



COMPLAINTS POLICY

This policy tells you how to make a complaint at Pen-y-ffordd Tennis Club (PTC) if a personal approach is not sufficient in resolving. The following explains how we will deal with your complaint if it is about someone's conduct or behaviour. This could be because you think that someone has behaved in a way that is unsafe, unprofessional, discriminatory, offensive or intimidating. It could be because someone has broken important rules or policies. PTC's Equality and Diversity Policy may also be relevant when considering a complaint.

Values and principles

You have the right to complain: we take complaints seriously. You should not be harassed, bullied or put at a disadvantage because of making a complaint.

Equality: you should receive a proper response to your complaint, regardless of your age, gender, disability, race, religion, nationality, social status, sexual orientation or political persuasion.

Fairness: we believe that complaints should be dealt with fairly and openly. Unless it would put other people at risk, those affected by a complaint should have a chance to contribute and respond to any investigation.

Safety and welfare take priority: we will always give priority to concerns that affect safety and welfare. Issues affecting children will be treated very seriously.

Confidentiality: we treat complaints as confidentially as possible. Sometimes we have to discuss complaints with other organisations. If we are worried about a risk to a person or to the public, we might need to pass on our concerns to the right authorities. If necessary, we will get advice from other organisations such as the Police, Social Services or the LTA.

How to make a complaint?

If you have a complaint, it is often best to start by having a conversation with someone within PTC. Before making a formal complaint, you should seek to resolve it amicably with the person(s) concerned. If this does not deal satisfactorily with your complaint, there are some suggestions below about who to speak to. They may be able to help to resolve your problem. At this stage, you should do this either face to face or over the phone, but not by sending emails except as a last resort, and then only on a one to one basis. If then you feel that your complaint has not been resolved to your satisfaction, you should make a written complaint. The address for written complaints is at the bottom of this policy. We accept anonymous complaints, but it is often very difficult to investigate these properly. It is easier for us to handle your complaint if you provide as much detail as possible.

Who to contact to make a complaint?

If your complaint concerns competitive tennis, you should initially contact the relevant team captain or, if not appropriate, the Head Coach. Otherwise, contact one of the following:

- Committee: you can speak to any of our committee members
- Coaches: any of the coaches can also tell you how to make a complaint
- Child Protection Officer: if you are a child, or if you are worried about the safety or welfare of a child
- Anyone else involved at PTC that you trust

Written complaints will usually be handled by the Chairman of PTC. The address for written complaints has been included at the bottom of this policy. In submitting a written complaint, it is suggested you include:

- a) name and contact details (if feel able)
- b) what the actual complaint is, together with details of what occurred, when and where the occurrence took place;
- c) any witness details and copies of any witness statements, if relevant;
- d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
- e) details of attempts made to resolve your complaint;
- f) details of any former complaints made about the incident, including the date and to whom such complaint was made; and
- g) an indication as to the desired outcome and how you would like the outcome to be communicated to you.

What will we do to investigate?

We will give an initial response to your written complaint within five working days. If the matter is urgent, we will respond more quickly. We will investigate your complaint fairly. This means that we will discuss the complaint with all of the relevant people. We will try to gather any information that may be relevant to your complaint. Sometimes we will ask to show copies of information from the investigation to other people to allow them to respond. This is because we believe in fairness and openness. We will not share information if we think that this will endanger someone's safety or welfare.

How will I know what is happening?

You will be given the details of a person who will be your point of contact at PTC. That person will make sure that you understand the process, and will help to answer any questions or concerns that you have. You will be given an update on the progress of your complaint every two weeks. If there are delays in handling your complaint for any reason, we will keep you informed. If your complaint leads to formal disciplinary action against someone, we will usually inform you about the outcome. We will not tell you the outcome if that person is a child, or if we believe that telling you would create a risk to other people. In this situation, we will still try to tell you about how you are affected by the action that we have taken.

What are the possible outcomes or results of my complaint?

In many cases, we are able to resolve problems informally. This might include:

- A change in arrangements for particular activities
- An explanation or apology
- An agreement to communicate or act differently in future
- If an informal resolution is not suitable, then a small committee of senior officials will look at the information about the case. We will ensure that this committee does not contain anyone directly involved with your complaint. They might decide to take the following action:
 - Suspension or expulsion under the rules of PTC
 - Changes in formal contracts or arrangements put in place by PTC

- A decision to refer the case to another organisation such as the LTA, Police, or Social Services.
- Closure of your complaint without action

Is there anyone else I can talk to?

Sometimes it can be useful to speak directly to someone outside PTC:

- You need urgent advice about someone's safety or welfare
- You don't want to discuss the issue with someone at PTC
- Your complaint is very serious
- Your complaint involves other organisations
- You need specialist advice

The LTA is able to advise on a range of different complaints, and in some cases will handle the complaint directly. If you are worried about a child's welfare, you can contact the following people:

- The Child Protection Officer at Tennis Wales LTA
- The National LTA Child Protection Department (24hrs)
- Childline, or the NSPCC advice line, local Social Services, Police

Questions or queries about this policy

If you have a general query about this complaints policy, you should speak to the Chairman of the Committee. Written complaints should be sent to the Chairman at penyfforddtennisclub@yahoo.co.uk, or in his absence (or if the complaint concerns the Chairman) the Club Captain at uncledumps@btinternet.com. In no circumstances should anybody else be copied in without the express permission of the Chairman.