



Steeple Bumpstead Dynamos

Complaints Disciplinary & Appeals Procedure

This document sets out the Steeple Bumpstead Dynamos Youth Football Club's (The Club) procedure for dealing with disputes and complaints with it's associated procedures for appeal.

1. GENERAL

- 1.1 For the purposes of these processes, a 'member' of The Club will include players and their parents or appointed guardians.
- 1.2 'In writing' includes postal letter or email only and will not include alternative methods including SMS 'text message' or social media contact.
- 1.3 The procedures in this document may only be amended or changed at an AGM following the voting procedures laid out in The Club constitution.

2. COMPLAINTS PROCEDURE

- 2.1 Any dispute regarding the rules of the game of football during a match period will not be considered in this process. The referee's decision remains final at all times during play.
- 2.2 The Committee will only consider complaints from club members if they are submitted in accordance with these guidelines.
- 2.3 Complaints will only be considered if received within seven (7) days of the event.
- 2.4 In the event of any complaint concerning the running of The Club, the complainant must first inform a member of the current Committee of the nature of their grievance formally in writing, stating the nature of the complaint, the date and location of the incident (if applicable) and the names of person(s) against whom the allegations refer to:
 - 2.4.1 The Chairman will nominate a referee (any Committee member except the Secretary) to coordinate and investigate the case, and will ensure the processes herein are followed.
 - 2.4.2 The Committee Secretary will recognise receipt of the complaint within seven (7) days in writing and will inform the complainant of when the case will be considered, and which Committee member will be overseeing the process. This may be at the next programmed Committee meeting or at an EGM in accordance with The Club constitution if requested by the member. Note --- the complainant may not move to call an EGM while the investigation and any subsequent appeal is in process.
 - 2.4.3 If appropriate, the Committee will invite any third parties nominated in the complaint to tender a written response, and they will be offered seven (7) days to do so.
 - 2.4.4 The complainant and any nominated third parties may be invited to the relevant Committee meeting at the discretion of the referee for the case.
 - 2.4.5 The Committee will consider the case and vote on a conclusion following the Committee rules laid out in the constitution.
 - 2.4.6 The Committee Secretary will inform the complainant of the decision in writing within seven (7) days of the decision.
- 2.5 The Committee's decision is final and shall be entered into the meeting minutes. The complainant will be offered a specified date twenty-one (21) days from receipt of the decision to respond by appeal in writing if necessary.



Steeple Bumpstead Dynamos

Complaints Disciplinary & Appeals Procedure

3. DISCIPLINARY PROCEDURE

- 3.1 Where the members or the management of The Club deems a member or members to have brought The Club into disrepute by actions, words or in writing (including via social media or other web based systems), the Committee may move to call that person or those people to account for their actions via a disciplinary process:
- 3.1.1 The outline of the call for a disciplinary process will be heard at the next Committee meeting and the Chairman will nominate a referee (any Committee member except the Secretary) to coordinate and investigate the case, and will ensure the processes herein are followed.
 - 3.1.2 The Committee Secretary will notify the defendant within seven (7) days in writing and will inform them of when the case will be considered, and which Committee member will be overseeing the process. This may be at the next programmed Committee meeting or at an EGM in accordance with The Club constitution. Note --- the defendant may not move to call an EGM while under investigation or during any subsequent appeal process.
 - 3.1.3 If appropriate, the Committee will invite any nominated third parties to tender a written response on the matter, and they will be offered seven (7) days to do so.
 - 3.1.4 The defendant and any nominated third parties may be invited to the relevant Committee meeting at the discretion of the nominated referee for the case.
 - 3.1.5 The Committee will consider the case and vote on a conclusion following the Committee rules laid out in the constitution.
 - 3.1.6 The Committee Secretary will inform the defendant of the decision in writing within seven (7) days of the decision.
 - 3.1.7 The Committee's decision is final and shall be entered into the meeting minutes.
- 3.2 The defendant will be offered a specified date twenty-one (21) days from receipt of the decision to respond by appeal in writing if necessary.

4. APPEALS PROCESS

- 4.1 Appeals will only be considered if received in writing within twenty-one (21) day of receipt of the Committee's decision.
- 4.2 The Secretary will nominate a Committee member (not the person nominated in 2.4.1. or 3.1.1. above) to coordinate and investigate the appeal, and will ensure the processes herein are followed.
- 4.3 The Committee Secretary will recognise receipt of the appeal within seven (7) days in writing and will inform the appellant of when the appeal will be considered, and which Committee member will be refereeing the process. This may be at the next programmed Committee meeting or at an EGM in accordance with The Club constitution. Note --- the appellant may not move to call an EGM during the appeal process.
- 4.4 The appellant will be invited to the Committee appeal hearing and no third parties will be invited.
- 4.5 The Committee and appellant will consider the case and vote on a conclusion following the Committee rules laid out in the constitution.
- 4.6 The Committee's decision is final and shall be entered into the meeting minutes.