



UK **T**aekwondo

Development Council

Complaints

Safety Guidance SG-10



UKTDC Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way or that the club policies, rules, or code of conduct have been broken, they should follow the procedure below:

- They should report the matter to the club secretary or another member of the committee
- Your report should include
 - Details of what, when and where the occurrence took place
 - Any witness statements and names
 - Names of any others who have been treated in a similar way
 - Details of any former complaints made about the incident, date, when and to whom made
 - A preference for a solution to the incident
- The UKTDC committee will sit for any hearings that are requested
- The UKTDC committee will have the power to warn, as to future conduct, suspend or remove from membership, any person found to have broken the UKTDC's policies or codes of conduct