



## Killingworth YPC Complaint Procedure

In the event that any member considers they have suffered any form of discrimination or the club policies, rules or Codes of Conduct have been breached, the following procedure is to be followed

- The incident should be reported to the Club Secretary or another member of the Committee and your report should include:

Details of the incident. What, where and when it happened.

Any witness statement and names

Names of any others who have been treated in a similar manner

Details of any former complaints made about the incident, date, when, and to whom made.

A preference for a solution to the incident

The Club's Management Committee will arrange a formal hearing upon request

The Club's Management Committee will have the power to warn as to future conduct, suspend or terminate the membership, any person found to have breached the Club's policies or Codes of Conduct