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Introduction, Purpose & Scope

- 1.1. Burton Youth Football Club (“the club”) promotes sportsmanship and fair play in all our teams both to our own players, officials and supporter but also to the officials and to the opponents.
- 1.2. The club’s players, officials, members and supporters must treat the match officials, opposing managers, club officials, supporters and their players with respect at all times, irrespective of the result of the game or their behaviour.
- 1.3. It is also important the club provide a high standard of hospitality to players, officials and spectators before, during and after the game.
- 1.4. This procedure is designed to help and encourage all members of Burton Youth Football Club to achieve and maintain standards of behaviour as detailed in the Club’s Code of Conduct documents and Constitution. Although there are sanctions for players receiving cautions & sending off the aim of the process is on improvement rather than on imposing penalties. Only in the most serious of cases, or where improvement has not been forthcoming then, should more serious penalties be imposed. The aim is to ensure consistent and fair treatment for all members.

Principles

- 1.5. No disciplinary action will be taken against a member until the case has been fully investigated. In certain circumstances a member may be suspended from the Club while the case is under full investigation.
- 1.6. At all stages of the investigation the member will be advised of the nature of his or her failure to maintain standards and will be given the chance to state his or her case to the Disciplinary Committee before any decision is made.
- 1.7. At all stages the member will have the right to be accompanied by a colleague who may make representation on their behalf.
- 1.8. No member will be dismissed for a first breach of discipline except under cases of gross misconduct when the consequences will normally be instant dismissal without notice.
- 1.9. A member will have the right to appeal against any disciplinary action imposed.



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- 1.10. If a members' alleged conduct warrants it Stages 1 and/or 2 of the procedure might be omitted.

Procedure (Players)

2.1. The club expects high standards from its players, officials, members and supporters and therefore operates a fair but strict discipline procedure at all its events and matches.

2.2. As a matter of procedure, the club does not impose financial fines on its players, officials and supporters, but will enforce parent association rulings.

2.3. For children under the age of 18 all disciplinary correspondence and interaction must be via their registered guardian, this includes appeal representation.

2.4. All Disciplinary events are reported to the Clubs Welfare Officer as a matter of course.

2.5. This procedure does not cover Equality and Discrimination events these are covered under the Club's Constitution & Equality Policy.

2.6. Time Out – during trainings session and club events

2.6.1. If a coach considers players behaviour not to be in keeping with the club's high standards they may in the first instance instruct a player to have a short timeout, and the matter is considered dealt with.

2.6.2. The coach must inform the club welfare officer, with brief description of events.

2.6.3. This procedure is for internal events and is not available during competitive events involving other teams

2.7. Cautions

2.7.1. For more serious or match events Cautions are used.

2.7.2. First Caution - One match/event ban to commence from the Saturday immediately following the offence.

2.7.3. Second Caution - Two match/event ban to commence from the Saturday immediately following the offence.

2.7.4. Third Caution – Two match/event ban to commence from the Saturday immediately following the offence. In addition, the matter to be discussed at the next available meeting of the Club Executive Committee and additional penalties imposed if deemed appropriate.



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2.8. Sending Off

2.8.1. Violent Conduct –

2.8.1.1. Immediate suspension pending receipt of the referee's and/or coaches report(s).

2.8.1.2. Upon receipt of the report(s) a review will be undertaken by the Clubs Management Committee

2.8.1.3. Additional penalties imposed if deemed appropriate.

2.8.2. Serious Foul Play / Foul, Abusive or Insulting Language / Two Cautions in the Same Match

2.8.2.1. Two match/event ban to commence from the Saturday immediately following the offence.

2.8.2.2. In addition, upon receipt of the referee's and/or coaches report(s) a review will be undertaken by the Management Committee.

2.8.2.3. Additional penalties imposed if deemed appropriate.

2.9. General Misconduct of Members

2.9.1. The club expects high standards from its players, officials, members and supporters; therefore, it is the responsibility of the Team Coach to report any misconduct events to the Chairman within 48 hours of the incident.

