



Kings Langley Football Club Complaints and Discipline Policy (Youth Section)

This policy applies to the Youth Section of Kings Langley Football Club only.

The club will adhere to all disciplinary procedures set by the relevant County Associations and Leagues to which the club belongs. In addition, the club will run its own internal procedures.

In the event that any club member or parent/guardian of a club member feels that they have suffered treatment that is not in accordance with the rules or spirit of the game, or believes that Club Policies, Rules or FA Codes of Conduct have been broken. They should in the first instance seek to resolve the matter with the lead coach for that team.

Where a member or parent/guardian of a member feels that the matter cannot be resolved within their team, they should follow the procedures below:

1. They should report the matter to any of the following, either the Football Club Secretary (Youth), Club Welfare Officer, Head of Youth Football or the Chairman of the football club in writing.
2. The report should include, where appropriate:
 - a. Details of what, when, and where the incident took place.
 - b. Names of any witnesses.
 - c. Names of any others who have been treated in a similar way.
 - d. Details of any former complaints made about the incident; date, when and to whom made.
 - e. A preference for a solution to the incident.

All complaints and discipline matters involving coaches or parents/guardians will be dealt with by a Youth Complaints & Discipline Panel (YCDP), which will work as a sub-committee of the main Youth Committee.

The YCDP will report all the outcomes of complaints and discipline dealt with to the main Youth Committee as a monthly standing Agenda item.

The members of the Youth Complaints and Discipline Panel (YCDP) will be appointed by the Head of Youth Football. The YCDP will consist of 3 members and will be Chaired by the Head of Youth Football, or a nominated deputy if they are not available.

Where the matter to be investigated relates to a member of the Youth Committee then they cannot have any part in the investigation or YCDP.

All relevant complaints and discipline matters will be investigated by a member of the Youth Committee appointed by the Head of Youth Football. To ensure the integrity and fairness of the process the appointed investigating person cannot also be part of the YCDP for that matter.

The appointed person will seek to obtain all available evidence and gather written statements from all witnesses involved, including from the person against whom the complaint was made. The appointed person will make a recommendation to the YCDP as to whether they believe on the balance of probability there is or is not a case to answer.

Unless, in the view of the YCDP Chairperson, the complexity or seriousness of the complaint requires a formal hearing, the complaint will be judged on the basis of the written statements and other available evidence.

The YCDP will determine an outcome and sanction, where applicable for the matter concerned and will communicate the outcome and sanction to both the investigated person and the original complainant.

The YCDP will ensure that the outcome, sanction where applicable and decision rationale is recorded and retained within club records in the event of an appeal.

There will be a Right of Appeal against any findings of the YCDP to the Club Chairman, which must be submitted to the Club Chairman in writing within 7 days of being notified of the outcome of the matter investigated.

Any grounds for an appeal can only be considered on the basis of a perverse decision by the YCDP or on the basis of factual error being made by the YCDP in their deliberations.

The decision of the Club Chairman in respect of any appeal is final.

“On Field” Player Discipline Policy

On field player discipline matters will be dealt with by the normal County FA/League procedures but, will be monitored by the Youth Committee under the discipline and complaints standing agenda item.

It will be the responsibility of the Youth Secretary to collate and all player discipline matters to the Youth Committee.

The following apply specifically to incidents occurring as part of a football match where a Caution or Dismissal is issued.

1. Reporting Yellow and Red Cards:

It is the team manager's duty to report all yellow and red cards to the Club Secretary within 3 days of the event. This may be by phone, letter or email. The report should include the match date, venue, opposition, name of player, type of card and offence, name of referee and whether the referee was qualified.

2. Payment of Fines:

If a player, or the club, is fined by the League or County Association for a Yellow or Red card, the player will be expected to pay the fine personally and shall not be eligible to play for the club until this has been accepted and this has been confirmed by the player's parent/guardian.

3. Red Cards:

All players will receive a 3 match suspension for the first sending off in a season. The suspension will start immediately. The club suspension will apply whether or not the referee submits an official card to the relevant League or County Association. The team manager will be responsible for notifying the player that they will not be eligible to play for three matches.

4. Second *Red Card* (Sending Off):

For a second sending off (in the same season) a minimum 5 match ban will be imposed and the suspension will start immediately. The club suspension will apply whether or not the referee submits an official card to the relevant League or County Association. The team manager will be responsible for notifying the player that they will not be eligible to play for five matches.

5. League/County Suspension:

If a League or County FA impose a suspension on a player, it will run concurrently with the Club's suspension (i.e. not in addition).

6. YCDP Discretionary Review:

The YCDP has the right, by exception to increase these punishments as it sees fit and players should note that any violent misconduct or actions likely to bring the club into disrepute would not be treated lightly.

7. Appeals:

Any player who intends to appeal against a sending off must notify the club secretary in writing within 3 days of the incident to avoid the above sanctions being taken. There will be no opportunity to appeal against a single caution being issued. Where an official referee card has been submitted, the appeal will be held by the relevant League or County Association. The Club will support any verdict from these groups.

Where a card has not been submitted, the YCDP will hear the appeal. The player will be allowed to continue to play during the appeal process.

8. Club Fines:

The Youth Committee reserves the right, by exception to require players to pay any fines imposed on the Club by any League or County Association arising out of any disciplinary offence