

ENIGMA
GYMNASTICS
CLUB



**Complaints / Grievance
Procedures**

What should I do if I wish to make a complaint / grievance?

- As a Club, Enigma Gymnastics Club is affiliated to British and Scottish Gymnastics (our governing bodies) and is bound by their procedures for complaints, disciplinary issues and membership suspensions and expulsions.
- We place the welfare and safety of our members as the highest priority. We have a designated Safeguarding Officer, Gill Low.
- Our governing body procedures for dealing with complaints will be followed and if an issue cannot be suitably addressed at club level, the British and Scottish Gymnastics procedures will be implemented. A copy of the procedures are available from British Gymnastics and Scottish Gymnastics websites.

Complaints Procedure

Enigma Gymnastics Club is committed to providing a safe, stimulating, consistent and accessible service to children and their parents/carers. We always aim to provide high quality services for everyone, but accept that sometimes things do not always go to plan. In such circumstances, we want to know so that we can put them right and learn from our mistakes.

Usually it should be possible to resolve any problems as soon as they occur. If not then the parent/carer should follow the formal complaints procedure set out below. Under normal circumstances the Club Coach in charge of the session will be responsible for managing complaints.

Stage One

- 1.1 If a parent/carer has a complaint about some aspect of the club's activity, or about the conduct of a young leader, coach, official, trustee or sub-group committee member, it will often be possible to resolve the problem by simply speaking to the individual concerned and/or the Club Coach in charge of the session. The club is committed to open and regular dialogue with parents/carers and welcomes all comments on its services regardless of whether they are positive or negative. Please try to make any complaints at an appropriate time (i.e. end of session/change over times).
- 1.2 If a satisfactory resolution cannot be found then stage two of the procedure will come into operation.

Stage Two

- 2.1 If informal discussions of a complaint or problem have not produced a satisfactory resolution to the situation, parents/carers should put their complaint, in writing, to the Head Coach. Relevant names, dates, evidence and any other important information on the nature of the complaint should be included.
- 2.2 The Head Coach will acknowledge receipt of the complaint as soon as possible and fully investigate the matter within 15 working days. If there is any delay the Head Coach will advise the parent/carers of the reasons. The Head Coach will keep you up to date with what is happening and will give a full reply.
- 2.3 If you are not satisfied with the outcome you can ask the Head Coach to refer the matter to the Trustees.

Stage Three

- 3.1 The Head Coach will refer the complaint and response to the Club Committee. They will investigate the complaint together with the response at a specially convened meeting.
- 3.2 The Club Committee will acknowledge receipt of the complaint as soon as possible and fully investigate the matter within 15 working days. If there is any delay the Club Committee will advise the parent/carers of the reasons. The Committee will keep you up to date with what is happening will give a full reply.
- 3.3 The response will be copied to the young leader, coach, official, trustee or sub-group committee member concerned with recommendations for any actions to be taken and any amendments to club policies or procedures emerging from the investigation.
- 3.4 The Chair of the Club Committee will send a reply within four weeks outlining how the complaint was investigated and detailing the outcome.
- 3.5 If the complainant are not satisfied with the outcome, the complainant can raise the complaint to our governing bodies of the sport.