



WBCFC Discipline Policy

1. Introduction

West Bridgford Colts FC is committed to providing a safe, positive and respectful environment where everyone can enjoy football.

This Discipline Policy sets out the standards of behaviour expected of everyone involved with the club and explains how concerns will be managed where those standards are not met. It is designed to ensure disciplinary matters are dealt with fairly, consistently and proportionately.

Wherever possible, concerns will be resolved through conversation, education and support. Where behaviour is repeated, serious or places others at risk, the club will take appropriate disciplinary action to protect individuals, uphold the club's values and maintain the reputation of West Bridgford Colts FC.

This policy should be read alongside the Club's Codes of Conduct, Safeguarding Policy and relevant FA Rules and Regulations. The Club's Codes of Conduct are issued to the respective people as required and are accepted as part of your registration.

2. Scope

This policy applies to everyone involved with the club, including:

- Players
- Parents, carers and guardians
- Coaches
- Volunteers
- Trustees
- Employees
- Spectators
- Anyone acting on behalf of the club

Everyone is expected to:

- Treat others with respect.
- Follow the Club's Codes of Conduct.
- Adhere to the Club's values.
- Respect referees, coaches, volunteers and opponents.
- Behave in a way that reflects positively on the club.
- Follow reasonable instructions from club officials.

3. How Concerns are Managed

Most issues can be resolved quickly through discussion. Where this is not possible, the club will:

1. Receive the concern.
2. Gather the relevant information.
3. Speak to those involved where appropriate.
4. Decide what action, if any, is required.
5. Inform those involved of the outcome.

The individual concerned will normally be given the opportunity to explain their version of events before any formal decision is made.

Safeguarding is **everyone's** responsibility. **No action is not an option.** If you have a concern in relation to any child or adult's welfare please contact without delay: welfare@westbridgfordcolts.com For urgent safety issues, contact MASH at 0300 500 80 80 (Mon-Fri) or the Emergency Duty Team (EDT) at 0300 456 4546 outside these hours. Call 999 if any child or adult is in immediate danger.



Where necessary to protect individuals or the club, a temporary suspension may be imposed while enquiries are completed. This is a neutral action and does not imply wrongdoing.

Safeguarding concerns will always be managed under the Club Safeguarding Policy and may be referred to Nottinghamshire FA and/or statutory agencies.

4. Who Deals With What?

- If you have any concerns relating to discipline or behaviour of volunteers, coaches, players, parents, officials or any other member of the Club please seek advice from your YGR, Club Welfare Officer or General Manager at the soonest opportunity so we can support you.
- Wherever possible record the date, time and details of any instances to help support actioning this policy.
- Never put yourself or others at risk when addressing a potential discipline or behaviour issue. Please seek advice or support beforehand if you have any concerns about managing it.

Issue	Normally dealt with by
Minor behavioural or code of conduct issue	Team Coach or Year Group Representative
Repeated issues or concerns affecting the wider year group	Year Group Representative or Club Welfare Officer
Serious misconduct, safeguarding concerns or matters requiring formal investigation	Club Welfare Officer and/or General Manager
Suspension from the club or termination of membership	Club Welfare Officer, General Manager and 1 Trustee
Appeals	Board of Trustees

5. Possible Outcomes

If an informal discussion is not deemed sufficient for the concern the club will follow this 3 stage process:

Stage 1: Verbal Warning / Educational Learning

First minor breach or misconduct. (Examples in Appendix below)

- Year Group Representative or Welfare Officer holds a formal discussion with the individual (and/or their parent/carer if a youth player)
- The individual is reminded of the Club's Code of Conduct. An educational learning requirement or an FA Respect course may also be mandated. Records are kept but typically discarded after 12 months.

Stage 2: Written Warning

Repeated minor breaches or a more serious initial offence. (Examples in Appendix below)

- Year Group Representative and Welfare Officer or General Manager holds a formal meeting with the individual (and/or their parent/carer if a youth player), and a written warning is issued.
- The written warning outlines the exact nature of the offence, the required behavioral improvements, and the timeline for these changes. The member is advised that further offences will lead to suspension or removal from the club.

Stage 3: Suspension or Exclusion

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Further breaches following a written warning, or first severe misconduct (e.g., discrimination, assaulting a match official).

- Year Group Representative, Welfare Officer and a member of the Board of Trustees meets to review previous warnings and any witness statements.
- The member may be suspended for a specific period of time or excluded from the club with immediate effect.

Each case will be considered individually. The club will always take account of the seriousness of the behaviour, any previous concerns, mitigating circumstances and the impact on others before reaching a decision.

6. Appeals

Anyone subject to formal disciplinary action may appeal by writing to the Chair of Trustees within 14 days of being informed of the decision.

Appeals should explain why the decision is believed to be incorrect or provide any significant new information that was not available when the original decision was made.

Appeals will normally be considered by Trustees who were not involved in the original decision. The outcome of the appeal will be final.

7. Confidentiality

Disciplinary matters will be handled sensitively and confidentially. Information will only be shared with those who need to know in order to investigate the matter, safeguard individuals or make an informed decision, or where disclosure is required by law or FA regulations.

8. Policy Review

This policy will be reviewed by the Board of Trustees every two years, or sooner if required following changes to legislation, FA guidance or club operations.