



Larkhall Athletic Football Club Appeals Policy & Procedure

Purpose

This Policy is designed to ensure that anyone who has been subject to Larkhall Athletics' disciplinary procedure or simply a decision they feel is unfair can have his or her appeal resolved quickly and satisfactorily.

Scope

This policy applies to anyone who wishes to lodge an appeal through Larkhall Athletic Football Club

Policy and Procedure Statement

If an appeal is lodged against a decision made on anything other than a disciplinary then we will follow a formal, three-stage process in deciding the appeal.

1. The complainant, or his/her representative, should put their appeal in writing, addressed to the Club Welfare Officer within seven days (please see website for contact details). The CWO may then deal with the appeal or refer on the appeal to the Club Chairman or management Committee should he/she feel appropriate.
2. The CWO will acknowledge receipt of the appeal within three days, requesting clarification or further information as required.
3. The CWO will ensure that the complaint is fully investigated and a considered response sent to the complainant, normally within 14 days of the appeal being received. If, for some reason, the matter cannot be resolved within 14 days, the complainant will be informed of the delay, the reason for that delay and a date by when it is intended that an appropriate response can be provide.

If an appeal is lodged against a decision made in response to a disciplinary decision we will follow this formal, three-stage process in deciding the appeal.

1. The complainant, or his/her representative, should put their appeal in writing, addressed to the Club Welfare Officer within seven days. The CWO will then allocate the appeal to a member of the Management Committee who was not involved in the original hearing.
2. On behalf of the member the CWO will acknowledge receipt of the appeal within three days, requesting clarification or further information as required.
3. The Management Committee member will ensure that the complaint is fully investigated and a considered response sent to the complainant, normally within 14 days of the appeal being received. If, for some reason, the matter cannot be resolved within 14 days, the complainant will be informed of the delay, the reason for that delay and a date by when it is intended that an appropriate response can be provide.



LARKHALL ATHLETIC

BATH'S FIRST FA CHARTER STANDARD COMMUNITY CLUB



Review

This policy will be reviewed in line with the Quality Schedule

Approval

This policy was approved by the Executive Management Team, November 2010