

TEES ROWING CLUB

Grievance Form

Everybody who is involved in the Rowing community has the responsibility to operate fairly, appropriately and in the best interests of the whole rowing community.

If you believe that a member of Tees Rowing Club has not acted in this way, you can raise a Grievance with Tees Rowing Club. Before taking matters any further it will be very helpful if you read the 'Guidelines to Making a Grievance' available on the Tees Rowing Club website.

A Grievance, as defined in our Regulations, is an issue, complaint, dispute, concern or problem raised against a member or associate member of Tees Rowing Club. Grievances must be made in writing, but if you would like to make a Grievance and for whatever reason cannot submit a written Grievance, please contact us and we will try and find a way for your Grievance to be considered.

If you are under 18, Tees Rowing Club will advise your parents (or legal guardian) that you have made a Grievance. This will depend on the circumstances of the Grievance.

A copy of the form is included below, so you can see what sort of information you will need to provide. All the information contained within the Grievance Form will be handled according to Tees Rowing Club's Privacy Policy.

The information indicated with an asterisk* must be provided.

First Name*	
Second Name*	
Club* (or, if not a member of Club, please explain your involvement in Rowing)	
Are you over the age of 18?*	
If you are not over the age of 18, have you advised your parents (or legal guardian) that you are making this Grievance?	
Email address*	
Telephone number	

Please explain briefly the basis for your	
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Grievance (with reference to the Tees Rowing Club Regulations). It is important that you identify which part of the Regulations your Grievance relates to.	
Please explain briefly the steps you have taken to resolve your Grievance. It is very important that you have followed through on any reasonable steps that could be taken to resolve your dispute.	
Please list any documents and/or information that you would like to refer to in support of your Grievance.	
What would you like to happen to resolve your Grievance?	
Please let us know how you would like us to contact you: By email By telephone By post Any of the above	

Please send your Grievance Form and any other relevant information and documents relating to your Grievance to Tees Rowing Clubs Captain at tomteesrc@gmail.com or alternatively secretary@teesrowingclub.co.uk

A Committee Officer and other persons at Tees Rowing Club will need to contact you about this Grievance. If you would prefer not to be contacted, Tees Rowing Club will treat your Grievance as a confidential piece of information and may use it in relation to other investigations, without reference to you personally.

On receipt of your Grievance the Tees Rowing Club will assess whether it complies with the Tees Rowing Club Regulations. If it does not, we will explain why so that, if possible, you can correct any problems.

IMPORTANT: if your Grievance is accepted, it, and the documents and information you have provided, will be provided to the person or persons named in your Grievance.