

# Discipline Policy Example



This policy is designed to help and encourage all members\* of ..... (the “Club”) to achieve and maintain standards of behaviour, as detailed in the Club’s Code of Conduct documents and Constitution.

It is also important that the club provide a high standard of hospitality to players, officials and spectators before, during and after the game. The club’s players, officials, members, and supporters must treat each other, the match officials, and opposing managers/club officials/supporters/players with respect at all times, irrespective of the result of the game or their behaviour.

The emphasis of this Disciplinary Policy, in the first instance, is on the improvement of the member’s behaviour, by working in partnership with them and where relevant, their parent/carer, rather than just on imposing sanctions. The Club will, however, impose sanctions in the most serious cases or where improvement in the member’s behaviour has not been forthcoming.

The Club’s aim is to ensure consistent and fair treatment for all members and no disciplinary action will be taken against a member until a full investigation as to the circumstances of the incident or matter has been conducted by the Club.

The club will appoint a Disciplinary Committee to deal with both serious and persistent breaches of Codes of Conduct as, and when, they arise. The Disciplinary Committee will have a number of options available to it depending upon the seriousness of the case it is considering.

Whenever appropriate, the Disciplinary 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 disagrees with the decision of the Disciplinary Committee has the right to appeal in writing to the Club Secretary within 7 days. The decision of the Appeal Committee will be final and binding.

The club will also adhere to all disciplinary procedures set by the North Riding County FA (NRCFA). Discipline Procedures Disciplinary action will be considered and implemented based on the severity of behavioural incident/s.



**ENGLAND  
FOOTBALL**



## Player Behaviour

### Training / Match Behaviour

If during a training session or a match, a player displays poor behaviour which interrupts the session for others the Coach present will ask the child to correct their behaviour on a maximum of two occasions, if the behaviour is still not corrected they will be asked to sit out for a set period relevant to their age. If the behaviour persists, the players' parent/carer will be consulted over removing child from the session.

The coach present can also use any of the following as appropriate to the behaviour:

- Ask player to apologise to their team-mates, the other team, referee or team manager
- Issue player a formal warning
- Drop or substitute the player from the next game.
- Inform a member of the club committee

Assessment of a player's behaviour is at the discretion of the coach present initially and in the event of persistent poor behaviour or a serious breach of a Club rule, policy or code of conduct or has otherwise acted in a way which a majority of the management committee believes is in contrast to the spirit of this document and/or the Club's rules, this will be referred to the club committee to review under this policy. The club committee will then review all evidence and will start the procedure as per below.

### Match Incident

When a player receives a yellow or red card in any game

- The coach present must report the incident to the club secretary on the same day of the game.
- The coach will provide the Club Secretary with a brief explanation of the incident and any supporting information, such as the name of player, reason for caution / sending off, opposition name, location, etc.

All cautions and dismissals carry a monetary sanction which is the responsibility of the player/parental figure of said player to pay the club.

Any player/parental figure does not pay the club the monetary equivalent within the agreed timescales they will be suspended from playing until the fine is paid in full. Communications with other local clubs will be sent so they understand the issue.

The club committee hold the right to review all discipline records at any time and should they consider any player to have an excessive number of red or yellow cards, or combination of both, then the player may be asked to meet with the club committee, who may start the procedure as per below.

### Procedure

Where, following a review/investigation, a member is deemed by a majority of the club's management committee to have breached a club rule, policy or code of conduct, or has otherwise acted in a way which is believed to be in contrast to the spirit of this document and/or the Club's rules, the management committee shall be at liberty to constitute a disciplinary committee (the "Disciplinary Committee") to determine the facts relating to the matter and take such measures as the Disciplinary Committee sees fit.





## **Sanctions, Penalties and Fines**

Any member, coach, player, club official, parent, carer or spectator who behaves in a way that is contrary to our policies and codes of conduct may face any of the following sanctions and penalties, in addition to any sanctions that may be imposed by NRCFA or the league:

The Disciplinary Committee shall act honestly and equitably in assessing the facts of the disciplinary case before it and may impose such sanction as it sees fit, including for example (this list is not exhaustive):

- Suspension to allow more facts to be gathered, after which time a further meeting of the Disciplinary Committee shall be held;
- Verbal warning;
- Written warning;
- Education;
- Mentoring;
- exclusion from a specified number of matches and or training sessions
- removal from the team for the remainder of the current season;
- refusal to register with a team for the next season;
- expulsion from the club with immediate effect.

If appropriate, the Disciplinary Committee may choose to impose no sanction.

Whenever appropriate, the Disciplinary Committee may seek to increase the duration of a penalty for repeat offenders.

The parent/carer of any player under the age of 18, facing a NRCFA or club disciplinary will be personally liable for any fines or charges imposed. If a player chooses to appeal against a decision made by the NRCFA or club, they do so at their own cost.

## **Appeals Process**

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 Secretary within 7 days.

The Club Secretary shall immediately appoint a Club Appeal Board made up of 5 club representatives, two of whom must be the Club Chairman and Club Welfare Officer. The remaining three members will be at the discretion of the Club Secretary but shall be individuals who did not sit on the original Disciplinary Committee.

The Club Appeal Board shall consider the details of the appeal and reach a decision on whether the appeal should be upheld or annulled. No appeal will be heard unless the player or parent concerned appears personally before the Club Appeal Board.

The decision of the Club Appeal Board will be final.



## **Disciplinary Committee**

The Club Committee will appoint a Disciplinary Committee to deal with serious breaches of Codes of Conduct and to investigate and take any necessary action resulting from instances of poor practice/low level concerns or poor behaviour by players, coaches, parents/carers and spectators. The Disciplinary Committee will have several options available to it depending upon the seriousness of the case it is considering.

The Disciplinary Committee shall be chaired by the Club Chairperson (where possible) include the Club Welfare Officer, and up to three other officers from the club. The only exception will be when the occurrence being considered involves a member of the Disciplinary Committee, or a player from a team that they manage/coach.

Decisions made by the Disciplinary Committee are deemed to be final but an appeal can be submitted within 7 days.

Those called before a disciplinary meeting will be notified of the time, date and venue for the meeting, no later than 7 days prior to the date of the meeting. If the member is under 18 years of age they must be accompanied by a parent/carer or a responsible adult of their choice.

The member will be given an opportunity to state their case prior to any decision being made. The Disciplinary Committee will also hear evidence from any other person that may have witnessed the incident.

The following key points will be observed and followed:

- A report of the incident is read.
- The player/member/spectator/coach is invited to make their statement.
- Witnesses are invited to make their statement.
- Representative is invited to contribute any relevant information.
- Disciplinary Committee members will question those in attendance about the incident.
- The meeting will close and the Disciplinary Committee will consider the action to be taken.
- The Disciplinary Committee shall report its findings to all parties (and authorities where appropriate) within 7 days of the hearing.
- Any penalties awarded against any player/member/spectator/coach will be presented and recorded at the next Club Committee meeting.
- The Disciplinary Committee will exercise this power in a fair and open manner and without prejudice.
- If a member fails to attend the disciplinary hearing, the Disciplinary Committee will meet, and a decision will be made in their absence.