



# SHANKILL FOOTBALL CLUB

## PART OF OUR COMMUNITY

### EST. 1923



SHANKILL FC

#### Disciplinary Procedure

Underage Football | Republic of Ireland

Policy owner: Shankill FC Club Committee

Applies to: All players, coaches, team managers, parents/guardians, spectators and club officials

Version: Draft 1.0

Approval date: To be confirmed

Review date: Annually, or sooner if required

Approved by: Shankill FC Club Committee

#### 1. Purpose

Shankill FC is committed to providing a safe, respectful, inclusive and enjoyable football environment for all children and young people.

The purpose of this Disciplinary Procedure is to establish a clear, fair and consistent process for dealing with misconduct involving players, coaches, team managers, parents/guardians, spectators and club officials.

The procedure aims to:

- \* Promote respect, good sportsmanship, teamwork and personal responsibility.
- \* Encourage learning and improvement following minor breaches of conduct.

- \* Address serious or repeated misconduct firmly and consistently.
- \* Protect the welfare, dignity and safety of children and young people.
- \* Ensure that complaints and disciplinary matters are handled fairly and confidentially.
- \* Clarify the respective responsibilities of team officials, the Club Committee, the Dublin & District Schoolboys'/Girls' League (DDSL) and the Football Association of Ireland (FAI).
- \* Provide an appropriate opportunity to respond to allegations and appeal disciplinary decisions.

Discipline at Shankill FC should be corrective wherever possible, proportionate to the circumstances and always consistent with the welfare of children and young people.

## 2. Scope

This procedure applies to all persons involved in Shankill FC activities, including:

- \* Registered players and trialists.
- \* Coaches, mentors and team managers.
- \* Parents and legal guardians.
- \* Spectators and supporters attending matches or club events.
- \* Club Committee members and other club officials.
- \* Volunteers and other persons representing the club.

It applies to conduct occurring at training sessions, matches, tournaments, club premises, away venues, team events, club-related travel and online spaces where the conduct affects the club or its members.

All persons covered by this policy are expected to comply with applicable FAI and DDSL rules, club codes of conduct, child safeguarding requirements and relevant laws.

Where a governing-body rule or statutory obligation conflicts with this procedure, the applicable rule or obligation takes precedence.

## 3. Principles of discipline

All disciplinary matters shall be handled in accordance with the following principles.

3.1 Fairness: No disciplinary sanction shall be imposed without an appropriate opportunity for the person concerned to respond, except for necessary immediate protective measures.

3.2 Proportionality: The response shall reflect the seriousness of the conduct, its consequences, whether it was repeated and any relevant mitigating circumstances.

3.3 Age-appropriate treatment: Children and young people shall be treated in a manner appropriate to their age, maturity, understanding and individual circumstances.

3.4 Consistency: Similar incidents should generally receive similar treatment, while recognising that each case must be considered on its own facts.

3.5 Education and improvement: Minor misconduct should ordinarily be addressed through guidance, reminders, restorative measures or warnings before more serious sanctions are considered.

3.6 Protection from harm: The welfare and safety of children and young people take priority over sporting results, team selection, reputation or convenience.

3.7 Impartiality: Anyone with a material conflict of interest shall not investigate, decide or hear an appeal in the relevant case.

3.8 Confidentiality: Information shall be shared only with those who reasonably need it for the proper handling of the matter, subject to safeguarding and legal obligations.

3.9 No retaliation: No person shall be penalised for raising a genuine concern, making a complaint in good faith, assisting an investigation or participating in an appeal.

#### 4. Standards of behaviour

##### 4.1 Players

Players are expected to:

- \* Treat teammates, opponents, coaches, referees and other participants with respect.
- \* Follow reasonable instructions from coaches and match officials.
- \* Avoid bullying, intimidation, threats, fighting, discriminatory language and abusive behaviour.
- \* Respect club equipment, facilities and property.
- \* Attend training and matches punctually or communicate an absence in advance where possible.
- \* Use appropriate language and behaviour at football activities.
- \* Follow the club's safeguarding, communication and online conduct requirements.
- \* Represent Shankill FC positively at home and away fixtures.

#### 4.2 Coaches, mentors and team managers

Club personnel are expected to:

- \* Lead by example and promote respect, fair play and inclusion.
- \* Communicate with players in a calm, constructive and age-appropriate manner.
- \* Never use humiliation, intimidation, discriminatory language or physical punishment as a disciplinary measure.
- \* Avoid favouritism, retaliation or inappropriate threats relating to selection.
- \* Follow the FAI safeguarding framework and applicable vetting, training and registration requirements.
- \* Address concerns professionally and report safeguarding matters through the appropriate channels.
- \* Ensure that parents and spectators are made aware of expected touchline behaviour.
- \* Follow applicable DDSL match-day and competition requirements.

