



Disciplinary Policy & Guidelines

[In conjunction with Club Constitution Document]

[RESPECT Code of Conduct – Players, Parents/Carers and Managers /Coaches]

[Team Managers Responsibilities Document]

1.1. Disciplinary Process

Stages to consider:

Stage 1 – A one to one meeting with person concerned. In the case of a player either the CWO or a parent/guardian to be present. Confirm with email follow-up. Confirm that the situation will be monitored. #

Stage 2 – If the issue is repeated or continues then the Disciplinary Committee will issue a written warning as to future conduct via email or letter. Confirm that the situation will be monitored. #

Stage 3 – If issue is repeated or continues then a 2nd written warning is issued by the Disciplinary Committee with a suspension for seven days from playing and training. To commence on the Monday following the offence. To confirm that the situation will be monitored. #

Stage 4 – If the issue is repeated or continues the person shall receive a further suspension [matches and training] and suspension of club membership and facilities. Time period to be determined by Disciplinary Committee. To confirm the situation will be monitored. #

Stage 5 – The Club reserves the right to bypass parts or all of the above stages and permanently remove a committee member, adult non-playing associate, parent, coach or player from the Club. * #

*This action can only be taken following an emergency meeting of the Executive Committee with at least seven members of the Committee present. A simple majority of those Committee members present shall determine the outcome.

#The person(s) have the right of appeal at any stage of the above Stages 1-5– detailed in 1.1.4 below.

Notes:

1.1.1 At each stage of the procedure the individual must be given a warning that if they continue to contravene the rules then they will be disciplined further.

1.1.2. If an individual has been disciplined under the rules it shall be recorded and if after six months without further incidents the record shall be cleared.



1.1.3. Members of the Disciplinary Committee having an interest in the case, eg the issue involves a family member, then this Officer will be excluded from sitting on either committee when the issue is being discussed.

1.1.4. There is a right of appeal at any stage of the disciplinary process:

1.1.4.1 The Disciplinary Appeal panel will be drawn from the Executive Committee membership.

1.1.4.2 Not less than three members of the Executive Committee and if appropriate two members of Club membership.

1.1.4.3 The Appeal panel will be called for an Appeal meeting by the Chair of the Disciplinary Committee with not less than seven days notice to which all evidence will be made available and Minutes of previous meetings relating to the case will be provided; and if applicable, supporting statement from the CWO.

1.1.4.4 The person(s) appealing will receive an opportunity to present any new and contributory evidence to support an appeal hearing and will have the right to be accompanied by one named person.

1.1.4.5 The person(s) appealing will submit new or contributory evidence to support their appeal to the Chair of the Appeal panel not less than seven days prior to the Appeal panel meeting.

1.1.4.6 The decision of the Appeal panel is final. To uphold the decision of the Disciplinary Committee; and/or the Executive Committee or to recommend an alternative resolution, based on Stages 1-4 above. To be notified in writing within seven days of the panel meeting.

1.1.5. This disciplinary procedure is consistent with the Clause 8 of the Club's Constitution ie. Resignation and expulsion.

1.2. Disciplinary Committee Members

The Disciplinary Committee will include the Executive Club Committee officers as follows:

Chair or Vice Chair, Secretary and a minimum of one other Executive Committee member and when appropriate the Child Welfare Officer (CWO) to be co-opted to the Committee to advise. Up to two other Club members, if appropriate may be co-opted to the Disciplinary Committee.

1.3. Fines

Any person whose behaviour incurs a fine from any Governing Body payable by the Club shall reimburse the Club in full, within 30 days. Failure to do so will result in immediate suspension of the individual until the fine is paid in full or until a payment plan has been agreed in writing and accepted.

1.4. Application

The five disciplinary stages will apply to individuals whose behaviour is outside the boundaries of the Laws of the Game, the Rules and regulations of the Club, or have brought the Club into disrepute.



This Disciplinary Procedure will apply equally to Club membership; players, parents, coaches, managers and committee members.

