

# Pilkington FC Juniors



**Disciplinary Procedures and  
Guidance – V1.0 2023**

# Pilkington FC Juniors

## DISCIPLINARY PROCUEURES AND GUIDENANCE

### Purpose and scope

This Disciplinary Procedures purpose is to provide a uniform approach for Pilkington FC Juniors to deal with any on or off the field behaviour by any Player, Club Official, Parent or Supporter that causes an offence or gross offence to any other stakeholder in the Football Club.

This procedure is not limited to only Players, any Official, Parent or Supporter but may be subject to this procedure and if found to be in breach of Codes of Conduct, Parents and Supporters should be aware that incidents involving them of Gross Offence or Violent Act could result in not only sanctions imposed against themselves but also their playing relative.

This procedure will be published and be issued to existing club Offending member(s)/Players and included in all new welcome packs so that all Players, Officials, Parents and Supporters are fully aware of its contents prior to its agreed inception into the Football Clubs rules.

This disciplinary procedure is laid down by the committee of Pilkington FC Juniors to achieve and maintain standards of behaviour as detailed within the club's Code of Conduct, those of the Liverpool County FA and the FA Respect campaign.

The emphasis of Disciplinary Procedure is, in the first instance, on the improvement of the offending member(s)'s behavior by working in partnership with them and their parent/guardian rather than just on imposing sanctions.

We would expect the Team Manager or Coach to resolve any minor issues with players and parents' spectators prior to an issue requiring disciplinary action being instigated.

The Club will impose sanctions in the most serious cases or where improvement in the offending member(s)'s behavior has not been forthcoming. Our aim is to ensure consistent and fair treatment for all offending member(s).



## **Structure**

### **Disciplinary Committee**

When required a Disciplinary Committee will be formed and this will consist of a Club Welfare Officer (or equivalent) and a minimum of one more member(s) of the Club Committee.

Any person who is a parent or relation of any charged individual, or any offending member(s) of the coaching staff is excluded from sitting on the panel.

It is the duty of the Chairman and Secretary to appoint this panel and the panel's chairman.

The Disciplinary Committee may impose some of the following actions when appropriate –

- No Further Action
- Verbal or Written Warning about Future Conduct
- Internal Suspension from Participating in Matches and or training – Number of Games/Weeks /Days
- Internal Suspension from Participating in All Club Activities – Period of Time
- Permanent Exclusion from the Football Club

### **Types of Offences**

#### **Formal on the Field Caution or Dismissal of players or officials**

These matters will be dealt with in accordance with the Laws of the Game and the participating match officials. If incidents on the field also fall within areas of gross offence by players then further action may be taken by a Disciplinary Committee following the procedure laid out below.

Within three days of the incident the Team Manager will complete a written report on the incident. He/she will report on the incident as he/she has seen it and may refer to statements from others who have attended the game and are stakeholders in the Football Club.

Any statements taken and included in the report must be able to be corroborated and the committee may wish to interview the statement maker during the course of this procedure.

The report must contain the Managers conclusion and recommendation. It is the Managers responsibility to circulate this report to all committee offending member(s) and call a Disciplinary Panel meeting.



**Off the field Incidents at official club events (including but not exhaustively), matches, training external competitions and tours any other sanctioned club event or participation at events when representing Pilkington FC Juniors. This will also include the use of social media sources.**

For all matters that do not fall within those covered by Gross Offence (minor incidents) the team manager or club official who is responsible for the person(s) involved at the “event” will deal with the matter directly following the principles and procedures laid out for minor offences.

For matters falling within the scope of Gross Offence then the team manager or club official who is responsible for the person(s) involved at the “event” will notify the Club welfare Officer and Chairman of the matters involved and follow the procedure laid out for matters of Gross Offence.

## **Procedures**

### **Minor Offences**

For matters falling within the minor offences definition the following procedure will be followed. (Note this should be an informal process aimed at ensuring understanding and correction of the matters involved)

The team manager or official responsible will investigate the reported incident whether witnessed directly or reported to them as soon as possible after the event and in no case later than five days following the incident.

If they are unable to do so they should request another official to undertake this on their behalf. The team manager or official should initially speak directly to the person (s) involved to ascertain the facts together with any other witnessing parties and immediately inform the parents or guardian of the player involved.

