



Disciplinary Procedure Document

Effective Date: June 01, 2023

1. Introduction

This Disciplinary Procedure Document outlines the disciplinary process and the levels of disciplinary actions to be taken when addressing misconduct or breaches of rules and regulations by members of Lisnagry FC (the "Club"). It aims to ensure a fair and consistent approach to disciplinary matters, promoting the welfare and reputation of the Club.

2. Scope

This procedure applies to all individuals associated with Lisnagry FC, including players, coaches, staff, volunteers, and any other person representing the Club in any capacity.

3. Disciplinary Levels

The following levels of disciplinary actions may be implemented based on the severity and frequency of the misconduct:

- a. **Verbal Warning:** A verbal warning is an informal disciplinary action. It involves a private conversation between the Club representative (e.g., coach, team manager) and the individual involved, emphasising the unacceptable behaviour and providing guidance on improvement. No written record is maintained for a verbal warning.
- b. **Written Warning:** A written warning is a formal disciplinary action and represents a more serious breach of the Club's rules or misconduct. It will be issued in writing, outlining the specific violation, the consequences of further misconduct, and the improvement required. A copy of the written warning will be kept on file by the Club.
- c. **Suspension:** A suspension is a more severe disciplinary action, usually implemented when there is a repeated or serious breach of Club rules or misconduct. During the suspension period, the individual will be temporarily banned from participating in any Club-related activities. The duration

of the suspension will be determined based on the severity of the offence and may range from a few days to several matches or even several months.

d. Complete Ban: A complete ban is the highest level of disciplinary action and is reserved for the most severe cases of misconduct. It involves a permanent prohibition from participating in any Club activities and events. A complete ban may be imposed following a thorough investigation and a decision made by the appropriate Club authorities.

4. Disciplinary Process

a. Investigation: When an alleged misconduct or breach of rules is reported or observed, the Club will conduct a fair and unbiased investigation. The investigation may involve gathering evidence, interviewing relevant individuals, and giving the accused party an opportunity to provide their version of events.

b. Disciplinary Meeting: If the investigation establishes that disciplinary action is necessary, the individual involved will be invited to a disciplinary meeting. They have the right to be accompanied by a representative or support person of their choice. The purpose of the meeting is to discuss the allegations, present evidence, and allow the individual to respond to the accusations.

c. Decision: Following the disciplinary meeting, the Club representative responsible for disciplinary matters will evaluate all the information presented and decide on the appropriate level of disciplinary action. The decision will be communicated to the individual in writing, including the reasons for the decision, the disciplinary action to be taken, and any additional conditions or requirements.

d. Appeals: Individuals subjected to disciplinary action have the right to appeal the decision. Appeals should be made in writing to the Club Secretary within 4 working days, stating the grounds for the appeal. An appeals process will then be followed to review the decision impartially.

5. Confidentiality

All disciplinary matters will be handled with the utmost confidentiality. Information regarding disciplinary actions will be shared only with those directly involved in the process on a need-to-know basis.



Lisnagry
Football Club

6. Amendments

The Club reserves the right to amend this Disciplinary Procedure Document at any time. Any changes will be communicated to all individuals associated with Lisnagry FC.

By participating in Club-related activities, individuals acknowledge their understanding and acceptance of this Disciplinary Procedure Document.