



SPALDING UNITED FOOTBALL CLUB

23/24 SEASON

TEENY TULIPS - UN15'S

Sir Halley Stewart Field,
Winfrey Avenue,
Spalding,
PE11 1DA.

DISCIPLINARY PROCEDURES

#WEARESPALDING

Introduction

Spalding United Youth Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Conduct, FA Respect Codes and by the Equal Opportunities Policy and Anti-Discrimination Policy.

Purpose and Scope

This procedure is designed to help and encourage all members of Spalding United Youth Football Club (to achieve and maintain standards of behaviour as detailed within the club's Code of Conduct and FA Respect Codes. The emphasis of Disciplinary Procedure is, in the first instance, on the improvement of the member's behaviour by working in partnership with them and where applicable their parent/guardian rather than just on imposing sanctions. The Club will impose sanctions in the most serious cases or where improvement in the member's behaviour has not been forthcoming. Our aim is to ensure consistent and fair treatment for all members.

Procedures

In the event that a member of the Club is alleged of gross misconduct by a match referee or other authority, the County FA disciplinary process will supersede the clubs. In some instances the club may deem it appropriate to suspend the member pending investigation/disciplinary hearing.

1. In the case of players, the individual may be asked to not play in a match nor be allowed to train until the FA process has been concluded and/or a disciplinary meeting of the Club has been convened.
2. In the case of coaches, the individual may be asked to not coach or attend any club sessions/matches until the FA process has been concluded and/or disciplinary meeting of the Club has been convened.
3. A meeting of the Club Disciplinary Committee will be convened within 2 weeks of the incident. Comprising the Welfare Officer, Club Chairman and/or Vice Chairman and other Committee members to constitute a quorum of five. The committee members will be mutually agreed by the Welfare Officer and Club Chairman.
4. The individual involved will be asked to attend the meeting and in the case of a U18 player, will be accompanied by a parent/guardian or other representative.
5. The individual will be asked to recall the incident, to confirm that they understand the charges, explain their actions and to answer questions regarding the incident where applicable with the agreement of their parent/guardian or representative. Witnesses may be called by members/players charged with serious/gross misconduct. The Club also reserves the right to call witnesses if deemed appropriate.
6. At the end of the hearing once all the evidence has been heard the individual and or their representative will be entitled to make a closing submission to the Disciplinary Committee.
7. After the closing submissions, all other persons shall withdraw whilst the Committee considers the evidence and submissions. It will determine whether the breach has been proved or not, and what actions are to be taken as a result.
8. The individuals will be recalled to the meeting and notified of the Committee's decision, which will be confirmed in writing.



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9. Should a person charged with serious/gross misconduct not attend the Disciplinary Meeting then a decision will be made in their absence and the decision of the Committee will be confirmed in writing to the address noted on their registration document.

The Committee have the authority to take whatever action is appropriate within the club rules and constitution. In the most serious of cases this could lead to dismissal from the club. Individuals/parents will be expected to pay any fines imposed by the League or County FA in relation to such an incident.

Sanctions

Stage 1- Verbal Warning

If the conduct is deemed to be in breach of the standards laid down in the Code of Conduct, a member will in the first instance be given a verbal warning. The member and where applicable their parent/guardian will be advised of the reason for the warning and notified that this is the first stage of the Disciplinary Procedure. He or she will be notified that they have a right to appeal, the timescale upon which the appeal should be submitted to the Club Secretary for the Club's further consideration. A note of the verbal warning will be kept by the Club Secretary, but will be discarded after 12 months or in line with the present requirements of the Data Protection Act. Where a follow up review is necessary, the member will be advised of this and the timescales for review. In those circumstances, an action plan will be mutually agreed with the member or parent/guardian if under 18, and a mentor appointed by the Club.

Stage 2 – Written Warning

If the matter is more serious or there is a further breach of the Code of Conduct, then a written warning will be given to the member. This will explain the reason for the warning, the improvement in conduct required and the timescale. Further, if there is no improvement that action detailed in Stage 3 may be considered. The right of appeal against this decision will be advised and explained to the member. An action plan will be mutually agreed with the member or parent/guardian if under 18, and a mentor appointed by the Club. A copy of the written warning will be kept by the Club Secretary, but will be discarded for disciplinary purposes after 12 months subject to satisfactory conduct.

Stage 3 – Final Written Warning

If there is still a failure to improve and conduct is still unsatisfactory, or if the matter is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal from the club, a final written warning will be given by the Committee. This will explain the reason for the warning, the improvement required and the timescale. An action plan will be mutually agreed with the member or parent/guardian if under 18, and a mentor appointed by the Club. It will also warn that dismissal from the Club will result if there is no improvement and will advise the right of appeal. The Club Secretary will hold a copy of the final written warning, but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct.

Stage 4 – Dismissal from the Club

If the conduct is still unsatisfactory and the member still fails to reach the required standards or the conduct is regarded as serious gross misconduct then dismissal from the club will



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usually result. Only the Club Committee of at least four can take the decision to dismiss the member. The member will be provided, as soon as practicable, a written explanation for dismissal, the date upon which membership will terminate and the right of appeal.

Gross Misconduct

The following list gives examples (but not limited to) of behaviour that are normally regarded as gross misconduct:

1. Fighting
2. Assault on another person
3. Deliberate damage to Club property
4. Bringing the Club into disrepute by actions or words
5. Serious negligence or disregard of the Club Rules that causes, or could have caused, unacceptable loss, damage or injury, physically or reputationally.
6. Serious act of insubordination, including the failure to follow or observe reasonable instructions of the team coach/manager, or in regard the coach/manager failure to follow or observe reasonably clubs committee instructions or club policies.

Appeals

A member who wishes to appeal against any disciplinary decision should inform the Club Secretary within seven days. At the appeal any disciplinary action proposed will be reviewed by the Club Secretary and another member of the Committee not involved in the original hearing or investigation, this will usually be dealt with by the Club Chairman. The member's parent/guardian or representative, if they are a U18 player, will accompany them to the appeal hearing. The member will be notified of the outcome of the appeal in writing within seven days of the hearing.

We commit to ensuring our members are aware of and have access to our policies.

<i>Role</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Chairperson</i>			
<i>Vice Chairperson</i>			
<i>Secretary</i>			
<i>Club Welfare Officer (Youth)</i>			
<i>Treasurer</i>			