#### 4.3 Parents and guardians

Parents and guardians are expected to:

- \* Encourage children positively and respect their individual development.
- \* Treat players, coaches, referees, opponents and other families respectfully.
- \* Avoid abusive, threatening, discriminatory or intimidating conduct.
- \* Refrain from coaching or confronting children aggressively from the sideline.
- \* Raise complaints through the appropriate club channels rather than confronting children or officials during matches.
- \* Respect reasonable decisions made by coaches and club officials, while retaining the right to raise concerns.
- \* Support the club's safeguarding and disciplinary processes.

#### 4.4 Spectators and supporters

Spectators are expected to:

- \* Support all children in a positive and respectful manner.
- \* Respect referees, opposing teams, club officials and facilities.
- \* Avoid abusive chanting, threatening behaviour, discriminatory comments or interference with match officials.
- \* Follow reasonable instructions issued by authorised match-day or club officials.
- \* Refrain from conduct that brings the club or the game into disrepute.

#### 4.5 Club officials and committee members

Club officials shall:

- \* Act impartially and responsibly.
- \* Handle complaints promptly and sensitively.
- \* Maintain appropriate records.
- \* Respect confidentiality and data protection requirements.
- \* Declare conflicts of interest.
- \* Avoid using their position to intimidate, favour or disadvantage any person.

- \* Ensure that disciplinary decisions are consistent with this procedure and governing-body requirements.

## 5. Examples of misconduct

Misconduct may include, but is not limited to:

### Minor misconduct

- \* Occasional lateness or failure to communicate an absence.
- \* Disruptive behaviour at training.
- \* Failure to follow reasonable team instructions.
- \* Inappropriate language that does not amount to a more serious offence.
- \* Minor disrespect towards teammates or club property.

### Repeated or more serious misconduct

- \* Persistent refusal to follow reasonable instructions.
- \* Repeated disrespect towards coaches, teammates, opponents or officials.
- \* Repeated failure to comply with agreed team standards.
- \* Deliberate damage to club or third-party property.
- \* Bullying, harassment or intimidation.
- \* Verbal abuse of referees, players or other participants.
- \* Aggressive or threatening conduct.
- \* Serious or repeated breaches of club communications or online conduct rules.

### Gross misconduct

- \* Physical assault or fighting.
- \* Serious threats or intimidation.
- \* Serious discriminatory abuse.

- \* Serious bullying, harassment or targeted abuse.
- \* Deliberate conduct creating a significant risk to a child's safety.
- \* Serious abuse of a position of trust.
- \* Serious breaches of safeguarding requirements.
- \* Other conduct that may warrant immediate protective action or referral to the relevant authority.

These categories are indicative, not automatic findings. The facts, context, age of the person concerned, impact and any applicable governing-body rules must be considered.

A safeguarding concern shall be dealt with under Section 12, regardless of whether the same behaviour might also constitute misconduct.

## 6. Reporting an incident or complaint

A concern may be raised by a player, parent/guardian, coach, team manager, club official, referee, spectator or other relevant person.

Ordinary disciplinary concerns should normally be reported to the team manager or, where appropriate, the Club Secretary or designated committee contact.

Where the complaint concerns the team manager, a committee member or another person who would ordinarily receive the complaint, it should be directed to an uninvolved Club Committee member.

A complaint may be made verbally initially, but the club may request a written account to ensure an accurate record.

The report should include, where available:

- \* Date, time and location of the incident.
- \* Names of the persons involved and any witnesses.
- \* A factual description of what occurred.
- \* Any relevant messages, photographs, reports or other supporting information.

\* Any immediate action already taken.

\* Any continuing safety concerns.

The person receiving the complaint shall record it and determine whether it is an ordinary disciplinary matter, a safeguarding concern, a matter for the DDSL/FAI or a matter requiring referral to another authority.

No person should be required to investigate a concern informally before reporting a serious safeguarding matter.

## 7. Immediate action

Where necessary to protect participants, preserve order or prevent further misconduct, the club may take proportionate interim measures before the disciplinary process is completed.

These may include:

\* Separating persons involved in an incident.

\* Ending a player's participation in a training session or match where necessary for immediate safety.

