

COMPLAINTS PROCEDURE

In the event that 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 formal procedure outlined below.

They should report the matter to the Club Secretary or another member of the Committee. 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)**
- **A preference for a solution to the incident**

A sub-panel including at least three members of the Club Committee will investigate any complaints and will sit for any hearings that are requested.

The sub-panel will use its best endeavours to complete any review as quickly as possible. It will also have the power to do the following when it comes to any person found to have broken the Club Policies or Code of Conduct:

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

If the member concerned is dissatisfied with the decision, then they may appeal in writing within one month of that decision. Any such appeal will be reviewed and considered by a separate independent sub-group of the Club Committee.

CONTACT US

Contact details for all Littleton Junior FC committee members are available at littletonjuniorfc.com/contact-us

Mike Knowles

Club Secretary

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Richard Wood

Club Welfare Officer

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Simon Fletcher

Club Chairman

chairman@littletonjuniorfc.com

POLICIES, RULES & CODES OF CONDUCT

All policies, rules and codes of conduct are available to download from the club's official website at littletonjuniorfc.com/official-info