



VERWOOD TOWN YOUTH FOOTBALL CLUB

Disciplinary Policy and Guidance

1. Introduction

- 1.1. The Verwood Town Youth Football Club Disciplinary Policy has been designed to inform all parties of the process from start to finish.

2. Reporting a disciplinary issue

- 2.1. All disciplinary issues to be brought to the attention of the Verwood Town FC (Youth Section) management committee at the first available committee meeting or reported in writing to youth_chairman@vtyfc.co.uk
- 2.2. Complaints made informally, over the phone or in discussion may not be acted upon by the committee. The committee will decide whether to pursue 'informal' complaints based on their merits and noting that the complaint may not want to formalise an issue.
- 2.3. Bookings and sending off in which the relevant Football Association or Authority have passed judgement to be deemed closed unless further action is requested in writing by the Association/Authority or in writing by the individual/party involved.

3. Investigating a disciplinary issue

- 3.1. The Management Committee or a delegated sub-committee may make reasonable enquires to ascertain if the matters in the complaint are justified or justifiable, and shall discuss likely outcomes. No committee member shall participate in an investigation where they have a conflict of interest in the matter concerned.
- 3.2. The nature and extent of any investigation are for the committee to decide and the committee shall judge findings on their merits. The committee is not obliged to collect written evidence or statements. The committee is not obliged to confront or consult the person(s) at the centre of the complaint until they have collected evidence, and discussed possible outcomes. Where this is the case the committee must give fair consideration to any possible mitigating circumstances and consider whether any excuses would warrant the reported behaviour.

For complaints regarding committee members a ballot of confidence may be taken by the remainder of the committee as to the appropriateness of sustaining the committee member in their role.

- 3.3. During the time of investigation, the committee reserves the right to suspend players, helpers, committee members, coaches or managers that are the subject matter of the complaint. During such suspension, the suspended person(s) may not engage with training, committee meetings, or matches at VTFC and shall not be permitted to post comments or queries on any social media platform visible to VTFC stakeholders (teammates, parents, coaches, committee members or managers etc).

4. A disciplinary outcome meeting

- 4.1. The Management Committee, based on their investigations may at their discretion then call for a meeting to discuss the findings with the persons about whom the complaint was made. Where a meeting takes place, the person(s) at the centre of the complaint will have an opportunity to present their case and any relevant mitigation at the meeting. No witnesses may be called and no documents are necessary to be produced. Any participant under the age of 18 must be accompanied to the meeting by a representative adult.

4.2. Where a meeting takes place, the Management Committee may ask whatever questions appropriate of the individual or their representative about the complaint and the attendees must respond truthfully and completely.

4.3. Where there is a weight of evidence or a clear case for action to be taken by the committee without a meeting, (including a vote of no confidence in a committee member) then the committee may reach a determination as to an outcome, which is then explained, or expressed to the person at the centre of the complaint in writing.

5. The Management Committee's powers to determine an outcome

5.1. The committee may make whatever decisions deemed appropriate following listening to the evidence provided, and considering their investigation as a whole. Decisions made by the Management Committee are to be made in accordance with local Football League guidelines and to uphold the code of conduct of the F.A. Charter.

5.2. Corrective action can include (but is not limited to) the following:

- a) Dismissal from the football club as a player, coach, manager, helper, member, or committee member (as applicable);
- b) A formal caution with a corrective action plan to be monitored by the committee
- c) A formal caution with recommendation to be followed

5.3. The Management Committee's decision will be considered final and there is no further recourse or appeal against Verwood Town Football Club or the management committee.

5.4. Any outcomes may also be reported to Dorset FA who may take additional action as they deem appropriate.