

**Loxwood & Kirdford Youth FC**

**Complaints Form**

**Complainant Details**

Full Name:

Email address:

Postal Address:

Are you under the age of 18?

Does the complaint involve anyone under the age of 18?

Contact telephone number:

**Complaint summary**

What is your complaint related to?

What role best describes your involvement in the Club?

Please list the names of the organisation(s) or the person(s) that the complaint relates to:

Date you raised first the complaint with the organisation/individual concerned:

**Details of complaint**

Please be as descriptive as you can. Details such as how the organisation/individual has failed to meet expectations and/or have failed to follow procedure, etc

**Basis of complaint**

Please detail any evidence that you have on which you are basing the complaint and send separately any copies of any documentation relating to the complaint. This could include email exchanges, copies of policy/procedure, screenshots etc.

**Details of what action you expect to be taken**

What reasonable and proportionate action do you wish to be taken to resolve your complaint?

**Disclosure**

Are you happy for us to disclose your name to the alleged complainee in respect of this complaint?

**Details of Witness(es)**

Please list the full names and email addresses of any other witnesses that are happy for us to contact them in relation to this complaint.