



BLOXHAM FOOTBALL CLUB

CLUB COMPLAINTS PROCEDURE

In the event that any person feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken should follow the procedures below.

They should report the matter to the Club Secretary or another member of the Committee, and that person shall copy the report to the Chairman within 3 days of receipt.

The report should include:

- Details of what, when, and where the occurrence took place.
- Any witness statement and names.
- Names of any others who have been treated in a similar way.
- Details of any former complaints made about the incident, date, when and to whom made.
- A preference for a solution to the incident

Within 7 days of receipt, the chairman or (if the complaint is against him) then the secretary, will select a three person Investigation Committee. This Investigation Committee, which will not include either anybody who is making the complaint, or anybody the subject of a complaint, will sit, within 7 days, for any hearings that are requested.

If, having carried out its investigation, disciplinary action is appropriate the Investigation Committee will have the power to:

- Warn as to future conduct;
- Suspend from membership;
- Remove from membership;

any person found to have broken the Clubs Policies or Codes of Conduct.

If the person making the complaint is unhappy with the decision of the Investigation Committee, there is a right of appeal to the Clubs Management Committee. The majority decision then taken by the Management Committee is final.

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