



ENGLAND DARTS ORGANISATION Ltd



Grievance Procedure



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Grievance Procedure

Informal Discussion

- This is usually used for minor first offences for example, unacceptable behaviour at EDO events, swearing, abusive behaviour etc.
- The individual/individuals should be made aware of their short -comings and suggest ways in which the required improvements may be achieved.
- This discussion should be recorded and sent to the EDO board for further consideration.
- If the matter is more serious or where the minor fault has not been corrected within the time frame set, the EDO board should move onto the following stage.

1ST Stage

- EDO board will fully investigate the grievance and by majority agreement inform the individual the outcome of the discussion within 5 days.
- It is essential that after a grievance has been registered action is taken swiftly by the EDO board.
- If there is a repeat of the offence or no performance improvements, the next stage of the procedure applies

2nd Stage

- Disciplinary action should only be taken once a thorough investigation by the EDO board has taken place. This investigation should take into account the nature of the offence, the individuals account, witness statements and any other special circumstances
- It may be necessary to suspend a player accused of a serious offence or where it is necessary to carry out further investigation e.g. confirmation of attendance at conflicting events or competitions
- All people involved in the grievance process should maintain comprehensive documentation at every stage of the procedure.



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To:.....

Date:.....

Written Warning

Further to discussion held on <date> conducted by <name, and any witnesses>, a verbal recorded warning has been issued to you in respect of:

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You were warned that if your conduct gives rise to further complaint you will be liable to disciplinary action as detailed in this procedure. It is hoped however, that there will be no need for further action on the counties part. Your conduct will be reviewed on a continual basis and if it remains satisfactory over the next 12 months, this warning will lapse.

If you are not satisfied that you have been dealt with fairly and reasonably you have the right of appeal to according to the Appeals Procedure. Any appeal should be made in writing within 7 days of the date on this letter.

Signed.....

I acknowledge receipt of the above verbal warning dated < date> and understand that further misconduct on my part will render me liable for further disciplinary action as detailed in this procedure.

Signed.....

Date.....