

DISCIPLINARY PROCEDURE

1. Alleged, suspected or reported breaches of the relevant Club rules, policies, procedures, codes of conduct, requirements or instructions by Team Managers, Coaches, Players, Officials, Supporters and other volunteers will be dealt with in accordance with this procedure.
2. A Disciplinary Panel consisting of the Chair, Club Secretary, Head Coach and Club Welfare Officers (CWOs) will be convened to consider individual cases.
3. Breaches will be indicated to the respondent in writing (e.g. email) by a panel member.
4. The collection of case evidence, including witness statements when appropriate, will usually be coordinated by a CWO and circulated to the panel.
The appended Bedfordshire FA witness statement template should be used, where appropriate, but completed statements must be returned to the CWO, not sent to the FA.
5. The panel may choose to invite the parties involved to give evidence at a meeting. If a respondent refuses to attend a meeting or repeatedly prevaricates, then the case will be adjudicated in their absence.

The attendance of witnesses for respondents at disciplinary meetings will be subject to panel agreement.

6. For serious misconduct cases, such as those involving physical or verbal abuse, or which risk the Club being brought into disrepute, or where the club will be summoned to an FA disciplinary hearing (e.g. in response to complaints by referees) or which could jeopardise the club's FA England Football Accredited status, the panel will decide whether the respondent should be suspended from club duties until the matter is resolved. Suspensions will be confirmed in writing (via email). If it involves a Team Manager or Coach then the panel will arrange for the team parent/carer base to be informed and what interim arrangements will be put in place.
7. The panel will consult with the Management Committee as considered necessary.
8. On behalf of the Club, the panel's decision is final and there is no right of appeal. The panel's decision will be confirmed to the respondent in writing (e.g. via email), usually by the Chair or Club Secretary.
9. For proven cases, options available to the Disciplinary Panel include:
 - Issue verbal warning as to future conduct.
 - Issue formal warning as to future conduct.

- Suspend from the Club for a specified period.
 - Dismissal from the Club.
 - Action as considered appropriate to the magnitude of the case.
10. For repeat offences, the consequences are likely to increase, e.g. a formal warning instead of a second verbal warning.
 11. The Disciplinary Panel may impose penalties in addition to those issued by the Football Association or football leagues.
 12. There will be no end of season amnesty for penalties imposed.
 13. The Disciplinary Panel may also consider any actions considered necessary to prevent a future recurrence within the Club.
 14. Records of evidence, panel findings and decisions will be retained.

WITNESS STATEMENT



Statement by: _____

Role:(player, spectator, coach etc) _____

Club _____

Date of fixture _____

Please provide your statement in chronological order and confirm the time(s), date(s), location(s) and your distance from any incident(s) that you may have witnessed.

For each incident please confirm if your view was unobstructed, or impaired.

Please provide a detailed physical description of the offender(s) with any identifying information you can recall

Record any offensive language that you heard directly in speech marks using the exact words you heard (“ ”).

Please ensure the report contains your first-hand account of the incidents and not hearsay or conjecture

This statement is true to the best of my knowledge, information and belief. I understand that it may be shared with all parties as evidence and used at any subsequent disciplinary proceedings.

Signature Date :