



ACCREDITED
PART OF ENGLAND FOOTBALL

Parkwood Rangers Football Club



Est. 1997

DISCIPLINARY PROCEDURE

The Club will adopt and adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective people as required.

The disciplinary procedure is in place to ensure that any members of the Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner.

Annex A: Formal Meeting Procedure

Annex B: Appeal Procedure

In the case of a breach in the Code of Conduct or the agreed expectations the following will apply:

In all cases the Accused or Defendant will be considered as no case to answer until such time as the policy is invoked. In addition, if any sanction under this policy is enacted then there is the right to appeal as outlined in **Annex B**.

Players Failing to Meet the Agreed Expectations:

1. The age group manager will try to informally deal with the issue first.
2. The age group manager will speak to the player. If player is under age of 18, his/her parents/guardians will be spoken to regarding their behaviour.
3. The age group manager will raise individual issues with the Club Secretary.
4. If an under 18's player behaviour continues to be in breach of the Club's standards, an interview with the parents/guardians of the said player will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from the Club. If the player is over the age of 18 a meeting will take place directly with the player concerned.
5. The Club may refer the issue to a formal meeting for resolution.

The Club's Executive Committee will have the power to:

1. Warn as to future conduct.
2. Fine the player if over 18.
3. Suspend/Ban from Parkwood Rangers.
4. Remove from membership any person found to have broken the Club's Policies or Code of Conduct.

Parents/Guardian/Spectators Failing to Meet the Agreed Expectations:

1. The age group manager will try to informally deal with the issue first.
2. The age group manager will speak to the person regarding their behaviour.
3. The age group manager will raise individual issues with the Club Secretary.
4. If the person's behaviour continues to be in breach of the Club standards, a formal complaint will be raised with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from the Club.
5. The Club may refer the issue to a formal meeting for resolution.

The Club's Executive Committee will have the power to:

1. Warn as to future conduct.
2. Suspend/Ban from Parkwood Rangers.
3. Remove from membership any person found to have broken the Club's Policies or Code of Conduct.
4. Parkwood Rangers has a zero-tolerance policy that could report the issue to the Football Associations.
5. In severe cases the Club will prosecute all offenders and report the issue to the police.

Managers/Coaches Failing to Meet the Agreed Expectations:

1. Club's Executive Committee member will try to informally deal with the issue first.
2. Club's Executive Committee member will speak to the person regarding their behaviour.
3. Club's Executive Committee member will raise individual issues with the Club's Executive Committee.
4. If the Manager/Coaches behaviour continues to be in breach of the Club standards, an interview will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from the Club.
5. The Club may refer the issue to a formal meeting for resolution.

The Club's Executive Committee will have the power to:

1. Warn as to future conduct.
2. Suspend/Ban from Parkwood Rangers.
3. Remove from membership any person found to have broken the Club's Policies or Code of Conduct.
4. Parkwood Rangers has a zero-tolerance policy that could report the issue to the Football Associations.
5. In severe cases, the Club will prosecute all offenders and report the issue to the police.

Executive Committee Member Failing to Meet the Agreed Expectations:

1. Club's Executive Committee member will step down during the process to allow the appointed Executive Committee member to deal with the issue.
2. Club's Executive Committee member will speak to the person regarding their behaviour.
3. Club's Executive Committee member will raise individual issues with the Club's Executive Committee.
4. If the person's behaviour continues to be in breach of the Club standards, a formal complaint will be raised with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from the Club.
5. The Club may refer the issue to a formal meeting for resolution.

The Club's Executive Committee will have the power to:

1. Warn as to future conduct.
2. Suspend/Ban from Parkwood Rangers.
3. Remove from membership any person found to have broken the Club's Policies or Code of Conduct.
4. Parkwood Rangers has a zero-tolerance policy that could report the issue to the Football Associations.
5. In severe cases, the Club will prosecute all offenders and report the issue to the police.

Annex A Formal Meeting Procedure:

In the event that the Club feel that the issue is serious enough, the Club Committee will invoke a formal meeting to resolve the issue.

If a formal meeting is appropriate the following procedures will apply:

The Club:

1. Will give the defendant seven (7) calendar days' notice of the meeting in either written or email format.
2. Will give the defendant a full copy of the club case file notes that will contain all alleged incident(s) or complaint(s) received.
3. Will give the defendant the opportunity to submit any mitigating evidence/information, or counter views.
4. Will set up an independent committee panel minimum of two people, one of which is the chairperson.
5. Will nominate an appropriate person to present the Club's case.
6. Will hold the meeting in a confidential setting.

The Meeting:

1. Chairperson will set out the procedure and welcome all.
2. Everyone must be respectful and understand that it is better to be open and honest.
3. The Club will present their case first.
4. The Defendant will have the right for reply.
5. The Defendant will also have the opportunity to disclose any information deemed relevant.
6. The Club will then consider everything that has been placed before them and then agree an outcome.

The Outcome:

1. The outcome will be decided on the day when possible.
2. The Club will inform the defendant of any outcome in writing.
3. The Club also refer the right under the policy to send the outcome and information collated to any stakeholder body, (the FA, League Committee, or any other interested party as deemed appropriate).
4. All outcomes are subject to the right of appeal as outlined in **Annex B**.
5. The Club will keep a record on the Club file.

Annex B Appeal Procedure:

The Defendant will have a right to appeal within thirty (30) days from the date of sanction. The Defendant should follow the procedure below:

1. Submit a full written appeal to the Executive Committee Outline Case for Appeal.
2. The Club's Executive Committee will consider all cases for appeal.

The Club's Executive Committee will have the power to:

1. Invite Defendant to a Personal Appeal Meeting.
2. Review any sanction issued.
3. Uphold original sanction.
4. In serious cases increase the sanction issued.

The Club's Executive Committee appeal decision is final.

The Club is a Standard Charter Club and is subject to the London FA and league rules.

Any individual that is unhappy with the Club or its actions has the right to complain to the football authorities that he/she deems necessary.

Parkwood Rangers Executive Committee 2015