

## **OYFC - Disciplinary Procedure**

OYFC has an appointed Discipline Officer who leads investigations into incidents at the request of the Club Committee.

The Discipline Officer shall follow these steps.

### **Step 1: Gather all the facts**

- i. Find out facts quickly, collecting witness statements and relevant documents that detail how the incident contravenes the Club's Policies and procedures. If the incident involves persons under the age of 16 then their parents and the Club Welfare Officer should be in attendance when any statements are taken.
- ii. If the matter is deemed to be serious, decide whether to suspend the OYFC member to facilitate the investigation. Suspension should be with immediate effect and the member should be provided with written notice.
- iii. Serious incidents can be classed as bullying, intimidation, racism and physical assault.
- iv. Following the initial investigation, if there is not enough evidence to proceed further, no action should be taken.
- v. If there is evidence that a breach of OYFC Policies or Procedures has occurred, consider whether an informal discussion or a meeting of the disciplinary committee is appropriate.

Note: The Club will take all reasonable measures to investigate a complaint as best possible, but It should be noted that the Club Committee does not hold any investigatory powers to force persons into making statements, and is wholly reliant on the honesty and integrity of the complainant and any witnesses.

### **Step Two: The disciplinary meeting and decision**

The disciplinary committee shall be made up of the Clubs Executive Committee:

- President
  - Chairman
  - Vice Chairman
  - Discipline Officer
  - Child Welfare Officer
  - Secretary
  - Treasurer
- i. The Discipline Officer shall explain the reason for the meeting and present his or her findings.

- ii. The Discipline Officer shall go through the main issues, allowing the Committee to reply and raise questions as appropriate. He or she shall listen carefully to the replies and make notes.
- iii. The committee shall then consider Club precedents prior to making a decision and review any previous reports on the individual(s) concerned.
- iv. If it is agreed by the committee that the member has breached Club Policies or procedures then the options available to the committee are:
  - Warn the member as to their future conduct
  - Suspend the member from matches for a specified number of sessions
  - Suspend the member from training and matches for a specified number of sessions
  - Suspend the member from the Club
- v. In the event of the complaint involving more than one individual, the resultant of any disciplinary action on an individual will not be shared with the other parties involved.
- vi. The member shall be Informed in writing of the decision, the reasons for the decision, the penalty imposed and the member's right to appeal. Any appeal must be made within 14 days of receipt of the decision in writing.