



CHIPSTEAD FC - COMPLAINTS FORM

Please note that this form is solely for registering a formal internal club complaint.

PLEASE ENSURE YOU HAVE READ THE CHIPSTEAD FC COMPLAINTS PROCEDURE BEFORE FILLING IN THIS FORM

If the matter relates to a fixture, the refereeing of a fixture by an FA appointed match official, the behaviour of opposition management/spectators/players or any fines/suspensions imposed by either the County FA or an individual League then please contact our Club Welfare Officer Catherine O'Connell who will advise you how to proceed - c.oconnell1999@gmail.com

Confirmation of informal discussions

<p>Before registering details of the actual complaint, please confirm informal discussions have taken place, and that the dispute remains unresolved. Confirm by answering Yes</p> <p>If no discussions have taken place, please contact our Club Welfare Officer, Catherine O'Connell</p>	
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Complainant Details

Full name	
Phone number	
Email Address	

What role best describes you? (X)

Coach	Parent	Player	Spectator	Representative of Affiliated Body (e.g. County FA/League)	Other (Please specify below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other					

What role best describes the person your complaint relates to? (X)

Club Committee Member	Team Manager/Coach	Player	Other (Please specify below)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details of the person(s) in question.

Name(s)	
Club/Team	
Position/Role	

Details of the Complaint

Details of the Complaint (Please complete as thoroughly as possible. All evidence must be factual and not 'hearsay' or 'rumour')

Details of any witnesses who can support your complaint (Please provide names and contact details). This could be others who have been treated in a similar way.

Details of what action you expect to be taken

Any further information you deem relevant to the complaint (i.e. – have you officially complained before about this issue?)

----- Please email this completed form to: chipsteadkentfc@gmail.com -----

For Office use only

Complaint received by:		Date received	
Action taken or required:		Date action completed	
Signature			