\* Asking a disruptive spectator to leave a club-controlled venue, subject to the club's authority and applicable venue rules.

\* Temporarily changing contact arrangements or supervision.

\* Temporarily restricting a person's involvement in specified activities pending an appropriate assessment.

Any interim measure must be precautionary, not a declaration that an allegation has been proven.

The reasons, scope and expected review date of an interim measure should be recorded. The club should keep it under review and avoid unnecessary or indefinite restrictions.

Where a child is removed from an activity, appropriate arrangements must be made for their welfare, supervision and safe collection.

An interim club measure does not cancel, replace or alter any suspension or sanction imposed by the DDSL or FAI.

## 8. Disciplinary procedure

### Stage 1: Informal resolution

For minor first-time incidents, the team manager or another appropriate club representative should ordinarily speak with the person concerned.

The discussion should:

- \* Explain the behaviour that caused concern.
- \* Give the person an opportunity to explain.
- \* Clarify the standard expected.
- \* Agree any reasonable corrective action.
- \* Explain that repeated misconduct may result in formal action.

Where the person is under 18, communication with a parent/guardian should be considered and used where appropriate to the child's age, welfare and circumstances.

An informal discussion is not appropriate where the allegation is serious, concerns a safeguarding risk or requires referral under governing-body rules.

A brief factual note may be retained where appropriate, especially if the issue is repeated.

### Stage 2: Formal complaint and initial assessment

If the issue is serious, repeated, unresolved or unsuitable for informal resolution, the complaint shall be referred to the Club Secretary or another uninvolved committee representative.

The club shall:

1. Record the allegation and identify the appropriate process.
2. Consider any immediate safety measures.
3. Identify an impartial person to investigate.
4. Check whether the matter must be reported to the DDSL, FAI or a statutory authority.
5. Notify the person concerned of the nature of the allegation, insofar as it is appropriate and lawful to do so.
6. Explain the next steps and expected timeframe.

The club shall not conduct its own investigation into suspected child abuse or interfere with a statutory investigation. See Section 12.

### Stage 3: Investigation

The investigator shall be independent of the incident to the extent reasonably possible and shall not have a material conflict of interest.

The investigation may include:

- \* Speaking separately with the complainant and the person complained about.
- \* Obtaining accounts from relevant witnesses.
- \* Reviewing relevant communications, match reports or other available evidence.
- \* Giving the person concerned sufficient detail of the allegation to allow a meaningful response.
- \* Considering relevant context and mitigating circumstances.

For a child, the process must be age-appropriate and sensitive. A parent/guardian should ordinarily be involved in formal disciplinary communications, subject to safeguarding considerations and the child's best interests.

Interviews should be conducted respectfully, with appropriate support and in accordance with applicable safeguarding procedures. The club should not promise absolute confidentiality or pressure anyone to withdraw a complaint.

The investigator should prepare a factual report summarising the allegation, the evidence considered, the response received and any findings or recommendations.

#### Stage 4: Disciplinary decision

The decision shall be made by an appropriately authorised, impartial person or panel. Depending on the club's constitution and the nature of the matter, this may be the Club Committee or a delegated disciplinary panel.

Anyone who made the complaint, was directly involved in the incident, investigated the case or has a material conflict of interest shall not participate in deciding the matter.

The decision-maker shall consider:

- \* Whether the allegation is substantiated on the information available.
- \* The seriousness and impact of the behaviour.
- \* The person's age, understanding and relevant circumstances.
- \* Whether the conduct was deliberate, repeated or aggravated.
- \* Previous relevant incidents, where fairly and appropriately considered.
- \* Any acknowledgement of wrongdoing, apology or other mitigating factor.
- \* The need to protect children and other participants.
- \* Relevant FAI and DDSL rules and any existing governing-body sanction.

The club should use a fair and appropriate standard of proof, ordinarily the balance of probabilities for an internal club disciplinary matter, subject to any applicable governing-body procedure.

A decision shall be based on the information reasonably available, not rumour, personal preference or pressure from other members.

#### Stage 5: Notification of outcome

The person concerned shall be informed of the decision in writing, where practicable.

The notification should set out:

- \* The allegation considered.
- \* The decision and the principal reasons for it.
- \* Any sanction or corrective action.
- \* The date the measure takes effect and its duration, if applicable.
- \* Any conditions for return to normal participation.
- \* The appeal process and deadline.
- \* Any applicable restrictions on participation arising from DDSL or FAI rules.

Where a child is concerned, the notification should ordinarily be provided to the parent/guardian as well, subject to safeguarding and legal considerations.

