Disciplinary Policy

Alton Football Club

Policy Statement

Alton Football Club expects all members to adhere to the FA Respect Code of Conduct and club rules at all times.

This policy outlines how the Club responds when an allegation or complaint suggests a breach of conduct has occurred.

Aims

- To provide a fair and consistent disciplinary process.
- To ensure all allegations are investigated thoroughly.
- To apply proportionate sanctions where misconduct is proven.
- To protect the integrity, reputation, and safety of the Club and its members.

Scope

This policy applies to:

- Players
- Coaches and officials
- Committee members
- Parents, carers, and spectators

Covers breaches such as:

- Misconduct or abuse towards officials, players, spectators
- Bullying, harassment, discrimination, or abuse
- Violent or aggressive behaviour
- Breach of FA or Club Codes of Conduct
- Bringing the club into disrepute
- Non-compliance with safeguarding requirements
- Persistent poor behaviour at training or matches

Principles

Alton Football Club will:

- Act promptly and impartially.
- Ensure individuals know the allegations against them.
- Allow the right to be heard and represented.
- Refer safeguarding concerns to the Club Welfare Officer immediately.
- Collaborate with Hampshire FA where required.
- Record all disciplinary decisions and rationale.

Disciplinary Procedure

Stage 1 – Notification

If an investigation identifies a potential breach:

- The individual will be informed in writing of the allegation.
- The individual will be invited to a disciplinary meeting, where relevant, and may be accompanied by a parent, colleague, or representative.
- Temporary suspension may be applied if the matter involves safeguarding or serious risk.

Stage 2 – Hearing

Where a meeting and hearing is required, a Disciplinary Panel (minimum three impartial committee members), will:

- Consider all evidence
- Hear from the individual and relevant parties
- Maintain confidentiality and keep written notes

Stage 3 – Decision

The panel will determine an appropriate outcome based on evidence. Possible sanctions include:

- No action
- Verbal or written warning
- Requirement to complete Respect/Safeguarding training
- Behaviour contract
- Matchday or training restrictions
- Temporary suspension from club activities
- Removal from a role or termination of membership
- Referral to Hampshire FA / FA Safeguarding Team

The decision will be communicated in writing within 7 days of the hearing.

Appeal Process

Individuals may appeal the decision within 14 days to the Chairperson.

An Appeals Panel, independent of the original decision, will review the evidence.

The Appeals Panel may:

- Uphold
- Overturn
- Amend the sanction

The Appeals Panel's decision is final within the Club.

Safeguarding Concerns

If a disciplinary matter involves a child or adult at risk, the Club Welfare Officer will:

- Immediately follow FA safeguarding protocols
- Refer the matter to Hampshire FA and/or statutory agencies

Record Keeping

- All disciplinary hearing outcomes and other disciplinary records, where relevant, will be securely stored by the Club Welfare Officer.
- Access is restricted to authorised officials.
- The GDPR and FA data standards apply.

Monitoring & Review

The Committee will review disciplinary cases annually to ensure consistency and identify any club-wide issues.

This policy will be reviewed every two years or earlier if FA regulations change.

Contacts

Club Secretary
Name: Wayne Dickson
Email: waynealtonfc@outlook.com

Club Welfare Officer
Name: Georgina Timmins
Email: safeguarding@altonfc.com

Club Chairperson
Name: Carl Saunders
Email: carl@altonfc.com

Approval

Approved by the Club Committee on: 28 January 2026
Signed (Chairperson): Carl Saunders