



Complaints and Disciplinary Procedure

All members of the Club shall so exercise their rights, powers, duties and best endeavours to ensure that the business and affairs of the Club are carried out in accordance with:

- 1) The Rules and Regulations of The Football Association and The County Football Association;
- 2) The Rules and Regulations of the competitions in which the Club participates; and
- 3) The Club's Rules and Constitution, Codes of Conduct and Policies.

In addition to any action being taken by The Football Association, The County Football Association or League, where a Club member or the Club Committee has evidence that there is non-compliance with 1), 2) or 3) above, then the Club Committee shall implement the following Disciplinary Procedure:

- a) Any matter that may require investigation should be reported immediately to the relevant Manager or Club Secretary.
- b) The Club Secretary shall present evidence of the non-compliance in writing to the Club Committee within 7 days of the non-compliance being reported.
- c) Where the non-compliance involves a Club member or members, then on behalf of the Committee, the Club Secretary shall call those involved (in writing, detailing the non-compliance and any evidence) to meet with the Club Committee to consider the non-compliance within 14 days of the Club Committee meeting detailed in point b).
- d) The Club Committee may delegate such a meeting to a Sub Committee. Any Committee or Sub Committee must have at least 3 Committee Members (including the Club Welfare Officer) in order to consider the complaint. At the meeting, the Club Committee or Sub Committee shall present the case. Where one Club member is involved, the Club member may bring one other member as support and may call witnesses in support.
- e) The Club Committee or Sub Committee may call appropriate Club members to give evidence and may include an invitation for non-Club members to attend if the non-Club member wishes to do so.
- f) The Club Committee or Sub Committee shall then discuss the information and evidence presented to reach a decision, which must be communicated to the member or members concerned within 7 days of the meeting.
- g) Should any member be found guilty of non-compliance with 1), 2) or 3) above, then the Club Committee is authorised to impose any of the following sanctions:
 - i. An informal warning as to future conduct; or
 - ii. A formal warning as to future conduct; or
 - iii. Suspension from playing competitive fixtures; or
 - iv. Suspension from Membership; or
 - v. Removal of Membership.

The member or members have the right to appeal the decision to the Club Committee. An Appeal Board will be established by the Full Committee consisting of three people, which may include an independent Club member from outside the Committee.

In addition to the sanctions set out in g) above, any fine imposed on the Club by the County Football Association as a result of the incident(s) will be repaid to the Club by the member within 14 days.