

## **Middleton FC Club Disciplinary, Complaints and Appeals Procedure**

(Covers all matters other than suspected child abuse which has to be referred to the Statutory Authorities)

**In line with FAI guidance the club has a set procedure to enable members to bring matters of concern to the attention of the club Management Committee. While many concerns can be dealt with in an informal manner to the satisfaction of all concerned, it is advisable that detailed records are maintained in respect of all complaints and that all parties are advised of the formal complaints and appeals procedure. All reasonable efforts to resolve matters should be exhausted at local level before accessing the appeals procedure.**

### Step One

**Any person who has a complaint or concern should bring it to the attention of the secretary under the relevant rules of the body concerned.**

**The complaint or concern should be in writing and should outline all relevant details and other parties involved in line with procedure.**

### Step Two

**The complaint or concern should then be brought to the attention of the appropriate person in line with club rules who will convene the disciplinary committee/panel (best practice would advise that this committee/panel would consist of three members) unless the complaint or concern relates to a child abuse matter or criminal offence that meets criteria for formal reporting to the statutory authorities.**

**The full club welfare policy is available on [www.middletonfc.com](http://www.middletonfc.com).**