



# **Brooklands Dragons JFC Disciplinary Procedure**

Issue 2 June 2019







## **Purpose and Scope**

This procedure is designed to ensure that all members of Brooklands Dragons JFC achieve and maintain standards of behaviour as detailed within the club's Code of Conduct.

Virtually all disciplinary issues should, and will, be resolved by the coaches concerned. The Club will impose sanctions in the most serious cases or where improvement in a child's behaviour has not been forthcoming. Our aim is to ensure consistent and fair treatment for everyone.

The following steps should be implemented if a coach feels that a child is failing to meet the agreed expectations of the Club and all informal avenues to resolve the issue(s) have been exhausted.

In all cases the Club should adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials and Parents.

## **Principles**

The Disciplinary Committee will consist of the Club Welfare Officer and a minimum of two more members of the Club Committee.

A meeting will be convened within 14 days of any alleged incident and the child's parents/guardian will be notified in writing.

On the day of the incident the matter should be reported to the Club Secretary, or Chairman in his or her absence, by the team coach/manager. If the Club Secretary and Chairman consider that a potential breach of the Code of Conduct has occurred, the matter will be passed to the Welfare Officer who will co-ordinate the investigation and institute the disciplinary procedure.

The child's parents will be notified of the time, date and venue of the Disciplinary Meeting by letter and will be required to confirm attendance prior to the date of the meeting.

The child and his/her parents will be given an opportunity to state their case prior to any decision being made by the Disciplinary Committee. No disciplinary action will be implemented until a full investigation as to the circumstances of the incident have been conducted by the club.



At all stages of the investigation the child will be required to be accompanied by their parent/guardian to ensure that they fully understand the procedure taking place and the sanction, if any, imposed by the Disciplinary Committee. All aspects of the investigation will remain confidential.

No child should be dismissed from the Club for a first breach of the Code of Conduct except in cases where there has been a case of Gross Misconduct. In those circumstances a specific procedure will be followed (see below).

There will be a right to appeal against any disciplinary action imposed. Any appeal should be addressed to the Club Secretary and submitted within seven days from the date that the Disciplinary Committee's decision is communicated to the child's family.

## **Procedure**

In the event that a child is alleged of gross misconduct they shall be automatically suspended; pending investigation/disciplinary hearing, according to the Club's policy or when superseded by County FA policies and procedures.

1. The individual concerned will not play in a match nor be allowed to train until an emergency meeting of the Club Committee has been convened.
2. An emergency meeting of the Club Disciplinary Committee will be convened within 2 weeks of the incident. Comprising the Welfare Officer, Club Chairman and other Committee members to constitute a quorum of four. The committee members will be mutually agreed by the Welfare Officer and Club Chairman.
3. The individual involved will be asked to attend the meeting and must be accompanied by a parent/guardian.

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 with the agreement of their parent/guardian.

Witnesses may be called by members charged with serious/gross misconduct.

The Club also reserves the right to call witnesses if deemed appropriate.



4. 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.

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.

Possible sanctions to all members include:

- No further action
- Verbal and written warning
- Exclusion from specified number of matches or training sessions
- Removal from team for remainder of current season
- Refusal to register with team for future season
- Expulsion from the club

Whenever appropriate the committee will seek to show restraint and impose lighter sanctions initially with the option of adding additional sanctions or increasing the

duration of a penalty.

Any player or parent/carer who is unhappy with the decision of the disciplinary committee has the right to appeal in writing to the club General Committee within 7 days.

The decision of the appeal committee will be final.

Ultimately, of course, our club is required to follow the rules and regulations of the leagues to which we are affiliated as well as to County Association and FA rules.

5. The player will be recalled to the meeting and notified of the Committee's decision which will be confirmed in writing.
6. 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.
7. 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. Player's parents will be expected to pay any fines imposed by the League or



County FA in relation to such.

#### *Stage 1 – Verbal Warning*

If behaviour is deemed to be in breach of the standards laid down in the Code of Conduct, a child will in the first instance, be given a verbal warning. The child and their parent/guardian will be advised of the reason for the warning and notified that this is the first stage of the Disciplinary Procedure. They 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. Where a follow up review is necessary, the child and parents/guardian will be advised of this and the timescales for review.

#### *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 issued. 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 child and their parent/guardian. An action plan will be mutually agreed with the child's parent/guardian. 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 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 child's parent/guardian 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 conduct is still unsatisfactory and the child still fails to reach the required standards - or behaviour is regarded as serious gross misconduct - then dismissal from the club will usually result. Only the Club Committee of at least four can take the decision to dismiss the child. The



child's parent/guardian 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 of behaviour that are normally regarded as gross misconduct:

- Fighting.
- Assault on another person.
- Deliberate damage to Club property.
- Bringing the Club into disrepute by actions or words.
- Serious negligence or disregard of the Club Rules that causes, or could have caused, unacceptable loss, damage or injury.
- Serious act of insubordination, including the failure to follow or observe reasonable instructions of the team coach/manager.
- Verbal or physical bullying of another BDJFC club member regardless of the team both parties represent. This includes comments about ability or performance made during a game, training or non-football related setting (e.g. School).
- Cyber bullying – includes comments made about the ability or performance of another BDJFC club member, communicated by electronic means including text, email, social media apps, chat rooms and electronic gaming channels.

## **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 child's parent/guardian or representative must accompany them to the appeal hearing.

The child and parent/guardian will be notified of the outcome of the appeal in writing within seven days of the hearing.





### Disciplinary Procedure Acceptance Form

I hereby acknowledge that I have read, understood and agree to the Brooklands Dragons JFC Disciplinary Procedure.

Parent/Guardian name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Player name: \_\_\_\_\_

Team: \_\_\_\_\_

Player signature: \_\_\_\_\_

Date: \_\_\_\_\_

When completed this form must be returned to the relevant coach for the team represented, who will forward it to the Club Secretary.

No player will be permitted to play, train or otherwise represent Brooklands Dragons JFC unless this form has been signed.



The club reserve the right to update or amend this procedure as needed and request that it is signed again to acknowledge acceptance of the revised procedure.