

DISCIPLINE PROCEDURE FOR MERVILLE UNITED FC

Progressive Discipline Steps

A progressive discipline system provides a structured approach that escalates consequences based on the severity and frequency of infractions:

- **Step 1: Verbal Warning**
 - **Process:** A coach or designated official explains the infraction and reminds the player/persons of expected behaviour.
 - **Goal:** Correct the behaviour immediately without formal consequences.
- **Step 2: Written Warning**
 - **Process:** If the behaviour continues, issue a formal written warning that documents the incident, the expectations for future behaviour, and the consequences for further infractions.
 - **Documentation:** Ensure the player and parent/guardian receive a copy.
- **Step 3: Temporary Suspension**
 - **Process:** For repeated or more severe incidents, temporarily suspend the player from practice or games.
 - **Review:** Use this time to have a meeting with the player, parent/guardian, and coach to discuss behaviour and set clear expectations for returning to play.
- **Step 4: Permanent Dismissal**
 - **Process:** In cases of extreme or repeated violations where the behaviour poses a risk to others or the club's values, permanent dismissal from the team may be necessary.
 - **Due Process:** Ensure that a clear, fair process is in place for such decisions, including review by a committee if possible.

Documentation and Record-Keeping

- **Incident Reports:**

Create standardized forms for documenting incidents. Include details such as the date, time, individuals involved, the nature of the infraction, and steps taken.

- **Confidentiality:**
Keep records confidential and secure, sharing only with those who have a legitimate need to know (e.g., club officials, parents/guardians).
 - **Tracking Progress:**
Use records to monitor repeated infractions and adjust intervention strategies if necessary.
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Parental and Guardian Involvement

- **Communication:**
Keep parents informed about both the code of conduct and any disciplinary actions involving their child.
 - **Support:**
Encourage parents to discuss behaviour expectations at home and support the club's disciplinary process.
 - **Meetings:**
Offer opportunities for parents to meet with coaches or club administrators to discuss concerns or understand the process better.
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Appeals and Review Process

- **Right to Appeal:**
Establish an appeals process where players and/or their parents can request a review of a disciplinary decision.
- **Review Committee:**
Form a committee of club officials, which may include coaches, administrators, and possibly a parent representative, to review appeals objectively.
- **Transparent Procedures:**
Clearly outline the steps for an appeal, the timelines for review, and how final decisions are communicated.

Where necessary the Committee members that are not directly involved with the issue will hold a disciplinary hearing to decide the outcome. Appeals will be heard by 3 committee members that are not directly involved. Any breaches of the Clubs Code of Conduct must be brought to the attention of a committee member verbally asap and followed up with a written report to the committee within 5 days of the issue occurring.

Code of Conduct for Coaches/ Volunteers and Officials

MERVILLE UNITED FC (SLIGO)

Coaches and volunteers involved in sport for young people have a great opportunity to be a positive role model and help build an individual's confidence.

At Merville United FC, we expect our Coaches/Volunteers to

- Provide a positive and safe environment for all players.
- Treat all players fairly and with respect.
- Promote good sportsmanship and teamwork among players.
- Follow the rules of the game and encourage players to do the same.
- Never use abusive language or physical punishment.
- Encourage player/team development.
- Communicate effectively with players and parents regarding expectations and feedback.

COACHES/VOLUNTEERS ARE EXPECTED TO:

- Ensure the safety of all children by careful supervision, proper pre-planning of coaching sessions, always using safe methods.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people equally and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to always promote the objectives of the club.
- Not let any allegations of abuse of any kind to go unchallenged or unrecorded. Incidents and accidents to be recorded in the club incident/accident book. Parents will be informed.

- Report accidents or incidents of alleged abuse or poor practice to the designated liaison person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Report suspected abuse to the appropriate designated liaison person.
- Not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information. Please note the reporting of information relating to safeguarding a young person through your organisations reporting procedures would not be a breach of confidentiality.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged under 18 years must not engage in sexual relationships with them while that unequal power relationship exists.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Protect themselves from false accusation:
 - Not spending excessive amounts of time alone with children away from others
 - Never taking children to their home
 - Not administering First Aid involving the removing of children's clothing unless in the presence of others
- Hold appropriate valid qualifications and insurance cover.
- A coach or other club officer should not accept any club member under the age of 18 as a friend on their own personal social media site or share their own site details with them. Unless that coach is related to that child at the club. Problems can arise when coaches and other people in a position of responsibility at a club accept children as "friends" on their own personal social networking site.

- It is important for coaches to ensure that their interactions and communications with young members in real life and via social media reflects their role and position of responsibility for that young person.
- Coaches should lock down access to their social media site to ensure that only their accepted “friends” have access to their photos and information.

Coaches should only use electronic¹ based communications to share sport/activity/club-related information with young members and avoid personal, non-sport messages/ photographs/ videos or banter.

- Make the sport/activity **fun**.

COACHES/VOLUNTEERS HAVE A RIGHT TO:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting of suspected abuse.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated liaison person. Persistent breach of the code will result in dismissal from the club/sport.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

EMERGENCY ACTION/FIRST AID

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

Access to First Aid equipment

Telephone contact if the participant is a minor

Telephone contact to the Emergency Services

¹ Electronic communication may include, texting, facebook, twitter etc.

CODE OF CONDUCT FOR PLAYERS, CHILDREN AND YOUNG PEOPLE

MERVILLE UNITED is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, always, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to always be open and to share any concerns or complaints that they may have about any aspect of the club with their coach or member of the Committee.

