



## **CHEW VALLEY F.C CLUB COMPLAINTS PROCEDURE**

If any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken they should follow the procedure below.

1. They should report the matter to the Club Secretary or another member of the Committee

Your report should include:

- a. Details of what, when and where the occurrence took place
  - b. Any witness statement and names
  - c. Names of any others who have been treated in a similar way
  - d. Details of any former complaints made about the incident, date, when and whom to who made
  - e. A preference for a solution to the incident
2. The Club's Committee will sit for any hearings that are requested
  3. The Club's Committee will have the power to:
    - a. Warn as to future Conduct
    - b. Suspend from Membership
    - c. Remove from Membership

Any person found to have broken the Club's Policies or Codes of Conduct

***Chew Valley FC Committee have adopted the above procedure and will maintain this approach in all complaints raised within the Club.***

