



Coach and Officials Code of Conduct

East Fife Community Football Club (EFCFC) are dedicated to our coaches, who give freely of their valuable time in providing a stimulating, challenging, supportive and fun football experience to children and young people in the club. As a volunteer at the club there is a requirement to always maintain a professional conduct both as a representative of EFCFC and a role model to our members.

ON AND OFF THE FIELD, I WILL:

- Use my position to set a positive example for the young people I am responsible for
- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the laws and spirit of the game
- Promote Fair Play and high standards of behaviour
- Respect the match official's decision
- Never enter the field of play without the referee's permission
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Be gracious in victory and defeat.
- Follow the league and competition guidelines

WHEN WORKING WITH PLAYERS, I WILL:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Never engage in or tolerate any form of bullying
- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.



Managing Challenging Situations:-

The Club follow the SYFA procedure in relation to Disciplinary and Grievance and these will apply to your role.

Purpose and scope

Co-operation, teamwork and valuing people are values that underpin the way we wish to work in EFCFC. We therefore have policies which reflect these values. This procedure is designed to help and encourage all volunteers to achieve and maintain standards of conduct, attendance and performance. The Club rules and this procedure apply to all volunteers. The aim is to ensure consistent and fair treatment for all in the club.

Principles

Informal action will be considered, where appropriate, to resolve problems. No action will be taken against a volunteer until the issue has been fully investigated.

For formal action the volunteer will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at a disciplinary meeting.

Volunteers will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary meeting.

At all stages of the procedure the volunteer will have the right to be accompanied by an EFCFC volunteer.

No volunteer will be asked to leave for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice.

A volunteer will have the right to appeal against any action taken.

The procedure may be implemented at any stage if the volunteers alleged misconduct warrants this.

20.1 First stage of formal procedure

This will normally be either:

- An improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. The individual will be advised that it constitutes the first stage of the formal procedure. A record of the improvement note will be kept for 6 months, but will then be considered spent – subject to achieving and sustaining satisfactory performance;
- or
- A first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct and the change in behaviour required and the right of appeal. The warning will also inform the volunteer that a final written warning may be



considered if there is no sustained satisfactory improvement or change. A record of the warning will be kept, but it will be disregarded for disciplinary purposes after a period of six months.

20.2 Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve performance during the period of a prior warning, a final written warning may be given to the volunteer. This will give details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to being asked to leave the club and will refer to the right of appeal. A copy of this written warning will be kept by the club but will be disregarded for disciplinary purposes after 12 months subject to achieving and sustaining satisfactory conduct or performance.

20.3 Dismissal or other sanction

If there is still further misconduct or failure to improve performance the final step in the procedure will be removal from the club. Dismissal decisions can only be taken by the committee and the volunteer will be provided in writing with reasons for dismissal. They will also be informed of the right to appeal.

If some sanction short of dismissal is imposed, the volunteer will receive details of the complaint, will be warned that dismissal could result if there is no satisfactory improvement, and will be advised of the right of appeal. A copy of the written warning will be kept by the Club Secretary but will be disregarded for disciplinary purposes after 12 months subject to achievement and sustenance of satisfactory conduct or performance.

20.4 Serious misconduct

The following list provides some examples of offences which are normally regarded as gross misconduct:

- Theft or fraud;
- Physical violence or bullying;
- Deliberate and serious damage to property;
- Serious misuse of an organisation's property or name;
- Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- Serious insubordination;
- Unlawful discrimination or harassment;
- Bringing the organisation into serious disrepute;
- Serious incapability at work brought on by alcohol or illegal drugs;
- Causing loss, damage or injury through serious negligence;
- A serious breach of health and safety rules;
- Loss of PVG – If you lose your PVG for any reason, membership of SYFA will be suspended.

If you are accused of an act of gross misconduct, you may be suspended, ,



while the alleged offence is investigated. If, on completion of the investigation and the full disciplinary procedure, the club is satisfied that gross misconduct has occurred, you will be asked to leave immediately.

20.5 Appeals

A volunteer who wishes to appeal against a disciplinary decision must do so within five working days in writing to directoroffootball@efcfc.co.uk. The Director of Football will hear all appeals and his/her decision is final. At the appeal any disciplinary penalty imposed will be reviewed. Decisions will be given within 14 working days.

20.6 SYFA Membership

In instances of final warnings and gross misconduct that are not in line with volunteering within a community setting, the club will inform both the league and the SYFA of our decision to terminate your membership with the club.

Print Name:

Signature: