



## **Wheatley Wanderers Junior Football Club**

### **Club Disciplinary/Complaints Procedure**

In the event that any member of Wheatley Wanderers Junior FC feels that they have suffered discrimination in any way, or that the club policies, rules or codes of conduct have been broken, they should follow the procedures below.

1. They should report the matter in writing to the Club Secretary or another member of the Committee. Your 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 who made.
  - v. A preference for a solution to the incident.
2. Upon receipt of a written complaint, the Senior Executive Committee reserves the right to suspend the member/members against who the complaint has been made, pending a hearing and appeal.
3. The club's Senior Executive Committee will, in writing, inform the person against who the complaint has been made, and state the nature of the complaint. That person will then have seven days to respond in writing.
4. If a hearing is requested then the club's Senior Executive committee will sit for the hearing.

5. The club's Senior Executive Committee will have the power to:
  - i. Warn as to future conduct
  - ii. Suspend from membership any person found to have any broken the club's policies or code of conduct.
  - iii. Remove from membership any person found to have any broken the club's policies or code of conduct.
6. Any person wishing to appeal against a decision made against them, by the Club's Senior Executive Committee, should notify the Club Secretary in writing of their intention to appeal within seven days of being informed of the decision of the Club's Senior Executive Committee.
7. An appeal will be heard by a panel made up of all the Football Executives of the Club, one of whom will act in the capacity of Chairman of the appeal panel. However, the panel will not include anyone from the year group of the individual against whom the complaint has been made.
8. The appeal panel will be able to endorse, reduce or revoke the decision of the Club's Senior Executive committee but not increase the sanctions taken. The decision of the appeal panel will be final.
9. In all cases the panel must be fair and impartial.
10. No-one on the hearing panel may sit on the appeal panel
11. Any changes that wish to be made to The Club Disciplinary/Complaints Procedure must be implemented at an AGM/SGM and passed by a majority of the Members present.



## **Wheatley Wanderers Junior Football Club**

### **Club Disciplinary/Complaints Procedure** **Against Senior Executive** **Committee Members**

In the event that any member of Wheatley Wanderers Junior FC feels that they have suffered discrimination in any way, or that the club policies, rules or codes of conduct have been broken, they should follow the procedures below.

1. They should report the matter in writing to the Club Secretary or another member of the Committee. Your 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 who made.
  - v. A preference for a solution to the incident.
2. Upon receipt of a written complaint, the Senior Executive Committee reserves the right to suspend the member/members against who the complaint has been made, pending a hearing and appeal.
3. The Club's Senior Executive Committee will, in writing, inform the person against who the complaint has been made, and state the nature of the complaint. That person will then have seven days to respond in writing.

4. The Club's Football Executives will sit for any hearings that are requested, with one acting as the Chairman and numbering not less than five.
5. The Club's Football Executives will have the power to:
  - i. Warn as to future conduct.
  - ii. Suspend from membership any person found to have any broken the club's policies or code of conduct.
  - iii. Remove from membership any person found to have any broken the club's policies or code of conduct.
6. Any person wishing to appeal against a decision made against them, by the Club's Football Executives, should notify the acting Chairman of the initial hearing in writing of their intention to appeal within seven days of being informed of the decision of the Club's Football Executives.
7. An appeal will be heard by a panel made up of representatives from each year group of the Club, but numbering no more than five, one of whom will act in the capacity of Chairman of the appeal panel. However, the panel will not include anyone from the year group of the individual against whom the complaint has been made.'
8. The appeal panel will be able to endorse, reduce or revoke the decision of the Club's Football Executives but not increase the sanctions taken. The decision of the appeal panel will be final.
9. In all cases the panel must be fair and impartial.
10. No-one on the hearing panel may sit on the appeal panel.
11. Any changes that wish to be made to The Club Disciplinary/Complaints Procedure must be implemented at an AGM/SGM and passed by a majority of the Members present.