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

As a member of **MERVILLE UNITED**, you are expected to abide by the following code of practice:

Player Code of Conduct

As a player, I will:

- Show respect to coaches, teammates, opponents, referees, and spectators.
- Play fairly, with good sportsmanship, and follow the rules of the game.
- Support my teammates and encourage them positively.
- Attend practices and games on time and be prepared to play.
- Give my best effort in every game and practice.
- Avoid arguing with referees or making negative comments about calls.
- Refrain from using foul language, engaging in bullying, or displaying unsportsmanlike behaviour.

CHILDREN/YOUNG PEOPLE ARE EXPECTED TO:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Take care of equipment owned by the club.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using technologies like social media or texting.
- Refrain from bullying or persistent use of rough and dangerous play.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit, suitable footwear and shin pads – for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Show respect to other youth members/leaders and show team spirit.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for youth members.

- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Challenge or report the bullying of your peers.
- Respect opponents.
- Not cheat or be violent/aggressive.
- Not use violence.
- Make your club a **fun** place to be.

CHILDREN/YOUNG PEOPLE HAVE THE RIGHT TO:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.

Any misdemeanours and general misbehaviour will be addressed by the immediate coach and reported verbally to the designated liaison person.

Where necessary, very serious breaches of the code of conduct, will result in a disciplinary hearing and appropriate sanctions.

If a member's misdemeanours and/or misbehaviour results in damage to property, facilities, equipment or injury to another person. That person will be subject to the laws of the land and liable to pay any costs as a result of their actions to the injured party.

Merville United will not be responsible for an individuals actions that breach our code of conduct

Persistent misbehaviour will result in dismissal from the club/sport. Parents will be informed at all stages.

Dismissals can be appealed by the coach/volunteer with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

CODE OF CONDUCT - EXPECTATIONS FOR PARENTS

MERVILLE UNITED is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents/guardians associated with the club should, always, show respect and understanding for the safety and welfare of others. Therefore, parents/guardians and members are encouraged to always be open and to share any concerns or complaints that they may have about any aspect of the club with their respective coach or Committee member

Sports clubs for young people should offer a positive experience where they can learn new things in a safe and positive environment.

THANKS FOR SUPPORTING YOUR CHILD'S INVOLVEMENT IN OUR CLUB.

We want to help you continue supporting your child to reach their full potential and enjoy their time at our club, therefore please:

- Think about what your child wants to get out of the sport
- Understand what your child is trying to achieve and what support they need to achieve it
- Be the best role model you can be to help your child enjoy their sporting experience?

- Focus on your child's development and enjoyment

As a parent/guardian, you will:

- Encourage my child to play by the rules and respect coaches, referees, and opponents.
- Support my child and their teammates positively, without criticism or negativity.
- Refrain from coaching from the sidelines and allow the coach to do their job.
- Respect game officials and accept their decisions without confrontation.
- Set a good example by always demonstrating good sportsmanship.
- Communicate with coaches respectfully regarding concerns at appropriate times.
- Refrain from approaching the coaches with issues during games and 1 hour before or after games.
- Refrain from negative sideline comments about tactics and selection.
- Only raise issues concerning your own children
- Ensure my child arrives at practices and games on time and properly equipped.

As a parent/carer of a youth member of **MERVILLE UNITED FC**, you are expected to abide by the following guidelines:

PARENTS/GUARDIANS ARE EXPECTED TO:

POSITIVELY REINFORCE THEIR CHILD/YOUNG PERSON AND SHOW AN INTEREST IN THEIR CHOSEN ACTIVITY. SUPPORT YOUR CHILD'S INVOLVEMENT AND HELP THEM TO ENJOY THEIR SPORT.

- Do not place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Health and Consent Form pertaining to their child's participation with "**Merville**" (see junior membership form).
- Deliver and collect the child punctually to and from coaching sessions/matches.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including shorts, shirt, socks, tracksuit, sweat-tops, hat, gloves, water bottles, sun cream etc. (insert sports specific requirements)
- Ensure that proper footwear and protective equipment are always worn in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the coach prior to departure from the field of play if child is to be collected early from a coaching session.

- Encourage their child to play by the rules and teach them that they can only do their best. Help your child to recognise good performance, not just results.
- Set a good example by recognising fair play and applauding good performances of all.
- Behave responsibly on the side-lines; do not embarrass your child.
- Never punish or belittle a child for losing or making mistakes.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic and supportive.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement.
- Acknowledge the importance and role of the club coaches who provide their time free to ensure children's participation in the club.
- Promote their child's participation in playing sport for **fun**.

PARENTS/GUARDIANS HAVE THE RIGHT TO:

- Know their child is safe.
- Be informed of problems or concerns relating to their children.
- Be informed if their child is injured.
- Have their consent sought for issues such as trips.
- Contribute to decisions within the club.
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by a **Merville United** official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend games if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the code of behaviour may mean the **Merville United** officials regrettably asking the child to leave the club.

Spectator Code of Conduct

As a spectator, I will:

- Cheer positively and encourage all players.
- Refrain from using profanity or engaging in disruptive behavior.
- Respect referees, coaches, and players at all times.
- Never enter the field or interfere with play.
- Be a role model of sportsmanship for young athletes.
- Never

5. Disciplinary Actions

Violations of the Code of Conduct may result in:

- Verbal or written warnings.
- Suspension from practices or games.

Dismissal from the club for serious or repeated offenses