



Barry Town United Walking Football Disciplinary Procedure Guidance

The disciplinary procedure is intended to provide a formal framework to deal with the situation where an individual's conduct falls below acceptable standards and to ensure fair and consistent treatment of all Barry Town United Walking Football members in such circumstances.

This procedure applies to all complaints and allegations received after the date this document was created (see footer)

Making a Complaint/Allegation

In the case of a complaint or allegation about a Barry Town United Walking Football member the complainant has the right to request anonymity. The complainant should put their request for anonymity in writing outlining their reasons for the request. The Barry Town United Walking Football committee will consider all such requests. Anonymity can be granted when it is in the best interests of the complainant and the matter can be reasonably dealt with.

Any complaints found to be unfounded or vexatious will be dealt with under this disciplinary process.

Minor Faults (Informal Action)

Minor faults or shortcomings in behaviour should normally be dealt with informally by a Barry Town United Walking Football committee member with a view to reaching agreement on the improvement required. The Barry Town United Walking Football committee will agree which committee member will deal with the matter.

Informal warnings should not form part of the formal disciplinary procedure, and the formal procedure would not be followed before an informal warning is given although a record of the informal warning will be retained.

If, however, the problem persists or if the matter is considered to be more serious, action under the formal disciplinary procedure below should normally be taken. If the matter is considered to be "more serious" an informal warning is not necessary.

Invitation to a meeting (Formal Action)

The Barry Town United Walking Football committee should set out in writing to the Barry Town Walking Football member, the alleged conduct or other circumstances which have led them to contemplate formal action or dismissal, and the Barry Town United Walking Football member should be invited to a meeting with at least three of the Barry Town United Walking Football committee (usually Chairperson, Secretary, Inclusion/ Development officers) to discuss the matter.

Disciplinary meeting

The meeting should take place before any action is taken (other than suspension, in the event of alleged gross misconduct or police investigation, to enable a full investigation to take place).

The meeting should not take place until

- the Barry Town United Walking Football member has been informed of the basis for the grounds given in the original notice of formal action or dismissal and
- the Barry Town United Walking Football member has had a reasonable opportunity to consider their response to such information.

At the meeting the Barry Town United Walking Football committee should explain the complaint against the Barry Town United Walking Football member concerned and go through the evidence that has been gathered.

The Barry Town United Walking Football member must take all reasonable steps to attend the meeting. Failure to attend the meeting without good cause will result in an understanding that the Barry Town United Walking Football member has accepted that the matter is correct, and the sanction accepted.

After the meeting the Barry Town United Walking Football member should be informed in writing of the Barry Town United Walking Football committee's decision and any right of appeal against such decision.

Appeal

If the Barry Town United Walking Football member wishes to appeal, they should inform the Barry Town United Walking Football secretary in writing within the time frame stated in the decision notice.

The Barry Town United Walking Football member should set out specific reasons for the appeal.

The Barry Town United Walking Football Secretary should request that the appeal be considered by the parent club Barry Town United AFC and forward all relevant evidence to the Chairperson of Barry Town United AFC.

The Barry Town United Walking Football member must take all reasonable steps to attend the meeting. Failure to attend the meeting without good cause will result in an understanding that the Barry Town United Walking Football member has withdrawn their appeal.

The appeal meeting may take place after the disciplinary action or dismissal takes effect.

After the appeal meeting the Barry Town United Walking Football member must be informed of Barry Town United final decision.

At any meeting under the disciplinary procedure the Barry Town United Walking Football member concerned should be given the right to be accompanied by another Barry Town United Walking Football member to act in a supporting capacity, but such companion may not answer questions on behalf of the member subject to the procedure.

If the Barry Town United Walking Football Member requests the assistance of the Barry Town United Walking Football Players Representative at any stage, the Players Representative cannot sit on a deciding panel.

The Barry Town United Walking Football member concerned also has the right to call witnesses or ask questions of any witnesses called by the Barry Town United Walking Football committee or Barry Town United AFC

General principles for the operation of the disciplinary and dismissal procedure

Formal disciplinary action should not normally be taken until the matter has been investigated

Where an allegation of gross misconduct is made against a Barry Town United Walking Football member, the Barry Town United Walking Football member may be suspended from all club activities while an investigation is carried out.

