

## Albany Equestrian Centre

# *Disputes & Mediation Policy*

**Management Committee Decision:**

**Version: 1.0**

**Effective Date: 4 February 2016**

### *Record of Amendments*

<i>Version</i>	<i>Date</i>	<i>Details of Changes</i>	<i>Comments</i>
1.0	4/2/2016		Adopted by Management Committee - 4/2/2016

## Purpose

The Albany Equestrian Centre acknowledges the importance of an environment which actively promotes co-operation, courtesy and sportsmanship.

the purpose of this policy is to provide a means to resolve disputes without resorting to litigation or other adversarial modes of dealing with conflict by seeking a "win-win" solution, acceptable to both sides.

## Policy

Where a dispute arises between either:

- (a) a member and another member; or
- (b) a member and the Albany Equestrian,

the following grievance and mediation procedure has been set out to attempt to resolve the dispute.

Within 14 days of the dispute coming to the attention of all of the parties involved, they must meet and discuss the matters in dispute, and, if possible, resolve them..

If the parties are unable to reach resolution, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

(4) The mediator must be-

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement-
  - (i) in the case of a dispute between a member and another member, a person appointed by the Albany Equestrian Centre Management Committee;
  - (ii) in the case of a dispute between a member and the Association, a person nominated by Equestrian Australia (WA Branch).

The mediator cannot be a member who is a party to the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must-

- (a) give the parties to the mediation process every opportunity to be heard;
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

The mediator must not determine the dispute.

The mediation must be confidential and without prejudice.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute at law.