The club shall avoid disclosing confidential information about other children or unrelated disciplinary matters.

## 9. Sanctions and corrective measures

Sanctions shall be proportionate, consistent and appropriate to the person's age and circumstances.

The following measures may be considered individually or in combination, where appropriate and permitted by governing-body rules.

| Level | Possible response                                                               | Typical circumstances                                             |
|-------|---------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1     | Verbal reminder, guidance or apology                                            | Minor first-time misconduct                                       |
| 2     | Written warning and agreed improvement plan                                     | Repeated minor misconduct or a more significant incident          |
| 3     | Parent/guardian meeting, behavioural agreement or supervised return             | Persistent issues or failure to improve                           |
| 4     | Temporary restriction from a specified training session, match or club activity | Serious or repeated misconduct, where proportionate and permitted |

- |   |                                                                                                      |
|---|------------------------------------------------------------------------------------------------------|
| 5 | Formal club suspension from specified club activities, subject to authority and governing-body rules |
| 6 | Referral to the DDSL, FAI, venue authority or statutory body, where appropriate                      |
|   | Matters outside the club's authority, governing-body offences or safeguarding/legal concerns         |

This table is a guide rather than a mandatory progression. A serious incident may justify moving directly to a higher level, subject to fair procedures and any necessary immediate protective action.

### 9.1 Sanctions involving underage players

Disciplinary action involving a child must be proportionate and welfare-focused.

The club shall not use physical punishment, public humiliation, discriminatory treatment or sanctions that place a child at risk.

Where practical, the club should favour corrective measures such as reflection, an apology where appropriate, a discussion with parents/guardians, agreed behavioural goals or supported reintegration.

A child should not be collectively punished for the conduct of teammates.

Any restriction on participation should be limited to what is reasonably necessary. Decisions affecting a child's access to football must consider their welfare, the seriousness of the incident and the club's obligations under applicable rules.

### 9.2 Sanctions involving coaches and team officials

Depending on the circumstances, measures may include:

- \* Guidance or a formal warning.
- \* Required training or supervision.
- \* Temporary removal from specified duties.

- \* Temporary suspension from club activities.
- \* Referral to the Club Committee, DDSL or FAI.
- \* Removal from a role, where authorised and justified by fair procedures and the applicable rules.

Where a safeguarding concern is involved, any role restriction must be assessed under the relevant safeguarding process and must not await the outcome of an ordinary disciplinary procedure where immediate protective action is required.

### 9.3 Sanctions involving parents and spectators

Depending on the circumstances, measures may include:

- \* A verbal or written warning.
- \* A formal meeting with the Club Committee.
- \* A written undertaking to comply with the club's code of conduct.
- \* A direction to leave a club-controlled venue following serious disruption, where lawful and appropriate.
- \* A proportionate restriction on attendance at club activities or access to specified areas, subject to club authority, governing-body rules and safeguarding considerations.
- \* Referral to the DDSL, FAI, venue authority or statutory authorities where appropriate.

Any restriction must be clearly communicated, proportionate and reviewed where appropriate. The club should consider how the child's participation and safe arrangements will be maintained without unfairly penalising the child for an adult's conduct.

### 9.4 Club action and league sanctions

Shankill FC may address conduct under its own policies within the limits of its authority. It cannot cancel, reduce or override a suspension, fine, ban or other sanction imposed by the DDSL or FAI.

Where an incident falls within DDSL or FAI jurisdiction, the club shall comply with the relevant reporting, disciplinary and appeal rules. Club proceedings shall not be used to circumvent a governing-body decision.

The club shall not impose a sanction that conflicts with a governing-body rule or represents itself as having authority it does not possess.

## 10. Appeals

A person subject to a formal club disciplinary decision may appeal in writing.

An appeal should be submitted to the Club Secretary, or another designated contact if the Secretary was involved, within 7 calendar days of notification of the decision.

The appeal should state the grounds and identify any relevant information. Grounds may include:

- \* A material procedural unfairness.
- \* A finding that is not reasonably supported by the evidence.
- \* Relevant new evidence that was not reasonably available earlier.
- \* A sanction that is disproportionate or inconsistent with the applicable rules.

### 10.1 Appeal panel

The appeal shall be heard by a separate Club Committee member or panel who had no material involvement in the original incident, investigation or decision.

Where the club cannot form an impartial panel, it should seek suitable independent assistance or advice rather than permit a conflicted person to decide the appeal.

