



# Crosfields

## Junior Football Club

Under 5s - Under 18s - Girls & Boys - Disability - Open Age  
[www.crosfieldsjfc.com](http://www.crosfieldsjfc.com)



## Complaints Form – Stage 2

### 1. People Involved

#### 1a. Who is reporting incident?

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 1b. Who is alleged to be exhibiting poor practice?

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 1c. Who has experienced poor practice?

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 1d. Who witnessed the incident/expressed concern?

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

#### 1e. Who else was involved or present?

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email: \_\_\_\_\_

## ***2. Information regarding poor practice concerns***

2a. What are the details of the incident (Ensure you distinguish between fact and opinion and include when and where the incident(s) occurred)

2b. What was witnessed or observed?

2c. What information is second or third hand or is believed, rather than known to have happened?

2d. Which elements of the Club Ethos and Rules, or Codes of Conduct (Parents', Players' or Coaches') are believed to have been broken?

2e. What steps have been taken to try and resolve this issue?

**Please use additional sheets of paper to add further information to the above if required**

*Please Note: This information will be shared with all involved parties and the compliance committee. It may also be shared, as the compliance committee and/or Child Welfare Officer sees fit, with the Club Executive committee, League Officials, Liverpool County FA officials, child protection services, legal representatives, and the police.*

**Signature:** ..... **Date:** .....

**This completed and signed form should be posted to:  
Head of Compliance, 88 Shackleton Close, WARRINGTON WA5 9QE**