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**Preston North End Football Club**

**Complaints Policy**

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# PRESTON NORTH END FC COMPLAINTS POLICY

**Preston North End Football Club (this incorporates the Academy and Preston North End Community & Education Trust) and will be referred to throughout the document as 'the Club'.**

## **1 Policy Statement**

The Club welcomes comments, including complaints from all members of the Club community and from the general public. We use this process to improve our services for stakeholders, fans and the wider community in which we exist.

The Club is committed to the continuous improvement of the services it provides. We recognise that, occasionally, mistakes will be made or the service offered will not meet an individual's requirements or expectations. For these reasons it is Club policy that all complaints should be:

- a) In writing to – Preston North End First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA
- b) By email to - [enquiries@pne.com](mailto:enquiries@pne.com)
- c) and addressed to the Office Manager

All complaints;

**1.1** Will be treated seriously and in an open manner.

**1.2** We will endeavour to respond to complaints within five working days and the complaint will be directed to the appropriate head of department for comment/response.

**1.3** If it is not possible to provide a full response to the issue raised within five working days, an acknowledgement will be sent and a detailed reply will follow within 21 working days of receipt of the original communication.

**1.4** We will attempt to resolve all justifiable complaints within 28 working days. If, however, this cannot be done, we promise to keep the complainant updated on the progress of the complaint.

**1.5** We will use all feedback to improve the service which the Club offers.

No complainant bringing a complaint under this procedure will be treated less favourably by any member of staff. If there is evidence to the contrary, the member of staff may be subject to disciplinary proceedings.

## **2 Scope**

The policy applies to all members of the Club community but does not replace procedures for staff grievances and disciplinary action these procedures should be used where appropriate.

## **3 Legislation**

The Human Rights Act 1998 applies to the operation of this policy.

## **4 Responsibilities**

**4.1** The Office Manager, along with heads of department have a responsibility for receiving complaints, treating them seriously and dealing with them promptly and courteously in accordance with the procedure set out below. If required an investigation will take place when it is considered appropriate.

**4.2** **The Board of Directors** are responsible for resolving complaints which have not been resolved during the previous stage. The decision made by the Board of Directors is final.

## **5 Actions to Implement and Develop Policy**

### **5.1 Stage One**

The Club usually receives complaints made informally to a member of staff in the first instance. Where this is not possible or does not result in satisfactory resolution, the complaint should be submitted in writing to the Office Manager, Preston North End First Team Training Ground, Euxton Lane, Euxton, Chorley, PR7 6FA or via email to [enquiries@pne.com](mailto:enquiries@pne.com)

The Club expects complaints to be made by the person concerned, however it will consider complaints made by a parent or advocate.

Anonymous complaints cannot usually be investigated unless they are accompanied by sufficient information to allow an investigation to be conducted.

All comments/complaints will be forwarded to the Office Manager who will acknowledge receipt within five working days. The Office Manager will then forward to the relevant head of department for comment and if required further investigation.

### **5.2 Stage two**

The Office Manager will respond in writing within 21 working days of receipt of the original communication, explaining what has happened as a result of the complaint. Where this involves a member of staff, specific detail of any action taken will not be

made available. This is to ensure that our employees are afforded appropriate dignity at work.

If the complaint requires further investigation that cannot be carried out within 21 days, the Office Manager will keep the complainant informed. We will attempt to resolve all justifiable complaints within 28 working days, however if this cannot be done, we promise to keep the complainant updated on the progress of the complaint.

### **5.3 Stage three**

If the complainant is dissatisfied with the response then the complaint will be forwarded to the Board of Directors. The Board of Directors decision is final.

### **5.4 IFO**

In the event that any complainant does not feel that a complaint has been satisfactorily resolved at club level the matter can be referred to the Independent Football Ombudsman (IFO);

The Independent Football Ombudsman  
Premier House  
1-5 Argyle Way  
Stevenage  
Hertfordshire  
SG1 2AD  
Email: [contact@theifo.co.uk](mailto:contact@theifo.co.uk) | Telephone: 0330 165 4223

## **6 Monitoring & Evaluation**

**6.1** The Club will maintain a confidential record of complaints dealt with to feed into quality improvement processes. These will be available for the Board to continually monitor.

