

# AYR UNITED FOOTBALL ACADEMY



**POLICY  
FOR  
VERSION**

**DISCIPLINARY POLICY  
VOLUNTEERS AND STAFF  
1.2**

Created  
First passed by Board of Management  
Next review date: -

December 2008  
December 2009  
September 2011

---

## **Introduction**

The following policy has been the subject of debate and consultation with volunteers and staff at each level of the Football Academy in 2010. The resultant policy has been passed by the Board and will be applied from November 2010 onwards.

## **The scope**

Disciplinary procedures shall be invoked when a complaint is received against anyone who has an association with the Academy as defined within this document. All complaints are taken seriously and shall be fully investigated. The reputation of the Academy is dependant upon all persons who represent it or who wear the badge or who have, in the position of parents, a young person involved in the Academy.

## **The ethos**

Ayr United Football Academy firmly believes that the circumstances in which people are found to have breached the codes of conduct, the policies or the standards that are from time to time set by the Academy are important. To that end the policy should not be seen as an automatic progression from stage one through to stage three in three breaches of discipline. Each case shall be viewed on its merit and the sanction imposed accordingly.

## **The process**

Upon receipt of any complaint the Head of Youth and a member of the Board shall decide what duties, where appropriate, should be carried out by the member of the Academy against whom a complaint has been made. This may include non attendance at training or administrative duties or any such sanction as agreed between the Head of Youth and a Board Member. The duties shall take account of the seriousness of the complaint and the normal duties of the member of the Academy against whom a complaint has been made.

Following receipt of the complaint the investigation shall be conducted as swiftly as possible.

When the investigation involves interviewing the member of the Academy against whom a complaint has been made they may be accompanied to that interview by a maximum of one other person.

Following on from the conclusion of the investigation a report shall be compiled and in accordance with the process as outlined below the sanctions and the right of appeal shall be outlined and followed. The member of the Academy against whom a complaint has been made shall always be informed in writing the outcome of the investigation. Where a member of the Academy has been found guilty of breaching a code of conduct, breaching policy or bringing the Academy into disrepute the letter shall contain: -

- The policy that has been breached
- The level at which the breach has been judged
- The sanction applied
- How long such information shall stay on record

## **The role of the Board**

The Board of Ayr United Football Academy is the sovereign body of the Academy. Final appeals shall be to the Chair of the Board. The Board asserts its right, as it is responsible for the whole of the Academy and its business to take a view on all matters relating to the Academy.

## Timescales

Where a member of the Academy has been found guilty of breaching a code of conduct, breaching policy or bringing the Academy into disrepute the personnel record shall hold on file such records as verbal warnings for 3 months, written warnings for 6 months and final written warnings for 12 months. The purpose of holding these records on file is to pass these records on when requested for example, in the form of a reference. As we shall treat all cases on their individual merits where an Academy member has been found guilty of breaching a code of conduct, breaching policy or bringing the Academy into disrepute the previous example of this may be brought into the decision if outwith the timescales above but certainly shall if within the timescales as outlined above. The Academy, however, commits to proportionate responses as it does with Disclosures and we shall commit to taking into account the whole contribution of members prior to any sanction being imposed.

	<b>Players</b>	<b>Parents</b>	<b>Staff/Volunteers – Coaches, Managers, Scouts, Board etc</b>
<b>STAGE ONE</b>			
Informal action	Taken by Coaches, Managers – people on the ground for minor offences/indiscipline	Taken by Team Manager/Head of Youth for minor offences/inappropriate behaviour	Taken by line manager – Coaches – Manager – Head of Youth Head of Youth/Staff – Supervisory Board Member Board Member – Chair for minor offences
Investigation	Carried out by the volunteer in place	Carried out by Team manager/Head of Youth	Carried out by Line Manager
Sanctions	Telling off/recorded in next review	Warned that conduct may affect son/daughter's involvement in the academy Recorded in next review	Warned that conduct may affect future involvement in the Academy/Board Recorded for next volunteer/staff review Recorded in minutes of Board meeting
Appeal	To Manager	To Appropriate Board Member	To next line of management

	<b>Players</b>	<b>Parents</b>	<b>Staff/Volunteers – Coaches, Managers, Scouts, Board etc</b>
<b>STAGE TWO</b>			
Formal action	Taken by Manager in consultation with Head of Youth for continued minor offences /indiscipline	Taken by Team Manager/Head of Youth for continued minor offences/inappropriate behaviour or breach of the relevant code of conduct	Taken by line manager – Coaches – Manager – Head of Youth – Head of Youth/Staff – Supervisory Board Member – Board Member – Chair for continued minor offences or breach of the relevant code of conduct
Investigation	Carried out by the Manager/ Head of Youth as appropriate – in discussion with Welfare Officer	Carried out by Head of Youth/ Welfare Officer	Carried out by Line Manager above Line Manager/ Welfare Officer
Sanctions	Ban for a limited period of time from training/games/dismissal till end of season	Request that they absent themselves from games for a period of time or ban for son/daughter attending for a period of time	Formal written warning regarding unsatisfactory performance and future conduct Recorded in Board minutes
Appeal	To an appropriate member of the Board /Board of Management	To an appropriate member of the Board /Board of Management	To head of Youth/Board as appropriate

Stage two may be the most common of stages that involve an investigation. Ayr United Football Academy are committed to a proportionate and fair application of the disciplinary process and members of the Academy who find themselves accused of stage two transgressions within short timescales can be assured that we shall take each accusation on its individual merits unless each transgression has a pattern that leaves the Academy with no option but to progress to stage three.

	<b>Players</b>	<b>Parents</b>	<b>Staff/Volunteers – Coaches, Managers, Scouts, Board etc</b>
<b>STAGE THREE</b>			
Formal action	Taken by Head of Youth/Board after a serious breach of discipline/Health and Safety Policy	Taken by Head of Youth/Board after a serious breach of discipline/ Health and Safety Policy	Taken by Head of Youth/Board after a serious breach of discipline/ Health and Safety Policy
Investigation	Carried out by the Head of Youth/Board Member/ Welfare Officer	Carried out by the Head of Youth/Board Member/ Welfare Officer	Carried out by Board Member/ Welfare Officer
Sanctions	Dismissal from the Academy	Dismissal of family from the Academy	Dismissal from the Academy
Appeal	Board of Management	Board of Management	Board of Management