

# Chadderton F.C. Juniors

## Discipline Procedures

### Revision 2

#### **Complaint**

Where allegations are made against a named individual associated with the Club in any manner, they will be treated as a complaint.

Receipt by the Club of the complaint will be acknowledged in writing by the Club Secretary.

Breach of the Club Codes of Conduct by an individual associated with the Club in any manner will be treated in the same manner and regarded as a complaint.

#### **Investigation**

This will be carried out as soon as possible after allegations have been made.

The Club Management Committee will appoint a person or persons to fulfil this function.

The individual will normally be informed of the nature of the allegation and that an investigation is taking place, with the exception of an allegation of physical or sexual abuse.

Where an allegation concerns the physical or sexual abuse of a child, the investigation will be conducted by the Club Welfare Officer, in association with any other agencies necessary including the League Welfare Officer, NSPCC and Police.

It may be appropriate to suspend the individual concerned until the outcome of any investigation is known. Suspension is not a disciplinary penalty, carries no assumption of guilt and should only be applied where circumstances make it unacceptable for the individual concerned to remain within the club while the facts are ascertained.

Written confirmation of the suspension should be issued immediately and should include:

- The date from which the suspension becomes effective.
- The reasons for the suspension.
- Copies of any relevant documents.

The period of suspension should be as brief as possible and the investigation started immediately.

Where an alleged criminal offence has taken place and the matter is being investigated by the police, it may be appropriate to await the outcome of those investigations before proceeding with a disciplinary hearing.

The aim of the investigation is to establish the facts of the case and the people affected by the problem. Any witnesses to the alleged offence will be asked to make written statements, and to sign and date their statement. The person conducting the investigation will sign and date the statements as evidence of receipt.

The individual concerned will be invited to identify any persons who may have information relevant to the investigation.

If during the investigation members under the age of 16 are involved, they can be asked to make an oral statement, which will be written and witnessed on their behalf. The Club should always seek permission from the parent/guardian before taking a statement from their child and invite them to be present.

The subsequent report of the investigation, which will be presented to the Club Management Committee should include:

- A list of names of people spoken with during the investigation giving dates and times.
- A list of written, signed and dated statements, which should also be attached.
- A chronological summary of the incident giving rise to the investigation and the stages of the investigation.
- The conclusions drawn from the investigation.
- A recommendation of what step should be taken next:
  - a) To take no further action
  - b) Instigation of informal procedure
  - c) Referral to the Disciplinary Committee

All documents relating to an investigation together with a written record of the outcome will be retained on file.

Once the Club Management Committee has reviewed the report of the investigation they will decide on an appropriate outcome.

### **Outcomes**

a) No further action.

If, on completion of the investigation the Club Management Committee are satisfied that no misconduct has occurred, the person making the allegations and the individual against whom the allegations were made shall be informed accordingly in writing.

#### b) Informal Procedure

Where possible matters relating to conduct and discipline should be resolved informally. Cases of minor misconduct should be dealt with by an informal discussion, whereby it will be made clear to the individual concerned the Club's future expectations as to appropriate conduct. Notes of any informal meetings shall be kept by the Club in case the informal action does not bring about an improvement and formal actions may need to be taken. The person making the allegations shall be informed of the Club's actions in writing.

#### c) Disciplinary Committee

If, on completion of the investigation the Club Management Committee considers it appropriate, they will convene a hearing of the Club Disciplinary Committee.

The Disciplinary Committee will comprise of a Chair, two Committee Members and two Team Managers. Another person may be present to record the minutes of the hearing but will take no part in any deliberations.

Notice of the hearing will be sent to all parties at least 10 days before the date of the hearing, the notice will include:-

- The time and place of the hearing.
- The purpose of the hearing.
- The nature of the allegations made against the individual with copies of any relevant evidence, documentation or correspondence.
- The time limits by which the individual should submit their own written evidence.
- The names of any witnesses.
- Details of the procedure to be followed during the hearing.

The purpose of the hearing is for the Disciplinary Committee to consider the allegations that have been made, to review the evidence and to initiate a course of action on behalf of the Club Management Committee.

### **The Hearing**

The Chair of the hearing will be responsible for the conduct of the proceedings and all those participating, and for any variance considered appropriate, including new evidence submitted on the day.

The hearing is a private meeting and all information is strictly confidential to the people present.

Witnesses will normally only be present during a hearing to give their evidence and be questioned by all parties, and then withdraw. They will be asked to remain available for a period of time after they withdraw in case there is a need to clarify any point or to be asked further questions.

The Chair of the hearing may adjourn proceedings if new evidence is presented that all parties have not had time to consider, or for any other good reason. Either party may request an adjournment.

The Disciplinary Committee will consider all matters and may recall certain parties if further information is required. The Disciplinary Committee must decide whether the allegations against the individual have been proved on the balance of probabilities and on the appropriate sanctions.

The options/sanctions available to the Disciplinary Committee will include:

- Case not proven – no action
- Informal meeting with a verbal reprimand and a warning with regard to future conduct.
- Written first/last warning.
- Suspension from the Club for a specified period of time.
- Indefinite exclusion/expulsion from the Club.

The parties concerned are notified by being recalled to hear the decision of the Disciplinary Committee or by telephone or letter.

The Club Secretary will write to the parties concerned confirming the decision.

The decision of the Disciplinary Committee will be final with no right of appeal.