Bowmen of Darenteford

Complaints Form

Responsible for Review of Policy & Procedures
Club Committee

Change History			
Version	**Approved By**	**Date of Approval**	**Next Review Date**
1.0	Club Committee	May 2023	March 2026
BOD CF V2.0	Club Committee	September 2026	March 2027

Complaints Form

Complaint Procedure

For guidance on the club's complaint procedure, please refer to Bowmen of Darenteford's Disciplinary Policy which can be found on the club's website under Club Policies or alternatively a copy may be obtained from the Club Secretary.

Bowmen of Darenteford aims to ensure that at all times our handling process is fair to everyone, ensuring all views are heard and taken into account in a balanced way.

If you have a complaint you should also be familiar with the Archery GB Disciplinary Policy which can be found on the Archery GB website;

https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides

Notes:

- Complaints will only be dealt with on completion of this Form.
- If you are not a member of Bowmen of Darenteford then please put N/A where a field may not apply. Please complete as much of the form as possible that is relevant to you.
- If required, please continue answers on a separate sheet clearly marked.

It should be noted that all complaints of a safeguarding nature or that contain a safeguarding element are to be referred to the Club Welfare Officer or Deputy Welfare Officer who will then automatically refer them directly to Archery GB's Lead Safeguarding Officer.

Complaint Form

Information on this form should be kept confidential but may be disclosed when necessary to further the process.

CLUB / COUNTY / REGION NAME:

Section 1: Details of the person making the complaint (Complainant):

Name:		
AGB Membership Number:		
Address:		
Contact Number:		
Email:		
Club Name & Position held at Club (If Any):		
Are you under 18?	Yes ☐	No ☐
Note: If you are under 18, this form must be co-signed by a parent or legal guardian		

Section 2: Details of the member about whom the complaint is being made (Respondent):

Name:	
AGB Membership Number:	
Address:	
Contact Number:	
Email:	
Club Name & Position held at Club (If Any):	

Section 3: Details of your Complaint:

Date of Incident	
Location of Incident	
Description of Incident	
Impact caused by Incident	
Personal Conditions that may influence /support your case	
Please refer to the Bowmen of Darenteford Disciplinary Policy and state which paragraph(s) you feel apply to your complaint and why.	

Section 4: Witness to the Incident:

Name:		
AGB Membership Number:		
Contact Number:		
Email:		
Is the witness under 18?	Yes ☐	No ☐
Note: If the witness is under 18, this statement must be co-signed by their parent or legal guardian		
Witness Statement		

Name:		
AGB Membership Number:		
Contact Number:		
Email:		
Is the witness under 18?	Yes ☐	No ☐
Note: If the witness is under 18, this statement must be co-signed by their parent or legal guardian		
Witness Statement		

Section 5: Complainant Submission of Information:

Declaration of the Complainant:

I declare, to the best of my knowledge, that the information contained in this complaint is correct.

Name: _____ Are you under 18? Yes ☐ No ☐

Date: _____ Signature: _____

I confirm that I have read and understood the Bowmen of Darenteford Disciplinary Policy and Bowmen of Darenteford Code of Conduct	Yes ☐

If you are under 18 when this complaint is filed, this form must be co-signed by one of your parents/ legal guardians.

Declaration of the Parent / Legal Guardian:

I declare, to the best of my knowledge, that the information contained in this complaint is correct.

Name: _____

Date: _____ Signature: _____

I confirm that I have read and understood the Bowmen of Darenteford Disciplinary Policy and Bowmen of Darenteford Code of Conduct	Yes ☐

Complainant's Check List:

Complaint Form Completed	Yes ☐
Witness Statements Completed	Yes ☐
Declaration Signed	Yes ☐
Declaration signed by parent / guardian (Under 18s Only)	Yes ☐
Other (Please Specify): _____	Yes ☐

Enclosure Check List:

Complaint Form	Yes ☐
Witness Statements	Yes ☐
Other (Please Specify): _____	Yes ☐