2.9.2. Upon receipt of the report a review will be undertaken by the Management Committee.

2.9.3. Penalties imposed if deemed appropriate as follows:

Stage 1 – Oral Warning

If conduct does not meet an acceptable standard the member will normally be given an oral warning. He or she will be advised of the reason for the warning and that this is the first stage of the Disciplinary Procedure. He or she will have the right to appeal. A brief note of the oral warning will be held by the Club Secretary but will be discarded after 12 months,



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subject to an improvement in conduct. Where a follow up review is necessary, the member 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 occurrence, then a written warning will be given to the member. This will explain the reason for the warning, the improvement required and the timescale. It will also warn that action under Stage 3 will be considered if there is no improvement and will advise the right of appeal. Any previous disciplinary proceedings will be taken into account when determining the action to be taken. The Club Secretary will hold a copy of the written warning, but it will be disregarded 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 a final written warning will be given by the Management Committee. This will explain the reason for the warning, the improvement required and the timescale. It will also warn that dismissal 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 (in exceptional cases it could be longer) subject to satisfactory conduct.

Stage 4 – Dismissal

If conduct is still unsatisfactory and the member still fails to reach the required standards, dismissal will normally result. Only the Management Committee can take the decision to dismiss. The member will be provided, as soon as practically possible, a written explanation for dismissal, the date on which membership will terminate and the right of appeal.

Gross Misconduct

The following list gives examples of offences that are normally regarded as gross misconduct.

- ☐ Theft



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- ☐ Fraud
- ☐ Deliberate falsification of records
- ☐ Fighting
- ☐ Assault on another person
- ☐ Deliberate damage to property
- ☐ Incapability through alcohol or being under the influence of illegal drugs
- ☐ Serious negligence or disregard of the Club Rules that causes, or could have caused, unacceptable loss, damage or injury.
- ☐ Serious act of insubordination.

2.10. Misconduct Penalties

2.10.1. Penalties imposed will commence on the next Saturday match/event following the offence, or at such date as agreed by the Club Management Committee if the matter has been reported to them.

2.10.2. This is to ensure the club can properly monitor the requirements of any penalty imposed.

2.10.3. Cancelled or postponed matches/event does not count for the purposes of any imposed penalty.

3. Appeals Process

3.1. A member who wishes to appeal against any disciplinary decision should inform the Management Committee within two working days. At the appeal any disciplinary action proposed will be reviewed. At the final appeal, the member will have the right to be accompanied by one other individual.

3.2. Any recipient of the misconduct charge shall have a right of appeal against any decision of the Management Committee with regard to a general misconduct charge or sending off, including the length of ban, but there shall be no right of appeal against matters relating to a caution.

3.3. A player shall not be available for selection until any appeal to the club has been decided.

3.4. This right of appeal shall be made to the Club Secretary within 48 hours of receipt of any written notification of the decision of the Club Committee, or Management Committee.



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3.5. The recipient of the misconduct charge shall be allowed an opportunity to attend the meeting of the Appeals Committee and address the members accordingly

3.6. The decision of the Club Appeals Committee is final for internal club misconduct.

Committees

4.1. Club Committees

The Disciplinary Committee is made up from the following roles:

- The Clubs Chairperson
- Club Secretary
- Club Welfare Officer
- Vice Chairperson
- or Mini Secretary

The Appeals Committee is made up from the following roles:

- The Clubs Chairperson
- Club Secretary
- Club Welfare Officer
- Vice Chairperson
- or Mini Secretary

4.2. In the event of the Chairperson or Club Secretary not being available the Club Treasurer may deputise for one.

4.3. If the one of the above officers is deemed to prejudice the disciplinary hearing or appeal, then a long standing /experienced committee member may be co-opted onto the relevant committee.



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