



Wortley Football Club

DISCIPLINARY POLICY AND PROCEDURES



CHARTER STANDARD

PURPOSE

This Disciplinary Policy & Procedures purpose is to provide a uniform approach, deal speedily with misconduct and reduce the number of offences by illustrating to the membership the seriousness with which the Club Management Committee views discipline.

Wortley Football Club will deal with any on or off the field behaviour by any:

- Player that causes either official caution or dismissal by a match official.
- Club Official, Parent or Supporter that causes gross offence to any other member in the Football Club.
- Of the above involved in a Violent Act on or around the field of play, whether in a match or training session.

DISCIPLINARY GUIDELINES

Formal On The Field Caution, Dismissal or Disciplinary Charge

Within two days of the incident the Team Manager will verbally inform the Club Football League Secretary of the incident.

Within four days of the incident the Team Manager will complete a written report on the incident and forward this onto the Club football League Secretary.

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 members in the Football Club.

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

The report must contain the Team Managers conclusion and recommendation.

The report will be reviewed at the next available Club Management Committee meeting and they will decide if it is necessary to call a formal Disciplinary Panel meeting/investigation.

The Club Football League secretary will also provide the Club Management Committee with all correspondence received from the affiliated league and/or West Riding County FA relating to the incident. A copy of the referees report (if provided) should also be provided.

If a formal Disciplinary Panel meeting/investigation is considered necessary, the Club Chairman will appoint an investigation committee consisting, as a minimum, of at least two members from the Club Management Committee.

Minutes of the Disciplinary Panel meeting/investigation shall be written by one member of the Disciplinary Panel. The minutes shall be distributed to all members of the club management committee.

Any person who is a parent or relation of the charged individual, or any member of the coaching staff is exempt for sitting on the panel.

The actions and/or penalties that the Disciplinary Panel may levy will be:

- No Further Action.
- Verbal or Written Warning about Future Conduct.
- Internal Suspension from Participating in Matches – Number of Games.
- Internal Suspension from Participating in All Club Activities – Period of Time.
- Permanent Exclusion from The Football Club.

The Disciplinary Panel Chairman must notify the penalty to the Player, Official, Parent or Supporter in writing, within seven days of the hearing.

It is the Disciplinary Panels chairman's responsibility to make these findings available to the Club Secretary.

It is the responsibility of the Club Secretary to make the report and findings of the Disciplinary Panel available to the West Riding County FA.

This procedure is not limited to only Players, any Official, Parent or Supporter may be subject to this procedure if cautioned by a match official.

The Team Manager will retain the responsibilities as stated above for offences caused by non-playing club members.

WRCFA Correspondence for Cautions, or Dismissal Offence or Disciplinary Charge.

CAUTION OR DISMISSAL

When a caution or dismissal offence is received from West Riding County FA, the club football league secretary shall provide a copy of all cautions and dismissals to the Team Manager for payment to West Riding County FA. The original will be kept on file by the football league secretary.

It is the responsibility of the Team Manager to ensure that the correspondence is returned and full payment is made by the date specified.

DISCIPLINARY CHARGE

When a disciplinary charge is received from West Riding County FA, the club league football secretary shall provide a copy of the disciplinary charge to the Team Manager. They will both determine how to reply to the charge. The original will be kept on file by the football league secretary.

It is the responsibility of the Club Football League Secretary to ensure that the correspondence is returned and full payment is made by the date specified.

The Team manager is responsible for making the payment of the administration charge for all disciplinary charges relating to their team.

APPEALS PROCEDURE

To ensure that Wortley Football Club maintain a fair, balanced and reasonable position in all disciplinary matters we have concluded that any disciplinary penalty imposed will be open to an appeal hearing. The appeal must be made in writing to the Club Secretary within fourteen days of the date of the penalty letter being received.

The Club Secretary will notify the Appeals Panel Chairman of the request and the Appeals Panel Chairman will notify the person making the appeal of the time, date & venue for the hearing.

The hearing must be heard by the Appeals Panel. The Appeals Panel will be made up of people not part of the original Disciplinary Panel. The conclusions reached by the Appeals Panel are final and binding and will be notified to all, including the original Disciplinary Panel within seven days of the hearing.