## **7 Process for dealing with Unacceptable Behaviour from Complainants**

**7.1** The Club aims to provide a service that is responsive to the complaints made by supporters, customers, young players, parents and carers or any other person who may use our services. However, the Club retains the right to respond appropriately, where we consider any person(s) behaviour to be unacceptable. We need to ensure that the Club staff, other users of our services and member clubs do not suffer any disadvantage from complainants who act in an unacceptable manner.

**7.2** This section of the policy sets out the approach which will be taken in circumstances where the actions or behaviour of an individual are considered to be unacceptable. This applies to anyone who is interacting or communicating with the Club and their subsidiary agencies, including complainants or their representatives

**7.3** The Club recognises that sometimes mental ill health or disability may make it difficult for people to express themselves or communicate clearly. The Club will always consider making reasonable adjustments for the individual and anybody

requiring adjustments is encouraged to request them – but we may still need to manage contact in these circumstances if considered necessary.

## **8 Definitions and examples of unacceptable behaviour:**

- 8.1** We understand that bringing a complaint can be a stressful experience. People may act out of character in times of frustration or distress. Our staff recognise this and, as such, would not necessarily view a complainant's actions or behaviour to be unacceptable solely because they appear to be assertive or determined.
- 8.2** However, the actions of complainants who are angry, demanding, or persistent may result in unreasonable demands on, or unacceptable behaviour towards Club staff. It is these actions or behaviour that we consider unacceptable and aim to manage under this guidance. We have grouped these actions or behaviour under two broad headings: 'aggressive, offensive or abusive actions or behaviour' and 'unreasonable demands or persistence'.
- 8.3** All of our staff have the right not to be subjected to aggressive, offensive or abusive actions; language; behaviour; or aggressive, belligerent or threatening emails or communications regardless of the circumstances.
- 8.4** Examples of actions or behaviour grouped under this heading include any actions or behaviour that may have the potential to cause staff to feel intimidated, threatened or offended. These include, but are not limited to: threats, physical violence, personal verbal abuse, derogatory remarks, and rudeness. We also consider that inflammatory statements and unsubstantiated allegations can amount to abusive actions or behaviour. It is possible to commit offences online and via social media, and/or incur civil liability in respect of, for example, defamation, and there have been a number of high profile legal cases in sport.
- 8.5** The Club has a responsibility to ensure that our work is undertaken in an efficient and effective manner. It is for the Club to decide what information it requires and when. On occasions, customers or complainants may make what we consider to be unreasonable demands on the Club or its staff through the amount of information they seek or provide, the nature and scale of service they expect, or the frequency of requests for contact. This will be assessed on a case by case basis.
- 8.6** We recognise that some customers or complainants will not or cannot accept that the Club is unable to assist them further or is able to provide an unrealistic level of service when dealing with their complaint. Customers or complainants occasionally continue to disagree with the action or decision taken in relation to their case, or the frequency or level of contact they expect from the Club, and persistently request further correspondence on the same issue.
- 8.7** Examples of unreasonable demands may include; requesting responses within an unreasonable timescale; insisting on seeing or speaking to a particular member of staff; continual phone calls, emails, or letters; repeatedly changing the substance of the complaint, or raising unrelated concerns. We consider it unreasonable for customers and complainants to attend our offices without an agreed appointment, unless they are delivering documents to our reception desk only.

- 8.8** Examples of unreasonable persistence include: continual refusal to accept a decision made in relation to a complaint; persistent refusal to accept explanations relating to what the Club can or cannot do, or continuing to pursue a case once it has been closed by the Club. The way in which these customers or complainants approach the Club may be entirely reasonable, but it is their persistent behaviour in continuing to do so that is not.
- 8.9** We consider that the level of contact has become unacceptable where the amount of time spent speaking to or corresponding with the customer or complainant, either by telephone or dealing with written correspondence, negatively impacts on our ability to deal with that complaint, with other complaints or to draw the matter to a close.

