

## Disciplinary Procedures

Oadby Owls will provide a fair and consistent method of dealing with disciplinary incidents. If any person associated with Oadby Owls the following procedures will be employed:

- The incident will be fully investigated and the facts established.
- Investigations will be non-discriminatory and apply equally to all staff irrespective of sex, marital status, sexual preference, race or disability
- At every stage the person concerned will be advised of the nature of the complaint and given an explanation for any penalty imposed
- They will be given the opportunity to state their case, and accompanied by a friend, colleague or representative of their choice, during any part of the disciplinary process
- They have the right to appeal against any disciplinary action taken against them

The Vice Chairman will conduct the investigation. If the complaint is against the Vice Chairman a nominated person from the executive committee will investigate the complaint.

The Disciplinary Procedure operates as follows:

1. Informal Discussion
2. Formal Verbal Warning
3. Written Warning
4. Final Written Warning

Gross Misconduct by a Club Official, Manager or Coach who has committed an act of the following nature, expulsion from the club will be the normal outcome

- Child Abuse
- Serious infringement of Health and Safety rules
- Assaulting another person
- Persistent bullying, sexual or racial harassment
- Being unfit through alcohol or illegal drugs
- Gross negligence that causes injury, loss or damage to person or property
- Theft, fraud or deliberate falsification of the Clubs documents
- Deliberate damage to Club property
- Being an unfit person and not following FA guidelines after attending the appropriate training course

**Appeals** – Anyone wishing to appeal against any disciplinary decision, must do so in writing and within 15 working days of the decision being communicated.

For full details of the Disciplinary Procedures please see the Clubs constitution on the web site or contact the Club Secretary.