



Coalville Town Youth FC Parent/Guardian Spectators Disciplinary Policy

Disciplinary Policy

The emphasis of this Disciplinary Policy is in the first instance, on the improvement of the Parents/Guardians behaviour by working in collaboration with them, rather than just on imposing sanctions. Coalville Town Youth FC will, however, impose sanctions in the most serious cases or where improvement in the Parent/Guardians behaviour has not been forthcoming.

Coalville Town Youth FC's aim is to ensure consistent and fair treatment for all members and no disciplinary action will be taken against Parents/Guardians until a full investigation as to the circumstances of the incident or matter has been conducted by Coalville Town Youth FC.

This procedure is designed to help and encourage all Parents/Guardians of Coalville Town Youth FC (hereinafter the Club) to achieve and maintain standards of behaviour as detailed within the club's Code of Conduct. Our aim is to ensure consistent and fair treatment for all members.

In common law two separate standards of proof are recognised

- Beyond all Reasonable Doubt
- Balance of Probabilities

The former is the standard adopted while dealing with criminal cases whilst the latter is the standard in use in cases of civil matters.

Whilst using this disciplinary policy the proof will be on a balance of probabilities and taking positive action to correct behaviour within the grassroots football arena.

Those who seek to use this policy must and will insure that the Parents/Guardians understand Right from Wrong. Where necessary the learning outcomes will be facilitated by a representatives and or Club Officials at Coalville Town Youth FC.

The purpose of this policy is not to punish but to correct behaviour and have Parents and Guardians as positive role models within grassroots football for their children.

Research has shown children mirror their primary care giver, whether that person is a Parent /Guardian and/or Carer. Children are continuously learning from these people in their lives in so many ways through to adulthood and beyond. Children learn the most from their parents.¹ To correct behaviour within the grassroots football setting we must work externally and internally to promote the correct ideology within the game.

Principles

The Disciplinary Committee will consist of the Club Welfare Officer and a minimum of one more member of the Club Committee.

A meeting will be convened within 14 days of the alleged breach of the Code of Conduct and the member will be notified in writing (Email or Text) of the nature of their failure to maintain the standards detailed in Code.

¹ <https://www.frontiersin.org/articles/10.3389/fpsyg.2020.01026/full>



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On the day of the incident giving rise to the breach of the Code of Conduct, the matter should be reported to the Club Secretary or Vice Chairman in their absence, by the team Manager/Coach or Welfare Officer. If the Club Secretary considers that a potential breach of the Parents/Guardians Spectators Code of Respect ² has occurred, the matter will be passed to the Welfare Officer who will coordinate the investigation and institute the disciplinary procedure.

The Parent/Guardian will be notified of the time, date, and venue of the meeting by letter or email. They will be required to confirm attendance no later than 24 hours prior to the date of the meeting. The Member and or their representative will be given an opportunity to state their case prior to any decision being made by the Disciplinary Committee.

No disciplinary action will be taken against a Parent/Guardian until a full investigation as to the circumstances of the incident have been conducted by the club. All aspects of the investigation will remain confidential.

No Parent/Guardian will be dismissed from the Club for a first breach of the Code of Conduct except in cases where there has been a Gross Misconduct as detailed below. In those circumstances a specific procedure will be followed. The emphasis of the policy is to correct behaviour that is deemed to have dropped below the standards the club expects from the members associated with the Club.

A Parent/Guardian 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 member.

Procedure

Stage 1 – Verbal Warning or Educational Learning

If the conduct is deemed to be in breach of the standards laid down in the Clubs Code of Respect or FA England,³ a Parent/Guardian will in the first instance be given a verbal warning. The Parent/Guardian will be advised of the reason for the warning and notified that this is the first stage of the Disciplinary Procedure. He or she will be notified that they have a right to appeal, the timescale upon which the appeal should be submitted to the Club Secretary for the Club's further consideration. They may also be obliged to undertake an FA education course.⁴

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 member will be advised of this and the timescales for review

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 Parent/Guardian. 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 member. A copy of the written warning will

² Coalville Town Youth FC Spectators & Parents FA Code of Respect Policy Number 2023-004.5

³ <https://www.Englandfootball.com/participate/explore/inclusive-football/Respect>

⁴ <https://learn.Englandfootball.com/courses/safeguarding/safeguarding-awareness-for-parents-and-carers>



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be kept by the Club Secretary, but will be discarded for disciplinary purposes after 12 months subject to satisfactory conduct

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. 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.

