

# **Herne Bay Youth Football Club**

*Affiliated to the K.C.F.A*



## **Disciplinary Procedure Season 2011 / 2012**

## **Disciplinary Procedure**

### 1. Purpose and scope

This procedure is designed to help and encourage all members of Herne Bay Youth Football Club to achieve and maintain standards of behaviour as detailed in the Club's Code of Conduct documents. In all but the most serious of cases the emphasis in the early stages of the Disciplinary Procedure is intended to be on improvement rather than on imposing penalties. Only in the most serious of cases, or where improvement has not been forthcoming then, should penalties be imposed. The aim is to ensure consistent and fair treatment for all members.

### 2. Principles

- The Disciplinary Committee will consist of the Club Welfare Officer plus a minimum two more members of the Club Committee. No more than five Club Committee members shall sit on a Disciplinary Committee.
- 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.
- 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.
- At all stages the member will have the right to be accompanied by a colleague who may make representation on their behalf.
- 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.
- A member will have the right to appeal against any disciplinary action imposed.
- If a members' alleged conduct warrants it Stages 1 and/or 2 of the procedure might be omitted.

### 3. The Procedure

#### 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, 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 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 Club 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.

#### 4. Gross Misconduct

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

- Theft
- 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.

#### 5. Appeals

A member who wishes to appeal against any disciplinary decision should inform the 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.

SIGNED CHAIRMAN: \_\_\_\_\_ DATED: \_\_\_\_\_

SIGNED SECRETARY: \_\_\_\_\_ DATED: \_\_\_\_\_