

DISCIPLINARY AND GRIEVANCE PROCESS

The Disciplinary and Grievance Process is in place to assist in ensuring that all members and people associated with the club can enjoy all activities run by the club whether it be training, playing matches, tournaments or other organised events.

The Process will use the 'Club Rules' as guidelines, a copy of which is distributed to each Club member and which are also available on the club website. The rules identify the behaviour and responsibilities expected of the Managers, Players and Parents. Each club member and their associated parent or guardian will agree to these rules on an annual basis when registering for the Club. As with the Club rules, the Disciplinary and Grievance Process will apply to all Managers, Players and Parents.

Stage One

In the first instance all disputes, concerns or issues relating to a HYFC team or any opposing team should be referred to the relevant HYFC Team Manager. It will be the Team Managers' responsibility to discuss the issue with the relevant parties and agree how to resolve the issue and/or what course of action needs to be taken. Where appropriate the manager will make the parent or guardian of the relevant parties, aware of any action that has or will be taken and of any longer term implications.

Should the Team Manager believe that any issue comes under the guidelines of the Child Protection Act then it will be referred immediately to the Clubs Child Protection Officer.

If the manager is unable to resolve any issues then this may be escalated to the Clubs Disciplinary and Grievance Committee. Should any issue need to be referred to the Disciplinary and Grievance Committee then the Team Manager will play no further part in the process.

Stage Two

The Disciplinary and Grievance Committee will be made up of three members, one of whom will be a Club Committee member (normally the Vice Chairperson) and two other nominated associated Club Members all of whom will be unrelated to the parties involved in the disciplinary or grievance review. The two Associate Club Members will be proposed in advance by the Club Committee. It is hoped that very few, if any, cases will need to be referred to this Committee but the Club is committed to ensuring that the Disciplinary and Grievance Committee is in place.

The Disciplinary and Grievance Committee will discuss and review any issues referred to them with all parties involved including the Team Manager if required. The Committee will then review all information provided and make a decision on what action will/will not be taken. This will be discussed and agreed with all parties involved (including the parents or guardians) either informally or, if necessary, formally in writing.

The Committee will need a period of time to reach any decisions, but in all cases, will endeavour to keep this time to a minimum.

If the Disciplinary and Grievance Committee are unable to come to a decision or believe they need approval for their recommendations then they may refer the issue to the full Club Committee, any decision then made will be final.

David Winkworth

Chairman