



# Southwick Rangers

Football Club

Registered charity number : 1120331

## 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 has been broken should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the General Committee.  
The report should 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 made.
  - v. A preference for a solution to the incident.
2. The Club's General Committee will sit for any hearings that are requested.
3. For any person found to have broken the Club's Constitution, Policies or Codes of Conduct, the Club's General Committee will have the power to:
  - i. warn as to future conduct;
  - ii. suspend from membership;
  - iii. remove from membership.