

DISCIPLINARY PROCEDURES FOR COACHES

This procedure details the disciplinary procedures which coaches are authorised to apply to players and others within the team for which they are responsible and should be read in conjunction with the code of conduct for coaches.

Coaches are, at initial annual registration and at any subsequent registration during the season, to clarify with each of their players, staff and parents exactly what is required of them in terms of discipline and what responsibilities and authorities the coach holds in that respect.

Such clarification should include but not be limited to:

- attitude - with regard to teammates, coaches etc.
- behaviour - inappropriate or disruptive behaviour will not be tolerated
- timekeeping - both for matches and training sessions
- performance - your best at all times
- appearance - a credit to yourself and the club

The coach shall have the authority to exercise his disciplinary power whenever he deems such action is necessary. In all events such power is to be both relevant, proportional and consistent with the gravity of the offence.

From time to time it will be necessary for the coach to offer advice on the points noted above and such action is not to be understood as discipline but solely as advice.

Where, however, the advice is not acted on and the problem persists then advisory action will become disciplinary action and the following procedures will apply.

In the first instance the coach should issue a verbal warning to the person concerned outlining the problem and suggesting the appropriate remedy. A further infraction of a similar nature should invite a further verbal warning and if thought appropriate a reference to the parent. Such further verbal warning should detail the problem and include the statement that further infractions of a similar nature could involve suspension from all club activities for a given period. In each case a note is to be made of the action taken and the date of the action.

Where a second verbal warning is issued the coach is to report the situation, in hard copy, to the club chairman, secretary, or child welfare officer outlining the action taken with dates and the reasons for such action being taken.

Where the above action fails to correct the situation the coach is authorised to impose a suspension of up to two weeks. The person suspended is to be advised that he/she is barred from all club activities and that any contact should be solely with the club chairman, secretary or child welfare officer. To this end the person suspended is to be given a list of persons with contact details to whom he/she or his/her representative can refer.

When such action is taken the coach is to inform the club chairman, secretary or welfare officer immediately and update the written report made at the time of the second verbal warning.

Once a suspension is invoked the coach is not to have any contact of any sort with the person suspended or his/her parent or guardian referring any matter to either the club chairman, secretary or child welfare officer. Any contact of whatever nature once a suspension is invoked will be dealt with by an officer of the club.

Once a suspension is invoked the matter is to be considered by the club committee at either the next monthly meeting or, if necessary, an extraordinary meeting. The committee is to review all action taken, discuss the matter with all interested parties, as necessary, and determine the precise action to be taken in light of all the evidence gathered. The club secretary is to convey the decision taken to all involved parties who are to be advised that they may appeal the decision to the club and higher authority whose contact details are to be made available to them by the club secretary.

Where it is indicated that disciplinary action may have to be taken against a manager or other team official the matter is to be brought to the immediate attention of the club committee who are authorised to take whatever action they deem appropriate bearing in mind that the welfare of the youngsters is paramount at all times.