



# **BRS Coaching Youth Football Club Disciplinary Policy and Guidance**

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## **1. Introduction**

- 1.1. The BRS 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 BRS management staff at the first available committee meeting or reported in writing via e-mail to [ben@brscoachingacademy.co.uk](mailto:ben@brscoachingacademy.co.uk) and [cai@brscoachingacademy.co.uk](mailto:cai@brscoachingacademy.co.uk)
- 2.2. Complaints made informally, over the phone or in discussion **may not be acted upon** by the management. The management 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 or a delegated sub-committee may make reasonable enquires to ascertain of the matters in the complaint are justified or justifiable, and shall discuss likely outcomes. No BRS staff 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 management to decide and the committee shall judge findings on their merits. The management is not obliged to collect written evidence or statements. The management 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 at management level. Where this is the case the management must give fair consideration to any possible mitigating circumstances and consider whether any excuses would warrant the reported behaviour.

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

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

## **4. A disciplinary outcome meeting**

- 4.1. The Management, 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 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 management without a meeting, (including a vote of no confidence in a management member) then the management 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 powers to determine an outcome**

- 5.1. The management may make whatever decisions deemed appropriate following listening to the evidence provided, and considering their investigation as a whole. Decisions made by the Management 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 BRS 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 management
  - c) A formal caution with recommendation to be followed
- 5.3. The Management decision will be considered final and there is no further recourse or appeal against BRS.
- 5.4. Any outcomes may also be reported to FA who may take additional action as they deem appropriate.