

Huddersfield Laund Hill Junior Football section DISCIPLINARY PROCEDURE FOR VOLUNTEERS, Parents/guardians and players.

1. Introduction and Purpose of the Procedure

Huddersfield Laund Hill Junior Football section is committed to creating an environment where all volunteers can perform to their best ability and achieve job satisfaction. Huddersfield Laund Hill junior football section also recognises that there will be occasions when disciplinary and/or performance problems arise. The purpose of this policy is to ensure that if such problems do arise, they are dealt with fairly and consistently. This policy sets out the action that will be taken when problems occur.

The aim of the policy is to encourage improvement in individual conduct and performance and to minimise disagreements about disciplinary matters thereby reducing the need for "counselling out". This policy also covers parents/guardians and players.

2. Principles

If a volunteer, parent/guardian or player is subject to disciplinary action:

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues.
- At every stage the individual involved will be advised of the nature of the complaint and given the opportunity to state their case in a meeting before any decision is taken on whether to impose a warning or other disciplinary sanction.
- The individual involved will be given the opportunity to be represented or accompanied at any disciplinary meeting.
- In some cases, an investigation will be required before any final decision is taken on whether to impose a warning or other disciplinary sanction.
- There is a right to appeal against any disciplinary action taken.

3. Informal Discussions/Counselling

Most disciplinary problems can be solved by informal discussions or counselling. Before taking formal disciplinary action, Huddersfield Laund Hill junior football section chairperson will make every effort to resolve the matter by informal discussions, which may include mediation, additional training, or support for the individual involved. This would not be recorded as disciplinary action and would be seen as a process of constructive dialogue.

Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

The Procedure

4. Formal Verbal Warning

If, despite informal discussions or training, the conduct or performance still does not meet acceptable standards, the individual involved may, following an appropriate disciplinary meeting, be given a formal verbal warning by their Huddersfield Laund Hill junior football section chairperson. The individual will be told:

- the reason for the warning
- what the person involved needs to do to improve the situation
- a time frame within which the conduct or performance needs to be improved
- any support or training that Huddersfield Laund Hill junior football section might provide to support the individual.
- that the verbal warning is the first stage of the disciplinary procedure

A brief note of the warning will be kept but it will lapse after 6 months, subject to satisfactory conduct and/or performance.

5. Written Warning

If there is no improvement in standards within the prescribed time, or if a further offence occurs, the person involved will receive a letter from the disciplinary team. The letter will contain:

- details of what the individual involved has alleged to have done wrong
- the reason why the current behaviour or performance is unacceptable
- an invitation to attend a disciplinary meeting with their Huddersfield Laund Hill junior football section chairperson at which the problems can be discussed
- information about the right to be accompanied at the disciplinary meeting
- copies of any documents that will be referred to at the disciplinary meeting

The disciplinary meeting should take place as soon as is reasonably possible but with sufficient time for the individual involved to consider their response to the information contained in the letter. The meeting will be an opportunity for both the individual involved (with their representative) and Huddersfield Laund Hill junior football section chairperson to talk about the allegations being made, review the information with a view to establishing whether to progress the disciplinary action.

Where, following the disciplinary meeting, it is decided that no further action is warranted, the individual involved will be informed in writing.

Where, following the disciplinary meeting, the individual involved is found to be performing unsatisfactorily or their behaviour is deemed unsatisfactory, they will be given a written warning which will set out:

- the performance and/or behaviour problem
- the improvement that is required
- the timescale and date for achieving the improvement
- any support that Huddersfield Laund Hill junior football section will provide to assist the individual involved
- a statement that failure to improve could lead to a final written warning and ultimately dismissal
- a review date
- the appeal procedure

A copy of the written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance. Where a written warning is given, the Huddersfield Laund Hill football chairperson will be advised and kept up to date with any progress.

8. Final Written Warning

If the conduct or performance still remains unsatisfactory by the stipulated date, or if the misconduct is sufficiently serious to warrant only one written warning, a further disciplinary meeting with the Huddersfield Laund Hill junior football section junior chairperson will be called with the volunteer and their representative. The disciplinary meeting will be an opportunity for the volunteer to answer the issues raised by Huddersfield Laund Hill junior football section.

Where this meeting establishes that there has been a failure to improve or change behaviour, then a final written warning will be given to the individual involved. The final warning will:

- give details of and the grounds for the complaint
- set out the improvement that is required and a time frame
- make it clear that any recurrence of the offence, lack of improvement or other serious misconduct within the stipulated period of time will result in dismissal
- refer to the right of appeal

A copy of the final written warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

9. Dismissal

If the individual involved's conduct or performance still fails to improve or if further serious misconduct occurs, the final stage in the disciplinary process may be instituted and the individual involved dismissed or banned from the club. The decision to dismiss or ban the individual will be taken by Huddersfield Laund Hill junior football section junior chairperson following an appropriate hearing and the individual involved being given the opportunity to state their case and put forward any mitigating circumstances. Following the hearing the individual involved will be

informed as soon as possible as to the outcome and if relevant the reason for that decision.

10. Gross Misconduct

Where a volunteer, parent/guardian or player is found guilty of gross misconduct, they will normally be subject to summary dismissal and the above procedures regarding progression of warnings will not apply. Where there is an allegation of gross misconduct, Huddersfield Laund Hill junior football section child welfare officer or secretary will carry out an immediate investigation. The individual involved will have an opportunity to participate in that investigation and put their case and answer the allegations of gross misconduct. While the alleged gross misconduct is being investigated, the individual involved may be suspended or banned from the club. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss or ban will be taken only after an investigation and a disciplinary hearing.

If, after investigation and disciplinary hearing, it is deemed that the individual involved has committed an offence of gross misconduct, the normal consequence will be dismissal or banned from the club without notice. The individual involved will be notified of the misconduct hearing and the appeal process as soon as possible.

The following list is a non-exhaustive list that indicates the type of actions that may constitute gross misconduct,

- theft, fraud, deliberate falsification of club documents
- violent behaviour, fighting, assault on another person
- deliberate damage to club property
- harassment
- being unfit to through alcohol or illegal drugs
- gross negligence
- gross insubordination.
- Bringing disciplinary actions against the club due to the actions of the individual.

11. Appeals

If a individual involved wishes to appeal against any disciplinary decision, they must appeal, in writing within five working days of the decision being communicated to them to the Huddersfield Laund Hill junior football section chairman the individual involved will be invited to a meeting with Huddersfield Laund Hill junior football section chairman The individual involved will have the right to be accompanied to the appeal meeting.

Huddersfield Laund Hill junior football section chairperson will not form part of the Appeal hearing.