1.5. Classification of Infringement Issues

The disciplinary procedure defines infringements of the Laws of the Game or the Rules and Regulations of the Club into two levels: Minor and Serious. The Disciplinary Committee will reserve the right to classify the level of the infringement.

1.5.1. Examples relating to players are

- Not wearing kit or tops supplied by the Club.
- Not wearing shin pads in training or in games.
- Swearing.
- Excessive spitting.
- On pitch indiscipline, unacceptable physical play, serious fouling, disrespect of match officials.

Minor incidents involving players can be dealt with by the team manager/coach by implementing Stage 1.

1.5.2. Examples relating to parents and supporters

See RESPECT Code of Conduct for Parents and Supporters.

- Remember that children play for FUN
- Applaud effort and good play as well as success
- Always respect the match officials' decisions
- Remain outside the field of play and within the Designated Spectators' Area
- Let the coach do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition, referee and match officials
- Avoid criticising a player for making a mistake – mistakes are part of learning
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

1.5.3 Examples relating to Coaches and Managers

See RESPECT Code of Conduct for Coaches and Managers, and additionally the Team Managers/Coaches Responsibility Guidelines document.

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Always respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
- When working with players, I will: Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure all parents/carers of all players under the age of 18 understand expectations
- Never engage in or tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem



- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

1.6. Reporting Infringements Who can report an infringement?

In the event that a Club member; a Manager/Coach, parent or player feels that the Club Policies, Rules or Codes of Conduct have been broken, they should contact a member of the Disciplinary Committee as soon as possible.

1.7. Timescales and Availability

The Disciplinary Committee should, if required, convene a meeting of the Disciplinary Committee as soon as practically possible. If not all of the members of the Disciplinary Committee are available within a reasonable period of time [a reasonable period of time will be at the discretion of the available members of the Disciplinary Committee], then other members of the Executive Committee should be co-opted to sit in their place if at all possible.

1.8. Power to Act

The Disciplinary Committee will have the power to implement the Disciplinary stages 1-5 above.

1.9. Media & Social Networking sites – FA Guidelines

1.9.1. Media Comments [including the use of Verbal and Written Comments]

Players and Club officials should be aware that the FA sets standards in relation to public comments about football. This will generally mean that any of the following types of public comment may lead to disciplinary charges, particularly where made in respect of Club or Match Officials. This will also cover comments made in writing on email distribution lists made available through PJFC to Club members for the use of official football business.

- Any comment about an appointed Match Official made prior to the game.
- Implication of bias – where a comment alleges or implies bias by another participant at any time.
- Questioning integrity – where a comment calls into question the integrity of another participant at any time.
- Personal/offensive – where a comment is personal in nature such that it causes, or may cause, offence or distress at any time.
- Detriment to the game – the concepts of 'disrepute' and 'best interests of the game' are inherently broad and cannot be precisely defined. Charges may be brought where comments cause, and/or may cause damage to the wider interests of football.

1.9.2. Social Media Guidelines

Social networking sites include, but are not limited to, Twitter, Facebook and online blogs. Participants are reminded that comments made on such internet sites may be considered public comment and that further to FA Rule E3, any comments which are improper, bring the game into disrepute or are threatening, abusive, indecent, or insulting may lead to disciplinary action.



In addition, if those comments include a reference to any one or more of a person's ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability, the Disability Committee shall consider the imposition of an increased sanction in accordance with FA Rule E3(2).

Comments made which are personal in nature or could be construed as offensive, use foul language or contain direct or indirect threats may be considered improper.

Participants are advised that postings on social media networking sites, which they believe are only visible to a limited number of selected people, may still end-up being in the public domain and consequently care should be taken with the content of such postings. Participants are required to act in the best interests of the game at all times and should be particularly aware of this when using social media websites.

All unofficial team led / player social media sites, must carry the disclaimer:

The views and comments posted on this site are the responsibility of the members of this group and are not monitored nor approved by the PJFC Club.

Version Control

Final draft agreed by North Riding CFA, Tom Radigan 22 May 2013 with amendments:

1) Right of appeal at any stage.

Final draft agreed at PJFC Executive Meeting 06 June 2013.

Presented at AGM 25 June 2013.