



In the event that any member 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. If the matter is a child protection issue or involves anyone aged under 18 years it should be reported to the club welfare officer (CWO), Luke Moffat. If the complaint is concerning the CWO, please contact Table Tennis England's Safeguarding Manager (Judy Rogers on 07507860034). Sample incident report forms can be found on JLM TT Academy or Table Tennis England's website.
2. For all other complaints the matter should be referred to the club chairman. The report should include:
 - i) Details of the incident
 - ii) The date and time the incident occurred
 - iii) Names of any witnesses or people present at the time of the incident
 - iv) Statements from any witnesses
3. The club chairman will refer the information either to the club executive committee. If the complaint involves a committee member, the chairman will set up a disciplinary committee. The committee will:
 - i) Treat every report as confidential
 - ii) Not discuss any matters with anyone outside of the committee other than to request expert advice
 - iii) Declare immediately if they have a conflict of interest
 - iv) Treat each reported incident fairly and equitably
4. The executive committee or disciplinary committee will have the power to:
 - i) Issue a verbal warning as to future conduct
 - ii) Issue a written warning as to future conduct
 - iii) Suspend from activities or membership for a period of time
 - iv) Remove/expel from the club