

Rising Stars Youth FC - Disciplinary policy and procedure

The procedure below outlines the Club's disciplinary policy for all members of Rising Stars Youth FC.

1. All members of the club shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves so that the affairs and reputation of the club are carried out in accordance with:
 - a. The Rules and Regulations of the Football Association and the Kent Football Association
 - b. The Rules and Regulations of the Competitions in which the club competes (including affiliated leagues and tournaments)
 - c. The Club's Constitution, ethos and mission statement
 - d. The FA Respect programme
2. In addition to any action being taken by The FA, Kent Football Association or affiliated leagues, where a club member or the Club Committee has evidence that there is a non compliance of any element of 1 then the Club Committee should follow the Disciplinary Procedure as follows:
 - a. Any matter that may require investigation should be reported to the relevant Team Manager, Team co-ordinator, Club Welfare Officer or Club Secretary.
 - b. The Team Manager, Team co-ordinator, Club Welfare Officer or Club Secretary must present evidence of non compliance in writing to the Club Committee within 7 days of the non compliance becoming apparent.
 - c. Where non compliance involves a club member or members then the Club Secretary, on behalf of the Committee must contact those involved in writing detailing the non compliance, with any evidence, to meet with the Club Committee to consider the non compliance within 28 days of the Club Committee being informed.
 - d. At the meeting the Club Committee should present the case. Where one club member is involved, the Club Member may bring one other member as support and may call additional witnesses in support.
 - e. The Club Committee may call other club members to give evidence and may include an invitation for non-club members to attend the disciplinary meeting.
 - f. The Club Committee shall then discuss the information and reach an outcome which must be communicated to the member or members concerned within 7 days of the Club Committee's decision.
3. For any member found guilty of non compliance, the Club Committee have the authority to impose any of the following sanctions:
 - a. An informal verbal warning as to future conduct
 - b. A formal written warning as to future conduct
 - c. Suspension from fixtures and/or training and/or organised events (playing or attending)
 - d. Suspension from the Club for a fixed period
 - e. Removal from Club Membership permanently
4. The Club Committee have the right to amend any sanction applied if further evidence of non-compliance by a member is brought to its attention or if the Club is requested by The Football Association or the Kent Football Association to do so.
5. The member or members have the right to appeal the outcome of the Club Committee's disciplinary decision.
6. In addition to the sanctions set out in 3 above, any fine imposed on the Club because of a Member by The Football Association, Kent Football Association or any affiliated league or tournament will be repaid to the Club by that Member.

Further information

If you are involved in a disciplinary procedure

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of Club's rules or matters of non-compliance. However, within this process it is recognised and accepted that every member:

- Has the right to expect fair and consistent treatment
- Has the right to adequate notice from the Club concerning a disciplinary procedure
- Has the right to appeal against the Club's judgment or the Disciplinary Committee's decision
- Has the right to representation at a disciplinary meeting

Appeals process

Any appeal on a disciplinary decision must be made by the offender to the Club Secretary or Club Welfare Officer within 14 days of being notified of the Committee's decision. No appeal will be valid or considered after that period has elapsed.

It will not be sufficient simply to state "I wish to appeal", the member must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons.

An appeal hearing will be convened as soon as practicable (but no more than 14 days after the appeal has been submitted) and will consist of an Appeal Committee of 3 members of the Club Committee who did not take part in the first hearing and who will elect their own Chairman (who shall have a casting vote). Please note that:

- The Appeal Committee shall have the power to rescind or amend any decision made at the previous disciplinary hearing
- The decision of the Appeal Committee is final and binding on all parties and cannot be subject to any further appeal

Governance

These procedures do not in any way replace or substitute actions that the Kent FA, FA, Leagues, competitions, tournaments or events may impose upon members. These bodies may choose to proceed with further actions in a separate case with a separate appointed panel or committee. Any ban or restrictions imposed by the governing bodies of the leagues or associations Rising Stars Youth FC is affiliated with are beyond the control of the Club and the Club Committee.