Once the team manager or official has completed their investigation, as long as the facts do not cause the incident to fall outside of the scope of a minor offence, then they should explain to the player(s) involved the breach of the code involved and what corrective action needs to be taken.

If the team manager or official feels that a sanction should be imposed this should be explained to the player(s) and the(ir) parents or guardians, together with what corrective action needs to be taken and when the imposed sanction will start and end.

It is imperative that communication between the parties is maintained to ensure that no misunderstanding occurs.

It is important to reoffending member(s) that we are all here to encourage participation in football and any restrictions on this should be seen as a last resort.



## **Gross Offence or Violent Acts, actual or threatened, to any club stakeholder**

For matters of Gross Offence or Violent Acts the following procedure will be followed. If the offence is not one witnessed by a team manager or official the person or persons making the complaint must do so to the appropriate Team Manager within seven days of the incident and in writing.

Once the team manager or official has identified the offence falling within the scope of Gross offence or violent act then an incident report must be submitted within 48 hours to the Club Secretary.

Once they consider that a potential breach of Codes of Conduct has occurred, the matter will be passed to the Club Welfare Officer who will coordinate the investigation and institute the disciplinary procedure and the offending member(s) shall be automatically suspended; pending investigation/disciplinary hearing according to the Club's policy or when superseded by Liverpool County FA Policies and procedures.

In the case of players, the individual will not play in a match nor be allowed to train until an emergency meeting of the Club Committee has been convened.

No disciplinary action will be taken against an offending member(s) until a full investigation as to the circumstances of the incident have been conducted by the club

## **Disciplinary Hearing Procedure**

1. A meeting will be convened within 14 days of confirmation of the alleged breach of the Code of Conduct and the offending member(s) will be notified in writing of the nature of their failure to maintain the standards detailed in the Codes of Conduct.
2. Those who have been identified as breaching the codes of conduct will be notified of the time, date and venue of the meeting by letter or email and will be required to confirm attendance no later than 24 hours prior to the date of the meeting.
3. The offending member(s) will be required to attend with their parent/guardian, if they are under 18, who may make a representation on their behalf and confirm that the offending member(s) fully understands the potential breach of the code, the procedure taking place and the sanction, if any, imposed by the Disciplinary Committee. All aspects of the investigation will remain confidential.
4. The individual involved will be asked to attend the meeting and in the case of a player, will be accompanied by a parent/guardian or other representative.
5. The individual will be asked to recall the incident, to confirm that they understand the charges, explain their actions and to answer questions regarding the incident with the agreement of their parent/guardian or representative. Witnesses may be called by offending member(s)/players charged with serious/gross offence



6. The Club also reserves the right to call witnesses if deemed appropriate.
7. At the end of the hearing once all the evidence has been heard the offending member(s) and or their representative will be entitled to make a closing submission to the Disciplinary Committee.
8. After the closing submissions, all other persons shall withdraw whilst the Committee considers the evidence and submissions. It will determine whether the breach has been proved or not, and what actions are to be taken as a result.
9. The individuals will be re-called to the meeting and notified of the Committee's decision which will be confirmed in writing. Should a person charged with gross offence or violent act, not attend the Disciplinary Meeting then a decision will be made in their absence and the decision of the Committee will be confirmed in writing to the address noted on their registration document. The Committee have the authority to take whatever action is appropriate within the club rules and constitution but in the first instance will follow the guidelines laid down in this document. In the most serious of cases this could lead to dismissal from the club and in all cases of Violent Acts this will result in automatic dismissal from the club. Individuals/parents will be expected to pay any fines imposed by the League or County FA in relation to an incident and in the case of loss to the Club further litigation may be taken to recover damages from the offending member(s).
10. The Disciplinary Panel Chairman must notify the penalty to the offending member(s) (Player, Official, Parent or Supporter) in writing, within seven days of the hearing.
11. An offending member(s) will have the right to appeal against any disciplinary action imposed. An appeal should be addressed to the Club Secretary and submitted within seven days from the date that the Disciplinary Committee's decision is communicated to the offending member(s)



## Appeals

An offending member(s) who wishes to appeal against any disciplinary decision should inform the Club Secretary within seven days and provide a written notice of their reasons or further mitigation at least 48 hrs. prior to the appeal hearing. At the appeal any disciplinary action proposed will be reviewed by the Club Secretary and another member of the Committee not involved in the original hearing or investigation. The offending member(s)'s parent/guardian or representative, if they are a player, will accompany them to the appeal hearing. The offending member(s) will be notified of the outcome of the appeal in writing within seven days of the hearing.

