



## **EARLS BARTON UNITED FOOTBALL CLUB**

### **COMPLAINTS PROCEDURE**

Any member that feels they have suffered discrimination or that they have suffered as a result of a breach of the Club's Code of Conduct or Club policy or has witnessed any of the above on another, should report the matter to the official responsible for the event they are at or if this is not appropriate, to a member of the Committee.

In your report please include:

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

The Club's Complaints Committee will sit to discuss the complaint and hear if they feel necessary, any representation from the Complainee.

The Complaints Committee will then investigate the matter thoroughly and report their findings and proposals to the Club's Management Committee at the next meeting.

The Management Committee will then decide on what disciplinary action should be taken against the person guilty of breaking the Code of Conduct, Equal Opportunities or Club Policy. The options open to the Management Committee are: -

- 1) Warn as to future conduct
- 2) Suspended from the Club for a period decided by the Committee
- 3) Expulsion from the Club