

# APPEALS PROCEDURE

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## Edgehill Gliding Centre Appeals Procedure

### Statement

Edgehill Gliding Centre Limited ('the Club') believes that club members, their guests and visitors to the club are entitled to expect courtesy, consideration and to be able to operate within a culture of safety. The development and maintenance of such a safety culture relies on everyone being able to trust one another, and for each person to show consideration and to have a duty of care for fellow participants. To this end, the Board of Directors expect certain minimum standards of behaviour from club members, their guests and visitors to the club. This includes a responsibility for all club members, their guests and visitors, to bring to the attention of any club official, any situation which is believed to constitute a hazard, so that adequate mitigation can be applied, or risk of exposure to the hazard can be removed.

### Aim

The Board of Directors aim to bring all concerns about the running of the club to a satisfactory conclusion for all the parties involved.

In the event that an EGC member is unhappy with a decision made by the relevant Club Officer or by the Complaints and Disciplinary Committee, they have a right to appeal.

### Flying Matters

If a member who has made a complaint, or a member against whom a complaint was made, is unhappy with a decision of the CFI, they have the right to appeal the decision to the Complaints & Disciplinary Committee.

- Any appeal shall be made in writing within 21 days of the issue of the decision of the CFI.
- Records of all appeals and of the investigations shall be kept confidential.

### Matters not concerned with flying

If a member who has made a complaint, or a member against whom a complaint was made, is unhappy with a decision of the Complaints & Disciplinary Committee, they have the right to appeal the decision to the Directors of the Club.

- Any appeal shall be made in writing within 21 days of the issue of the decision of the Complaints and Disciplinary Committee.
- Records of all appeals and of the investigations shall be kept confidential.
- If the appeal is made by, or concerns a Director of the club, that person shall stand aside and be replaced by another member of the Board of Directors, co-opted for the purpose.
- The Directors shall have the power to confirm, set aside or change any sanction imposed by the Complaints and Disciplinary Committee.
- Where the Directors establish or uphold a decision that an incident of misconduct has taken place, the Directors shall notify the member of any sanction being imposed. The notification shall be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, the correspondence shall be addressed to their parents/guardians.

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## The role of the BGA

In most cases, matters will be resolved within club existing procedures and the club Articles of Association. It may be that beyond that level of resolution, there may be enduring concerns. If the matter concerns any BGA systems, such as instructing, coaching, safety or airworthiness systems, advice or input may be sought from the BGA as appropriate.

Please note that due to the way the BGA and individual gliding clubs in the UK function, you should be aware that the BGA generally does not get involved with internal club management issues and is only likely to get involved with an appeal in exceptional circumstances.

This policy will be reviewed every 3 years, but may be reviewed sooner, should the Directors deem it is necessary.

This policy was adopted at a meeting of Edgehill Gliding Centre Limited held on 1 Nov '21



**Signed on behalf of the Directors**

Jon Carlton

Role of signatory (e.g. Chairman etc):

Company Secretary and Director