

In the event that any member or parent of a member feels that the member has suffered discrimination, victimisation or harassment, or that the Hillmorton FC policies, rules or codes of conduct have been broken should follow the procedures set out below.

In the first instance, we would hope that any issues could be dealt with informally with the matter being raised in the first instance with the member’s coach by the member parent/ complainant at an appropriate time (i.e. not at or during a match or in front of the players). Should the matter not be resolved informally, not be appropriate for informal discussion (in particular should it involve an issue of child welfare), then the matter should be reported to via [info@Hillmortonfc.co.uk](mailto:info@rugbytowngirls.co.uk)

The report should include:

* Details of what, where and when the incident took place.
* Any witness statements and names.
* Names of any others who have been treated in a similar way.
* Details of any former complaints made about the incident, dates, when and to
* whom made.
* A preference for a solution to the incident.
* The relevant committee member will consider the issue as presented and decide whether further investigation is necessary or whether a written decision can be reached by simple reference to HJFC policies, rules or codes of conduct. If a written decision can be made without further investigation this will take place within a reasonable time from the date of receipt of the report. Should the issue involve child welfare, further investigation will always be undertaken and the report will also be copied to the Welfare Officer (“WO”).
* Should the CM determine that any complaint requires further investigation, a formal meeting may be convened. The member parent / complainant and coach may attend together with the CM, WO and a further committee member to minute the meeting. Any such meeting will be confidential and both parties will be asked to speak and further clarification and documentation may be requested. Any such meeting will be conducted politely and without use of inappropriate language.
* The CM, WO and further committee member will consider and deliver a decision in writing. Such decisions will be in accordance with Hillmorton FC policies, rules or codes of conduct. The decision may be given immediately or by email within one month of the meeting date.

Hillmorton FC have the power to:

* Warn as to future conduct
* Suspend from membership
* Remove from membership
* To any person found to have broken Hillmorton FC’s policies, rules or codes of conduct.