



Berkhamsted Raiders Community Football Club

Kitcheners Field, Castle Hill. Berkhamsted, HP4 1HE



Complaints and Discipline Procedure

The club will adhere to all disciplinary procedures set by the relevant County Associations and Leagues to which the club belongs. In addition the club will run its own internal procedures.

In the event that any member feels that he or she has suffered discrimination in any way that the Club Policies, Rules or Codes of Conduct have been broken, or they have an issue that cannot be resolved within their team, they should follow the procedures below.

1. They should report the matter to the Football Club Secretary and Chairperson of the Club Management Committee in writing. The report should include, where appropriate:
 - a. Details of what, when, and where the incident took place.
 - b. Names of any witnesses.
 - c. Names of any others who have been treated in a similar way.
 - d. Details of any former complaints made about the incident; date, when and to whom made.
 - e. A preference for a solution to the incident.
2. All complaints will be dealt with by a Disciplinary Committee (DC), nominated by the Club Management Committee. The Disciplinary Committee will consist of 3 people, at least one of whom will be a Management Committee member (normally the Club Welfare Officer) and at least one whom is not on the Management Committee, and will have a nominated Chairperson. Where the potential breach involves a member of the Management Committee, the Disciplinary Committee will be chaired by someone independent of the Club Committee.
3. The DC will gather statements and decide initially on whether there is a case to answer, and if so, whether the potential breach is deemed to be "Minor", "Moderate" or "Major".
4. A "Minor" breach would involve an act where an action caused no more than minor inconvenience or embarrassment to the offended party.
5. A "Major" breach would involve an act that is deemed by the Disciplinary Committee to be likely to bring the Club into disrepute, such as acts of violence, extreme aggression or serious abuse of referees, match officials, spectators, club members, players of either side or opposition team officials.
6. All other breaches would be considered "Moderate".
7. Where possible, the complaint will be dealt with through written statements from the person against whom the complaint was made and all witnesses named by both parties. These statements will be made available to both parties. Unless, in the view of the Disciplinary Committee, the complexity or seriousness of the complaint requires a formal hearing, the complaint will be judged on the basis of the written statements. In all cases, the Disciplinary Committee will report their findings and recommendation to the Club Management Committee before communicating them to the parties involved in the dispute.
8. The Disciplinary Committee will have the power to recommend to the Club Management Committee any solution they consider appropriate, including:
 - a. Warning as to future conduct
 - b. Suspension from membership
 - c. Expulsion from the Club

Ratification of the recommendations and their implementation rests with the Club Management Committee

Specific Playing Issues

The following apply specifically to incidents occurring as part of a football match where a Caution or Dismissal is issued.

1. **Reporting Yellow and Red Cards:** It is the team manager's duty to report all yellow and red cards to the club secretary within 5 days of the event. This may be by phone, letter or email. The report should include the match date, venue, opposition, name of player, type of card and offence, name of referee and whether the referee was qualified.
2. **Payment of Fines:** If a player, or the club, is fined by the league or county association for a Yellow or Red card, the player will be expected to pay the fine personally and shall not be eligible to play for the club until this has been accepted.
3. **Red Cards:** All players will receive a 3 match suspension for the first sending off in a season. The suspension will start immediately. A disciplinary hearing will not be held unless the player wishes to appeal (see below) or the Management Committee feel it is necessary. The club suspension will apply whether or not the referee submits an official card to the relevant League or County association. The team manager will be responsible for notifying the player that they will not be eligible to play for three matches.
4. **Second Sending Off:** For a 2nd sending off (in the same season) a minimum 5 match ban will be imposed and the player will not be eligible to play for the club again until they have appeared before the Disciplinary Committee.
5. **League/County Suspension:** If a League or County FA impose a suspension on a player, it will run concurrently with the Club's suspension (ie not in addition).
6. **The Management Committee** has the right to increase these punishments as it sees fit and players should note that any violent misconduct or actions likely to bring the club into disrepute would not be treated lightly.
7. **Appeals:** Any player who intends to appeal against a caution or sending off must notify the club secretary in writing within 5 days of the incident to avoid the above sanctions being taken. Where an official referee card has been submitted, the appeal will be held by the relevant League or County Association. The Club will support any verdict from these groups. Where a card has not been submitted, a Club Disciplinary Committee will hear the appeal. The player will be allowed to continue to play during the appeal process.
8. **Club Fines:** The Management Committee reserves the right to require players to pay any fines imposed on the Club by any League or County Association arising out of any disciplinary offence.