Stage 4 – Dismissal from the Club

If the conduct is still unsatisfactory and the Parent/Guardian still fails to reach the required standards or the conduct is regarded as serious gross misconduct then dismissal from the club will usually result in the form of: -

- Requested not to attend future games, by suspended or have any membership removed
- Required to leave the club along with any dependents.

Only the Club Committee of at least three can take the decision to dismiss. The Parent/Guardian will be provided, as soon as practicable, a written explanation for dismissal, the date upon which membership will terminate and the right of appeal.

Gross Misconduct

The following list gives examples of behaviour that are normally regarded as gross misconduct:

1. Fighting or Encouragement of
2. Assault/Spitting on another person or Encouragement of
3. Deliberate damage to Club property or Encouragement of
4. Bringing the Club into disrepute by actions or words (racist/sexist/homophobic)
5. Serious negligence or disregard of the Club Rules that causes, or could have caused loss, damage or injury.
6. Serious acts of insubordination. Including the failure to follow or observe reasonable instructions from the team Manager/Coach/Assistant/Referee/Assistant Referee or any member acting in the capacity of.

Procedure

In the event that a Parent/Guardian of the Club is alleged of gross misconduct by a match referee or other authority, the Parent/Guardian shall be automatically suspended; pending investigation/disciplinary hearing according to the Club's policy or when superseded by County FA Policies and procedures.

1. The Parent/Guardian will not spectate at training or matches of Coalville Town Youth FC until an emergency meeting of the Club Committee has been convened.



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2. An emergency meeting of the Club Disciplinary Committee will be convened within 2 weeks of the incident. This will comprise of a Welfare Officer, Discipline Officer and other Committee members to constitute a quorum of three. But can be with two members if needed to time constraints or due to staffing. The committee members will be mutually agreed by the Welfare Officer and the Discipline Officer.
3. The Parent/Guardian involved will be asked to attend the meeting.
4. The Parent/Guardian will be asked to recall the incident, to confirm that they understand the charges, explain their actions and to answer questions regarding the incident. Witnesses may be called by players charged with serious/gross misconduct. The Club also reserves the right to call witnesses if deemed appropriate.
5. At the end of the hearing once all the evidence has been heard the Parent/Guardian and or their representative will be entitled to make a closing submission to the Disciplinary Committee.
6. 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.
7. The Parent/Guardian player will be recalled to the meeting and notified of the Committee's decision which will be confirmed in writing.
8. Should a player charged with serious/gross misconduct 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. In the most serious of cases this could lead to dismissal from the club along with any dependents that train/play at Coalville Town Youth FC.

Parents/Guardians will be expected to pay any fines imposed by the League or County FA in relation to such an incident.

Appeals

A player who wishes to appeal against any disciplinary decision should inform the Club Secretary within seven days. At the appeal any disciplinary action proposed will be reviewed by member of the Committee/Club Welfare Team **not** involved in the original hearing or investigation and **independent** to the first hearing. The members must constitute a quorum of three.

The Parent/Guardian will be notified of the outcome of the appeal in writing within seven days of the appeal hearing.



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Committees

Club Committees

The Disciplinary Committee is made up from any of the following roles:

1. The Clubs Chairperson/Secretary.
2. Welfare Officer.
3. Assistant Welfare Officers.
4. Disciplines Officer.
5. Independent Managers/Coaches of the allegations or incident.

The Appeals Committee is made up from any of the following roles all independent of first hearing:

1. The Clubs Treasurer.
2. Club Secretary.
3. Supporting Welfare Officers.
4. Legal Advisor.
5. Any **Committee** member **independent** to the Disciplinary Committee.

If one of the above of the committee members is deemed to prejudice the disciplinary hearing or appeal, then a long standing /experienced committee member may be co-opted onto the relevant committee.

Members of the club include Manager/Coach/Assistants/Players/Referee/Chair Person/ Club Secretary/Welfare Officer/Legal Advisor/Disciplines Officer/Treasurers and all other staff either paid or otherwise linked directly or indirectly with the club.