

# **APPEALS PROCEDURE**

## **Statement of Intent**

The Ulster Gliding Club (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 Club Management Committee expects 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 officer 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.

## **Flying matters**

- (1) If a member who has made a complaint or a member against whom a complaint was made is unhappy with a decision of the Chief Flying Instructor (CFI), he has the right to appeal to the Club's complaints committee.
- (2) Any appeal shall be made in writing within 21 days of the issue of the decision of the CFI.

## **Matters not concerned with flying**

- (1) If a member who has made a complaint or against whom a complaint was made is unhappy with a decision of the complaints committee, he has the right to appeal to the directors of the Ulster Gliding Club Ltd.
- (2) Any appeal shall be made in writing within 21 days of the issue of the decision of the complaints committee.
- (3) If the appeal is made by or concerns a director of the club that person shall stand aside and be replaced by a member of the management committee co-opted for the purpose by the other directors.
- (4) The directors may confirm, set aside or change any sanction imposed by the complaints committee.
- (5) When the directors conclude the appeal, they shall notify the parties to it of their finding and any sanction.
- (6) The notification shall be in writing, and set out the reasons for any sanction.
- (7) If a party to the appeal is under 18 years of age the directors shall send the notification to his parents or guardians.

## **Confidentiality**

Records of all appeals and investigations relating to appeals shall be kept confidential.

## **Gender**

In this procedure words importing the masculine gender include the feminine.