



Cambusdoon Football Club Disciplinary Policy

Introduction

The following policy has been the subject of debate and consultation with volunteers and Committee members of Cambusdoon Football Club (“the Football Club”). The resultant policy has been passed by the Committee and will be applied from December 2020 onwards.

Throughout this process child wellbeing will be the primary consideration and first responsibility of the Committee, when considering incidents.

The scope

Disciplinary procedures shall be invoked when a complaint is received against anyone who has an association with the Football Club. All complaints are taken seriously and shall be fully investigated. The reputation of the Club is dependent upon all persons who represent it or who wear the badge or who have, in the position of parents, a young person involved in the Club.

The ethos

The Football Club firmly believes that the circumstances in which people are found to have breached the codes of conduct, the policies or the standards that are from time to time set by the Football Club are important. To that end each case shall be viewed on its merit and the sanction imposed accordingly. Any complaint about the conduct of a player, player’s parent, coach or volunteer shall be made in writing to the Football Club Secretary (“the Secretary”) or Football Club Chair (“the Chair). The recipient shall acknowledge receipt and advise the Football Club Committee of its content within one week or at the next Committee meeting whichever is sooner.

The process

Upon receipt of a complaint, the Chair will appoint a sub-committee of three of the Football Club’s Committee members, excluding the Chair. The sub-committee shall follow the Football Club’s Disciplinary Investigation Procedure as detailed below to investigate the complaint and meet with or request a statement from the individual who is the subject of the complaint (“the individual”).

The sub-committee shall also decide at the outset what, if any, restrictions should be placed on the person(s) against whom a complaint has been made. This may include nonattendance at training or administrative duties or any such sanction as agreed by the sub-committee. The restrictions shall take account of the seriousness of the complaint.

Deadlines for the presentation of pertinent information and evidence (including attending investigative meetings) will be given. If the individual fails to meet these deadlines, the investigation will continue and the outcome will be determined on the basis of the information available to the sub-committee.

At the conclusion of their investigations a report will be compiled and the sub-committee will have the power in regard to the individual complained of, to:

- dismiss the complaint
- reprimand or admonish the individual

- suspend the individual for a period to be defined by the sub-committee
- expel the individual

The decision of the sub-committee should be given to the individual in writing. The decision should also be fully minuted and lodged with the Secretary.

Appeal process

The sub-committee must advise the individual of their right of appeal and if the sub-committee decides upon a period of suspension or expulsion they must report the decision to the Football Club Committee.

An individual's right of appeal must be lodged in writing to the Chair within 7 days of receipt of the written decision of the sub-committee. The Chair will then be required to call a special meeting of a committee (which will exclude those on the sub-committee), hereinafter referred to as the "Appeal Committee", within 14 days for the purpose of hearing the appeal. The individual who is the subject of the complaint will continue to be a member of the Club pending the appeal before the Appeal Committee. The quorum for the Appeal Committee will be the Football Club Chair, (who will act as the Disciplinary subcommittee Chair), the Sports Club Chair and another member as appointed by the Sports Club Committee.

At the meeting of the Appeal Committee, a member of the sub-committee shall report the circumstances of the case and the investigation carried out. The individual appealing (who may bring a representative of their choice) shall have an opportunity to state their case. Both the Appeal Committee and the individual appealing may ask questions. The Appeal Committee will then be asked to uphold the decision of the sub-committee and the appeal will be dismissed if a majority of the Appeal Committee endorses the decision.

If the appeal succeeds and the decision of the sub-committee is not endorsed then the Appeal Committee shall decide by a majority vote whether to dismiss the complaint entirely, apply a decision with lesser effect, or accept a compromise resolution proposed by the appealing individual.

If the appeal fails then in the case of expulsion no further right of appeal to individuals exists.

The above procedure will not apply when the complaint is anonymous. In such cases, the complaint will be reviewed by the Football Club Committee, which will agree how the complaint will be dealt with. This may include some or none of the stages above.