

THE SPALDING UTD YOUTH FOUNDATION CLUB DISCIPLINARY POLICY



Introduction

Spalding United Youth Football Club is dedicated to ensuring equal treatment for all members and expects every individual, regardless of position or authority, to comply with this principle, along with the requirements set out in the Codes of Conduct, FA Respect Codes, the Equal Opportunities Policy, and the Anti-Discrimination Policy.

Purpose and Scope

This procedure is intended to support and encourage all members of Spalding United Youth Football Club in meeting and upholding the standards of behaviour outlined in the Club's Code of Conduct and FA Respect Codes. The primary aim of the Disciplinary Procedure is to improve behaviour by working constructively with the member and, where appropriate, their parent or guardian, rather than immediately imposing sanctions. However, the Club will apply sanctions in the most serious circumstances, or when improvement has not been achieved. Our objective is to ensure fair and consistent treatment for all members.

Procedures

If a Club member is reported for gross misconduct by a match referee or another recognised authority, the County FA disciplinary process will take precedence over the Club's own procedures. In certain cases, the Club may consider it necessary to suspend the member while the investigation or disciplinary hearing is conducted.

1. Players may be instructed not to participate in matches or training until the FA process has concluded and/or a Club disciplinary meeting has taken place.
2. Coaches may be instructed not to coach or attend sessions or matches until the FA process has concluded and/or a Club disciplinary meeting has been held.
3. A meeting of the Club Disciplinary Committee will be scheduled within two weeks of the incident. The committee will consist of the Welfare Officer, the Club Chairman and/or Vice Chairman, and additional Committee members to form a quorum of three. Committee members will be jointly agreed by the Welfare Officer and Club Chairman.
4. The individual involved will be invited to attend the meeting. For players under 18, a parent, guardian, or representative must accompany them.
5. The individual will be asked to describe the incident, confirm their understanding of the charges, explain their actions, and respond to questions, with the support of their parent/guardian or representative where appropriate. Witnesses may be presented by the member in cases of serious or gross misconduct. The Club may also call witnesses if necessary.
6. Once all evidence has been heard, the individual and/or their representative may make a closing statement to the Disciplinary Committee.
7. After closing statements, all parties will withdraw while the Committee reviews the evidence and submissions. The Committee will decide whether a breach has occurred and determine any resulting actions.
8. The individual will then be invited back into the meeting and informed of the Committee's decision, which will also be confirmed in writing.
9. If the individual accused of serious or gross misconduct does not attend the meeting, a decision will be made in their absence. This decision will be confirmed in writing and sent to the address on their registration form.

The Committee is authorised to take any action permitted under the Club's rules and constitution. In the most serious cases, this may include dismissal from the Club. Individuals or parents/guardians will be responsible for paying any fines issued by the League or County FA.

Stage 1 – Verbal Warning

If a breach of the Code of Conduct is identified, the member will initially receive a verbal warning. The member, and where relevant their parent/guardian, will be informed of the reason for the warning and advised that this constitutes the first stage of the Disciplinary Procedure. They will be informed of their right to appeal and the timeframe for submitting an appeal to the Club Secretary. A written record of the verbal warning will be held by the Club Secretary and removed after 12 months or in accordance with Data Protection requirements. If a review is necessary, the member will be informed of the timeframe, and an action plan will be agreed, with a Club-appointed mentor assigned if the member is under 18.

Stage 2 – Written Warning

If the matter is more serious, or if another breach occurs, the member will be issued a written warning. This will outline the reasons for the warning, required improvements, and relevant timescales. It will also state that a failure to improve may lead to Stage 3 action. Appeal rights will be explained. An action plan will be agreed, and a Club mentor appointed for members under 18. A copy of the warning will be retained for 12 months, subject to satisfactory conduct.

Stage 3 – Final Written Warning

If conduct remains unsatisfactory, or if the incident warrants bypassing previous stages, a final written warning will be issued. This will detail the reasons, the required improvements, and the timescale. An action plan will be agreed, and a mentor appointed for members under 18. The warning will state that dismissal may follow if no improvement is shown. A copy will be held for 12 months, subject to satisfactory conduct.

Stage 4 – Dismissal from the Club

If conduct continues to fall below the required standard, or if behaviour constitutes serious gross misconduct, dismissal will usually follow. Only the Club Committee, consisting of at least four members, may make the decision to dismiss. The member will receive written confirmation outlining the reason for dismissal, the termination date, and their right to appeal.

Gross Misconduct

The following behaviours (not an exhaustive list) are normally regarded as gross misconduct:

1. Fighting
2. Assaulting another person
3. Deliberate damage to Club property
4. Actions or statements that bring the Club into disrepute
5. Serious negligence or disregard for Club Rules leading to, or risking, significant loss, harm, damage, or reputational impact
6. Serious insubordination, including failure to follow reasonable instructions from a coach/manager, or for coaches/managers, failure to follow reasonable Committee instructions or Club policies

Appeals

A member wishing to appeal any disciplinary decision must notify the Club Secretary within seven days. Appeals will be reviewed by the Club Secretary and another Committee member who was not involved in the original investigation or hearing, typically the Club Chairman. For players under 18, a parent, guardian, or representative must attend the appeal hearing with the member. The outcome of the appeal will be confirmed in writing within seven days of the hearing.

We commit to ensuring our members are aware of and have access to our policies.

Signed:

Role	Name	Signature	Date
Chairperson			
Vice Chairperson			
Secretary			
Club Welfare Officer (Youth)			
Treasurer			