The Barry Town United Walking Football member should be informed that suspension is a neutral act, that it is not a disciplinary penalty and does not imply guilt

The Barry Town United Walking Football member should be advised of the allegations against them and have an opportunity to state their case before any final formal disciplinary decision is made

The Barry Town United Walking Football member should, subject to the section above regarding anonymity, be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting

At every stage of the formal disciplinary procedure, the Barry Town United Walking Football member will have a right to be accompanied at any disciplinary meeting by another Barry Town United Walking Football member

A Barry Town United Walking Football member should not normally be dismissed for a first breach of the rules, except in the case of gross misconduct, when the penalty will normally be immediate dismissal

The Barry Town United Walking Football member concerned will have the right to appeal to the parent club Barry Town United AFC against any formal disciplinary penalty

Although the disciplinary penalties which may be imposed under this procedure will normally be considered in the order set out in the Code of Conduct, the procedure may be commenced at any stage of the Code of Conduct if the seriousness of the members alleged misconduct justifies this.

Disciplinary sanctions

As part of any disciplinary procedure, where the Barry Town United Walking Football committee or the Barry Town panel considers it appropriate to do so, they may impose a disciplinary sanction, which is a penalty. These will generally take the form of some type of warning.

Verbal Warning

If conduct does not meet acceptable standards, a Barry Town United Walking Football member may be given a formal verbal warning. This should set out the conduct problem, confirmation of improvement required and time scale for improvement to be made.

A record of the verbal warning will be kept but the warning will be disregarded after usually a six-month period (the time frame is dependent on the Barry Town United Walking Football committee's decision) provided conduct has been satisfactory.

Written warning

If the offence is more serious or if there is insufficient improvement after a verbal warning or if a further broadly similar offence occurs whilst a verbal warning remains in force, a written warning may be given. This will set out the nature of the conduct problem and confirmation of improvement required and time scale for improvement to be made.

The warning should also inform the Barry Town United Walking Football member that should their conduct fail to improve, or they commit any further disciplinary offence over the next twelve months, (the time frame is dependent on the Barry Town United Walking Football committee) then the Barry Town United Walking Football member will be issued with a final written warning.

The written warning will be kept on file, and the Barry Town United Walking Football member should be informed of the date that it will be disregarded providing their conduct has reached the required standard as set out in the Code of Conduct.

Final written warning

If there is still insufficient improvement after a verbal and/or written warning has been issued or if the misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given. This will provide details of the complaint, the improvement required and the timescale for the improvement.

It will also warn that a failure to improve or any further disciplinary offences over the next period (determined by the Barry Town United Walking Football committee) may lead to dismissal or some other action short of dismissal.

The final written warning will be kept on file and the Barry Town United Walking Football member should be informed when the warning will be disregarded provided their conduct has reached the required standard as set out in the Code of Conduct.

Dismissal or other sanction

If there is still further misconduct or a failure to improve conduct the final stage in the procedure may be dismissal.

Examples of misconduct

Examples of misconduct which may lead to disciplinary action being taken include, but are not limited to:

- failure to comply with field safety rules
- breach of club policies and practices

Examples of gross misconduct

Barry Town United Walking Football committee may consider some types of misconduct to be so serious that a disciplinary warning would be an insufficient penalty. Such offences are known as offences of gross misconduct.

Where the offence is one of gross misconduct the normal penalty will be dismissal without a prior warning being issued (summary dismissal). Dismissal for gross misconduct will not normally occur until a disciplinary meeting has taken place.

Matters which may justify summary dismissal include, but are not limited to:

- dishonesty, theft and fraud from the club or its members
- deception, for example making untrue statements in membership applications or falsifying expenses incurred on behalf of the club, etc.
- vandalism or sabotage of club equipment and property
- fighting, or seriously disruptive behaviour or offensive or abusive language
- serious misuse of social media, email and internet systems, including posting to club websites, Facebook or WhatsApp, emailing pornographic, offensive or obscene emails to members
- misuse of club financial or other confidential club information
- acts of bullying, harassment or discrimination

- misconduct which may bring the club into disrepute
- serious breaches of the club's policies, procedures and safety rules
- deliberate or serious damage to the club's property or causing loss, damage or injury through serious negligence
- any criminal offence carried out at the club site or during club meetings/events where such offence impacts or may impact upon the club

Notifying the Parent Club

In all cases where the Barry Town United Walking Football committee consider that the behaviour(s) may impact on the parent club (Barry Town United AFC) the Barry Town United Walking Football committee shall inform the chairperson of Barry Town United of the complaint/allegation and the proposed actions and actions taken to date.

The decision of Barry Town United AFC shall be binding and final, no further appeal shall be allowed.