



# Leicester Pétanque Club

## FORMAL COMPLAINTS PROCEDURE

The purpose of the formal complaint's procedure is intended to ensure that all complaints are handled confidentially, fairly, consistently, and, wherever possible, resolved to the complainant's satisfaction.

### **Stage 1**

In the first instance your complaint should be notified/addressed to the Club Safeguarding officer.

### **Stage 2**

If your complaint concerns club Safeguarding officer or a volunteer at the club and you unable to resolve the issue informally or at a local level, you should report to the Regional Governing Body.

In your letter you should set out the details of your complaint, the consequences for you as a result and the remedy you are seeking.

You can expect your complaint to be acknowledged within 4 working days of receipt.

You should receive a response and an explanation within 28 working days.

### **Stage 3**

If you are not satisfied with the initial response to the complaint then you can ask for your complaint and the response to be reviewed by the Regional Governing Body. The aim is to resolve all matters as quickly as possible. However, inevitably some issues will be more complex and therefore may require longer to be fully investigated. Consequently, timescales given for handling and responding to complaints are indicative. If a matter requires more detailed investigation you will receive an interim response describing what is being done to deal with the matter and when a full reply can be expected and from whom.

### **Final Stage**

If you are not satisfied with the subsequent reply then you have the option of writing to the Chair of the relevant board stating the reason why you are dissatisfied with the outcome. You must do this within 10 days of receiving the written response.

The Chair, or their nominee, will respond normally within 14 working days to inform you of the action which will be taken to investigate your complaint and when you can expect to hear the outcome of the investigation.

The decision will be final.