## Sanctions Guidance and Procedure

Dependent on the offence proven the starting point for the Sanction procedure is shown against the types of offences identified. If the offence is not identified on this list the Disciplinary

Committee will decide on the starting point for any sanction if proven, and this starting point shall be notified to the offending member(s) prior to the hearing

### Stage 1 - Verbal Warning

If the conduct is deemed to be in breach of the standards laid down in the Code of Conduct, an offending member(s) will in the first instance be given a verbal warning. The offending member(s) and their parent/guardian will be advised of the reason for the warning and notified that this is the first stage of the Disciplinary Procedure.

There is no right to appeal at stage 1.

A note of the verbal warning will be kept by the Club Secretary, but will be discarded after 12 months or in line with the present requirements of the Data Protection Act. Where a follow up review is necessary, the offending member(s) will be advised of this and the timescales for review. In those circumstances, an action plan will be mutually agreed with the offending member(s), or parent/guardian if under 18, and a mentor appointed by the Club.

A time limited suspension from participation in all or some club activities may also be imposed at this stage for minor offences. The start and finish dates for suspension will be notified to the offending member and parent(s) guardian(s)

### Stage 2 - Written Warning

If the matter is more serious or there is a further breach of the Code of Conduct, then a written warning will be given to the offending member(s). This will explain the reason for the warning, the improvement in conduct required and the timescale. Further, if there is no improvement that action detailed in Stage 3 may be considered. The right of appeal against this decision will be advised and explained to the offending member(s). An action plan will be mutually agreed with the offending member(s), or parent/guardian if under 18, and a mentor appointed by the Club. A copy of the written warning will be kept by the Club Secretary, but will be discarded for



disciplinary purposes after 12 months subject to satisfactory conduct. Further time limited suspension from participation or attending all or some club activities may also be imposed at this stage. The start and finish dates for suspension will be notified to the offending member and parent(s) guardian(s)

### **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 from the club, a final written warning will be given by the Committee.

This will explain the reason for the warning, the improvement required and the timescale. An action plan will be mutually agreed with the offending member(s), or parent/guardian if under 18, and a mentor appointed by the Club. It will also warn that dismissal from the Club 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 subject to satisfactory conduct. Further time limited suspension from participation or attendance at all or some club activities may also be imposed at this stage. The start and finish dates for suspension will be notified to the offending member and parent(s) guardian(s)

### **Stage 4 – Dismissal from the Club**

If the conduct is still unsatisfactory and the offending member(s) still fails to reach the required standards, dismissal from the club will usually result. Only the Club Committee with a quorum of at least five can take the decision to dismiss the offending member(s). The offending member(s) will be provided, as soon as practicable, a written explanation for dismissal, the date upon which offending member(s) ship will terminate and the right of appeal.





## **Definitions (This list is not exhaustive)**

### **Starting point for disciplinary sanctions stage in brackets**

#### **Minor Offence**

The following list gives examples of behavior that are normally regarded as minor offences:

1. Persistent Bad Behavior (Stage 1 for all)
2. Bad language (Stage 1 for all)
3. Rudeness (Stage 1 for all)

#### **Gross Offence**

The following list gives examples of behavior that are normally regarded as gross offence:

1. Deliberate damage to Club property (Stage 2 for those under 16 Stage 3 for all others)
2. Bringing the Club into disrepute by actions or words (including social media)  
(Stage 2 for those under 16 Stage3 for all others)
3. Serious negligence or disregard of the Club Rules that causes, or could have caused, unacceptable loss, damage or injury.(Stage 3 for all)
4. Serious act of insubordination, including the failure to follow or observe reasonable instructions of the team coach/manager. (Stage 2 for those under 16 Stage3 for all others)
- 5 Racial abuse (Stage 3 for those under 16 Stage 4 for all others)
- 6 Drugs Offences (Use or supply) (Stage 3 for those under 16 Stage 4 for all others)

