

# Bonnyrigg Rose Community Football Club



## Disciplinary Procedure



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,  
Bonnyrigg, EH19 2NU, Registered Charity SC050923

**Document Ref BRFC 029/28/04/2024**

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## Purpose

The purpose of this document is to ensure that all issues which require the application of this procedure are carried out and concluded in a timeous fashion and that that a fair and consistent view is applied on each occasion.

## Scope

This covers all cases of disciplinary issues within Bonnyrigg Rose Football Club.

## Definitions

Examples of misconduct are set out below but this list is by no means exhaustive and many of the terms in this document are also in the clubs Coaches Code of Conduct. The committee reserves the right to apply this process and impose the appropriate sanctions in all situations up to and including total and permanent exclusion from the club.

## Examples:

Physically or verbally abusing the children in your care or children who are with the opposition.

Foul and abusive language within earshot of kids or their parents and carers.

Public altercations with coaches from Bonnyrigg Rose or with coaches from other teams.



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Inappropriate use of social media which could negatively impact the name of the club or which causes anxiety or distress to any players, parents or carers linked to Bonnyrigg Rose or any other club.

Using language to the children in your care which is demeaning and could have a negative reaction on the child,

Verbally or physically abusing match officials.

Theft or damage of any Bonnyrigg Rose property or funds.

## **Responsibilities**

The committee has responsibility for applying the procedure fairly and ensuring that all evidence is taken into account.

## **Investigation**

Upon receipt of a complaint, the committee will need to quickly decide whether the accused should remain in post while the issue is investigated. Things have changed in recent years in relation to issues which could impact children and it may be necessary to suspend the accused while the circumstances surrounding the allegation are investigated. This should not be seen as a 'guilty until proven innocent' situation but rather as an issue which, in the interests of protecting all people concerned and the good name of the club, is a necessary step in the process.



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On receipt of the evidence, the dealing committee member(s) should then present the alleged offence in writing to the accused. This can be by email or letter and gives the accused an opportunity to digest and consider their response.

The accused is required to respond to the author of the letter/email within 72 hours offering their take on the accusation and also offer any supporting evidence or statements in their defence. Failure to respond to the author within 72 hours will negate the rights of the accused within this process and could result in them being excluded from the club with immediate effect.

The dealing committee member(s) will then consider all evidence before them and if necessary will invite the accused and, if the committee deems appropriate, any other parties who can positively add to the conversation, to a meeting. The committee's decision on invitees to any meeting is final.

After the meeting, the committee will then further consider the evidence and the further discussion from the meeting and then make a decision. This decision will be delivered to the accused within 72 hours of the meeting.

## **Right of Appeal**

The accused has a right of appeal to any committee member (this will be highlighted in the letter/mail to the accused) who has not been involved in the process described above. Any appeal needs to be in the hands of the named committee member within 48 hours of receipt of the initial decision. Failure to have the information delivered within 48 hours negates your right of appeal and the initial decision will stand.



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On receipt of an appeal, the dealing committee member must respond to the accused within 48 hours and a further meeting or phone call must be set up to discuss. This needs to be at a time convenient to both parties.

The appeal should be heard by the appeals committee member(s) and on conclusion of this discussion, a final and non-contestable decision will be made and the accused informed immediately by letter/email or phone. There is no further right of appeal and this decision is final

## Sanctions

- 1) Case dismissed as no case to answer.
- 2) Issue upheld and the accused is charged and warned as to their future conduct.
- 3) Issue upheld and the accused is suspended from the club and all football involvement for a period of time being 3/6/9/12 months or banned from the club permanently.
- 4) Issue upheld and reported to the appropriate authority/agency for further investigation



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Letter 1

Dear name...a complaint has been made about you to the committee. Investigations are ongoing under the club's disciplinary procedure and you will be informed of the outcome of this investigation by dd/mm/yyyy. The options are that there could be no case to answer or you will be asked to a meeting to discuss the issue.

Until further notice you are/are not permitted to continue with your coaching.

Yours sincerely

Committee Member



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Dear name,

As a result of the investigations carried out and referred to in our letter to you dated dd/mm/yyyy, there is no case to answer and you should continue as normal/you are required to attend a meeting with two or more committee members to discuss the issue. The allegation is that you.....

You should bring any evidence that you have to contest this allegation to the meeting which has been arranged for dd/mm/yyyy at hh:mm at Poltonhall Pavilion/other location.

After the meeting, the committee will make a decision and you will be informed of that decision. If sanctions are issued against you, you can read the possible sanctions in the club's disciplinary process which available on our website <http://www.bonnyriggrose.org.uk/>.

Yours sincerely

Committee Member



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Dear name,

Thank you for attending the meeting at Poltonhall Pavilion/other location on dd/mm/yyyy with myself and name. As a result of that meeting we have discussed all the points put forward by all parties and have decided that no further action is necessary/sanction issued as per the disciplinary procedure.

Should you wish to contest this issue you do have a right of appeal and this needs to be submitted to name within 48 hours of this correspondence to you. Failure to meet this timescale negates your right to appeal and the sanctions issued to you in this letter will stand and be incontestable.

Your sincerely

Committee Member



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Dear name,

Thank you for your letter of appeal in relation to your recent meeting with name and name. You are invited to an appeal meeting with name and name on dd/mm/yyyy at Poltonhall Pavilion/other location where your appeal will be heard. I look forward to seeing you there

Yours sincerely

Committee Member



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Dear name,

Thank you for attending your appeal meeting with name and name on dd/mm/yyyy at Poltonhall Pavilion /other location. After careful consideration of all the evidence provided, the committee has decided that there is no change to the original sanction awarded to you/ no further action is necessary and you are free to continue coaching/the sanction imposed on you was too lenient/severe and a new sanction of see disciplinary procedure has been awarded to you.

As this was an appeal meeting, you will be aware that there is no further right of appeal on the decision made and that this case is herewith closed.



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