



SALE COMMUNITIES JUNIOR FOOTBALL CLUB COMPLAINTS PROCEDURE

1. In the event that any club member feels that he/she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken they should follow the procedures as follows:
 - a. They should report the matter to any Coach or member of the committee. Contact details for the coaches and committee members can be found on the web site salecommunitiesjfc.co.uk.
 - b. The report should include:
 - (1) Details of what, when, and where the occurrence took place.
 - (2) Any witness statements and names.
 - (3) Names of any others who have been treated in a similar way.
 - (3) Details of any former complaints made about the incident, date, when and to whom made.
 - (4) A preference for a solution to the incident.
2. The matter will be investigated fully and impartially by the Club Welfare Officer, or if the complaint is against the CWO another committee member will investigate.
3. The Clubs disciplinary committee will meet to hear all the evidence and come to a decision as to what actions will be taken.
4. The Clubs disciplinary committee will have the power to:
 - (1) Warn as to future conduct.
 - (2) Suspend from membership.
 - (3) Remove from membership.
5. Everybody will have the right to appeal the decision of the Disciplinary Committee and this will be done before the whole of the Club Committee if practical.
6. If a complaint is of a serious nature the Club have the right to forward the matter immediately to the County Welfare Officer for advice or for them to investigate the matter and deal with any sanctions as they see fit.