## **9 Preston North End FC procedure for handling unacceptable behaviour:**

- 9.1** When we consider that the actions or behaviour of a customer or complainant is unacceptable we will tell them why we find it unacceptable and we will give them the opportunity to modify their actions or behaviour. If the unacceptable actions or behaviour continue, we will take appropriate measures.
- 9.2** The Club staff who experience unacceptable behaviour over the telephone have the right to either place callers on hold or end telephone calls. Staff are accountable for their actions and are required to log all instances of when calls have been terminated, noting the reason(s) for ending the call.
- 9.3** We have to take action when unreasonable actions or behaviour impair the functioning of the Club. We aim to do this in a way that, wherever possible, allows a complaint to progress through our process. We will try to ensure that any action we take is the minimum required to address the unacceptable actions or behaviour, taking into account any relevant personal circumstances of the customer or complainant.
- 9.4** It may be necessary to apply restrictions to the customer or complainants contact with the Club or its staff. A decision in this regard may be taken by the Board of Directors.
- 9.5** The Club will take any action(s) that it considers to be appropriate in relation to any unacceptable actions or behaviour. Normally, we will write to tell the complainant why we believe their behaviour is unacceptable, what action we are taking and the duration of that action. Some of the options that we are likely to consider are:
- Require that contact is with a specified member of staff only;
  - Limit a customer or complainant to making telephone calls on a specified day and time per week;
  - Decline to accept any further telephone calls from a customer or complainant while still maintaining at least one form of contact.
  - To require a customer or complainant to communicate with the Club through a representative. Alternatively, we might require a customer or complainant to appoint a different representative.
  - Read and file future correspondence but acknowledge or respond to it only if the customer or complainant is raising new information or making a new complaint.

- To terminate or suspend consideration of a complaint in accordance with the Club complaints procedure.
- The customer or complainant may appeal a decision to suspend or terminate consideration of a complaint. In exceptional cases, we also reserve the right not to consider a future complaint from a customer or complainant when we consider the customer or complainant to be a vexatious complainant. We will take into account the impact on the customer or complainant and also whether there is a broader public interest in considering the complaint further.

Where appropriate, we reserve the right to report the matter to the police, appropriate governing body or take legal action. In such cases we may not give the customer or complainant prior warning of that action.

## **10. Vexatious Complainants**

The Club may reject a complaint at any time if, in the reviewer's opinion, the complaint is considered "vexatious". A frivolous or vexatious complaint can be characterised in a number of ways:

- Complaints which are obsessive, persistent, harassing, prolific, repetitious (Repetitious would include, for example, that after appropriated procedures have been followed and a full and final judgement has been provided the complainant continues to pursue the complaint)
- Insistence upon pursuing meritorious complaints in an unreasonable manner
- Insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason
- Complaints which are designed to cause disruption or annoyance
- Demands for redress which lack any serious purpose or value

**10.1** Deciding whether a request is vexatious is a difficult task, the Club will take into account all the circumstances of the case and, if a final judgement has already been confirmed as part of the complaint's procedure. Our main consideration will be the issues raised in the complaint however, consideration to the behaviour of the customer or complainant bringing the complaint if it is felt that their behaviour has become unacceptable.

**10.2** If we decide that a customer or complainant's complaint is vexatious, we will write to the customer or complainant explaining that we are terminating our consideration of the complaint or further correspondence on the issue under the Club Unacceptable Behaviour Policy. We will give reasons for our decision and we will send a copy of our letter to the subsidiary organisation, partner agency or member club which is the subject of the complaint.

**10.3** Any customer or complainant who is unhappy with the Club terminating consideration of a complaint due to unacceptable behaviour/vexatious reason has the right to submit a complaint to The Independent Football Ombudsman as detailed in point 5.4 of this policy

### **Related Policies/Documents:**

Preston North End FC Customer Charter  
Preston North End Equality Policy

## Preston North End's Code of Conduct

<b>Effective date</b>	October 2022
<b>Approved by</b>	Peter Ridsdale, Owner's Representative and Executive Director
<b>Approved by</b>	Tom Drake, Chief Executive Officer, Preston North End Community and Education Trust
<b>Reviewed date</b>	October 2023
<b>Next review date</b>	October 2025