

# SCOTTISH ORIENTEERING ASSOCIATION



## **Discipline and Grievance Procedure**

The Scottish Orienteering Association (SOA) expects all aspects of the sport to be run in accordance with the appropriate rules of the sport, and other policies and procedures. It does, however, acknowledge that in extreme circumstances further steps might be required to achieve resolution. This procedure is therefore intended to ensure that a consistent and fair mechanism is in place to handle such occasions.

This procedure is only to be used in relation to grievances not directly related to competition matters; British Orienteering and/or International Orienteering Federation rules apply to them.

It is expected that in most cases disputes can be settled between the parties concerned.

When this cannot be achieved, either party may bring it to the attention of the SOA President, by submitting a written report. This report should state the nature of the grievance and include supporting documentation if appropriate.

The SOA President will then investigate, and will refer to sportScotland, British Orienteering Federation or other authorities as appropriate.

If appropriate, the SOA President will then conduct a hearing to consider the issues raised. Any individual called to such a hearing shall have the right to be accompanied by or represented by a colleague of their choice, and is responsible for arranging this.

When the grievance involves a group of people rather than an individual, up to two members of that group may attend the hearing.

The SOA President will endeavour to provide written response to the parties involved, within 28 days of receiving the original written report concerning the disagreement.

## **APPEAL**

If the person who submitted the original report remains dissatisfied with the response, the matter may be referred to sportScotland's Appeals Committee.

The full procedure for this is detailed on the sportScotland website.