



## **Disciplinary and complaints policy**

All disciplinary issues should be brought to the attention of the Verwood Town FC youth section committee at the first available committee meeting or reported in writing to [youth\\_chairman@vtyfc.co.uk](mailto:youth_chairman@vtyfc.co.uk) or [youth\\_secretary@vtyfc.co.uk](mailto:youth_secretary@vtyfc.co.uk). Informal complaints may not be acted on – the committee will decide whether to take action based on the nature of the complaint.

Examples of behaviour that VTFC will not tolerate include (but is not limited to):

- Swearing at or around children
- Smoking or vaping at training or matches
- Drinking alcohol at training or matches
- Aggressive behaviour towards anyone
- Confrontational behaviour towards anyone
- Excessive touchline coaching (shouting)
- Undermining match officials
- Inappropriate posts in team or club social media
- Forming inappropriate relationships with team members
- Being over familiar with team members (treating children as 'mates')
- Starting one on one social media discussions with children (not via parents)
- Belittling or ridiculing team members
- Poor organisation management of training or matches (dates, times, locations, fees, kit, etc.)
- Unfair distribution of playing time or selecting teams (age group dependent)
- Dismissive or rude to parents' suggestions or questions
- Unfocused training sessions that do not develop or test players to their capability
- Lateness to training or matches

Bookings and sending off in which the relevant FA or league authority have passed judgement will be deemed closed unless further action is requested by those bodies. The committee may wish to take further action in relation to a team with repeated game related disciplinary issues (managers or players) or after a particularly significant incident. Where there are repeated conduct

concerns that do not fit with the ethos of the club that team may be asked to leave.

The committee will make reasonable enquiries to understand whether the matters in the concern or complaint are justified and will discuss likely outcomes. Committee members with a conflict of interest will not participate in an investigation.

The committee will determine the nature and extent of any investigation, and 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 or discussed possible outcomes. The committee will always consider possible mitigating circumstances before deciding on action to be taken.

During an investigation the committee may suspend players, helpers, committee members, coaches or managers who are the subject of the complaint. During a suspension, the suspended person(s) cannot engage with training, committee meetings or matches at VTFC. They cannot participate in social media activities relating to the club.

At the end of the process the committee will call a meeting to discuss the findings with the person about whom the complaint was made. The person at the centre of the complaint will have the opportunity to present their case and mitigation. No witnesses may be called and no documents are

necessary to be produced. Any participant under 18 must be accompanied by a representative adult.

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. This will be communicated to the person involved in writing.

The committee can make whatever decisions deemed appropriate, to uphold the club ethos and FA codes of conduct. Action can include but is not limited to:

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

The committee's decision is final and there is no further recourse or appeal against the club or committee. The outcome of disciplinary action may also be reported to Dorset FA who may take additional action as they deem appropriate.