciplinary Committee shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality.
- k) All proceedings and disclosures made in relation to a case remain confidential



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to the parties however decisions may be disclosed and made public.

6. Disciplinary Procedure - Investigation

- a) A complaint for breach of any IAWA Policies, Code, directions or procedures may be made by any person to the Secretary of IAWA. Such complaints must be in writing and provide all evidence as to the breach alleged.
- b) The Secretary of the IAWA shall act as Disciplinary Officer (DO) in such matters or may delegate this responsibility to another appropriate person including a person with specific expertise outside of the membership of IAWA.
- c) If the DO of the IAWA considers there are legitimate grounds for the complaint the DO shall inform all parties involved of the complaint and allow all parties an opportunity to respond. The DO may set specific time frames to the parties for all responses but shall ensure the complaint is examined and responded to within 14 days unless there are sufficient grounds to delay procedures. The DO can conduct any necessary investigations and seek expert opinion and/or reports and an inspection of documents or files may be necessary. The DO may conduct any enquiry deemed necessary in order to fully investigate a case.
- d) On completing an investigation the DO shall decide if a charge for breach of Policy, Code, direction of procedure needs to be issued against anyone. In the event such a charge is brought, the case will be submitted for consideration at a Disciplinary Committee hearing. The DO shall not discuss the case with the Board prior to the hearing.
- e) The DO may determine that a matter is a grievance rather than a disciplinary matter and may instead instigate the grievance procedures.
- f) Failure to reasonably co-operate with an investigation of the DO, may also be referred to a Disciplinary Committee who may sanction accordingly.

7. Disciplinary Procedure – Disciplinary Committee

- a) The DO must inform all parties to the case of the venue, date and time of the hearing and all Parties are entitled to attend the hearing. A Party shall not be prejudiced if they do not wish to attend a hearing unless they have specifically been requested to attend by the Disciplinary Committee and fail to do so.
- b) All parties involved in the hearing must confirm to the DO in writing the name and the role within, or relationship to the party, of all persons who will be attending the hearing on their behalf, or at their request within time limits as stated in the notification. The Disciplinary Committee shall have discretion to permit the attendance of any persons not confirmed within the stated deadlines.



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- c) The Disciplinary Committee, once appointed, can issue directions to the parties in respect of the hearing prior to proceedings commencing.
- d) All parties shall be notified by the DO within three days by fax and/or electronic mail and/or registered post, of the decision of the Disciplinary Committee. In urgent matters an oral decision may be issued
- e) A hearing can be postponed if the appointed Disciplinary Committee requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.
- f) The Disciplinary Committee may adjourn or suspend proceedings for further deliberation or to seek further or additional evidence or expert advice or where it is otherwise considered necessary to do so, provided an adjournment does not unduly prejudice any party. Following an adjournment the Disciplinary Committee must reconvene within ten days.
- g) The Disciplinary Committee shall consider all evidence that it deems relevant to the case.
- h) The DO and the Disciplinary Committee shall remit all matters pertaining to the protection of children or vulnerable adults to the statutory authorities as required under the Child Safeguarding Policy.

8. General Procedural Matters

- a) Any type of proof may be produced in a hearing unless it does not serve to establish relevant facts. The following are, in particular, admissible: reports, declarations from the parties and witnesses, material evidence, social media extracts, expert opinions and unedited audio or video recordings.
- b) The Disciplinary Committee will have absolute discretion regarding proof. The Disciplinary Committee shall hear all evidence it considers relevant to the case and shall decide on the basis of the proof before them. The Disciplinary Committee may request a party or any other body to submit information or documentation. Such a request shall be complied with.
- c) The parties may be represented at a hearing by a third party, but should appear personally where requested to do so by the disciplinary body.
- d) All parties shall bear their own costs.
- e) The DO shall notify a copy of each decision to all parties to the procedure.
- f) It shall also be an offence not to comply with a decision, and any party that fails to respect such a decision may be sanctioned further



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9. Appeals

Any decision made by the Disciplinary Committee may be submitted exclusively by way of appeal to Sport Dispute Solutions Ireland (“SDSI”) in accordance with its rules and (where applicable) to Sport Ireland. The time limit for any appeal is twenty-one days after the receipt by the appellant of the decision to be appealed. If the Court of Arbitration agrees to entertain an appeal of the decision made, it will resolve the dispute definitively in accordance with the code of Sports Related Arbitration. The decision of SDSI or, if applicable, the Court of Arbitration for Sport with Sport Ireland shall be final and binding on the parties.

9. Grievance Policy

If you have a grievance (as against a complaint to instigate disciplinary proceedings) you are encouraged to raise your concerns openly and quickly so that they can be dealt with rather than left to develop into grievances. For this reason, raising such concerns should occur at the earlier convenience. You are also encouraged to voice constructive opinions and to suggest and contribute solutions to problems which concern you.

Problems, queries or complaints should be raised orally first as soon as possible. Time should be allowed for the matter to be resolved. If the problem is not satisfactorily resolved the IAWA may investigate the matter further.

10. Grievance Procedure

The procedure below should be followed if you have a grievance or concern;

a) Informal Discussion

The majority of concerns are generally best resolved through informal discussions. If this discussion fails to resolve the matter to your satisfaction, you should refer your grievance in writing to the IAWA

Letter/Email outlining the grievance

In the letter/email you give, you must:

- Outline the details of your grievance, stating clearly what the issue is and/or with whom your grievance is against and the reasons for this.
- Confirm that the issue has been raised initially informally or advise the reasons why you were unable to do this.
- State what outcome/resolution you are seeking from the grievance hearing.

You will receive acknowledgement within 7 working days of receiving your grievance.

Grievance Meeting/Phone call

If the Secretary considers the grievance is a valid matter which requires further consideration a meeting in person or by phone may take place. You must make



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yourself available. We will determine if an investigation is required. Grievance meetings are normally held by the Secretary or another appropriate nominee and notes will be taken.

You have the right to be accompanied by another member. If you choose to take advantage of this right, you are asked to notify us of the name of the person prior to the grievance hearing.

When the meeting has been held and/or where appropriate, the investigation completed, we will write to you within 10 working days to confirm the outcome.

Appealing an outcome of a Grievance

If you are unhappy with the outcome and decide to appeal you must confirm this in writing within 5 working days, setting out the reasons why. We will arrange another appropriate persons to re-consider your grievance.

When a decision has been made we will confirm the outcome in writing. The decision is final.

Where we believe a grievance has been made with malicious intent, or with a view to cause provocation, we reserve the right to investigate and issue disciplinary sanction where necessary.

Where we believe a matter is more appropriately dealt with under the Disciplinary Policy we will advise you of same.