The appeal panel shall review the original decision, the grounds of appeal and relevant evidence. It may seek further clarification where necessary and fair to all parties.

### 10.2 Appeal outcomes

The appeal panel may:

- \* Uphold the original decision.
- \* Vary the sanction.
- \* Set aside the decision.
- \* Refer the matter back for further investigation or a new decision.
- \* Recommend other appropriate action within the club's authority.

The outcome and reasons shall be communicated in writing, normally within 14 calendar days of receiving the appeal or, where that is not practicable, with an explanation of the delay.

A club appeal does not replace or extend any separate DDSL or FAI appeal process. Governing-body deadlines and procedures must be followed independently.

Interim protective measures may remain in place while an appeal is pending where necessary and proportionate, but they should be reviewed regularly.

## 11. Complaints about coaches, officials or committee members

A complaint involving a coach, team manager, Club Committee member or another person in authority shall be handled by an uninvolved person or panel.

Where the complaint concerns the Club Secretary, Chairperson, Children's Officer or Designated Liaison Person (DLP), it shall be directed to an appropriate alternative contact or to the relevant DDSL/FAI safeguarding channel, as applicable.

No person shall be allowed to decide a complaint about their own conduct.

Where the allegations involve potential misconduct under FAI or DDSL rules, the relevant governing body shall be consulted or notified as required.

## 12. Safeguarding concerns and statutory referrals

Safeguarding concerns are not ordinary disciplinary complaints.

Any concern or allegation that a child has been harmed, may have been harmed, is at risk of harm or may be experiencing abuse, neglect, grooming, exploitation or other inappropriate conduct must be handled under the FAI safeguarding framework and applicable Irish law.

Examples may include:

- \* Suspected physical, sexual or emotional abuse.
- \* Neglect or a serious failure to protect a child.
- \* Grooming, exploitation or inappropriate adult-child contact.
- \* Serious bullying or harassment that raises a welfare concern.
- \* Inappropriate conduct by a person in a position of trust.
- \* Any other concern requiring safeguarding assessment or statutory reporting.

#### 12.1 Immediate response

Anyone who receives a safeguarding disclosure or identifies a concern must take it seriously, listen calmly, avoid leading questions and record the information as accurately as possible.

They must not promise secrecy, confront the alleged person responsible, attempt to prove or disprove the allegation, or conduct their own investigation.

If a child is in immediate danger, emergency assistance must be sought without delay. In Ireland, call 112 or 999 where necessary.

#### 12.2 Reporting route

The concern must be brought promptly to the club's Children's Officer and/or Designated Liaison Person, according to their respective roles and the FAI procedure.

The DLP shall follow the applicable FAI reporting procedures and statutory requirements, including referral to Tusla and/or An Garda Síochána where required. A person may also contact the relevant statutory authority directly in accordance with the applicable guidance.

If the concern involves the Children's Officer or DLP, or the normal reporting route is inappropriate, the concern should be raised through an alternative FAI safeguarding contact or the relevant statutory authority.

The club shall follow the current FAI concern-and-complaint procedure and safeguarding reporting guidance. A club disciplinary process must not delay a required report.

### 12.3 Internal disciplinary action following a safeguarding concern

The club shall not investigate suspected child abuse itself.

Any internal disciplinary action connected to the allegation must be handled in accordance with guidance from the relevant statutory authorities and the FAI, so as not to prejudice an investigation or legal process.

Where necessary, the club may take interim protective measures in line with safeguarding guidance and its authority. Any such measure must prioritise child welfare and must not be presented as a finding of guilt.

## 13. DDSL and FAI matters

Shankill FC recognises that certain incidents may fall within the jurisdiction of the DDSL, the FAI or another football authority.

These may include referee abuse, serious misconduct at a fixture, breaches of competition rules, red-card offences, discriminatory conduct and other matters identified in the applicable governing-body rules.

Where appropriate, the club shall:

- \* Preserve relevant records and match reports.
- \* Cooperate with authorised league or FAI investigations.
- \* Submit reports within the prescribed deadlines.
- \* Ensure that registered players and officials comply with governing-body sanctions.

- \* Inform relevant persons of any applicable restrictions, without disclosing unnecessary confidential information.
- \* Direct appeals against governing-body sanctions through the correct governing-body process.

The club's internal disciplinary procedure shall not be used to prevent a complaint being made to the DDSL or FAI, interfere with a league investigation, or substitute a club decision for a governing-body sanction.

The current DDSL Rule Book and applicable FAI rules shall be checked whenever a matter may fall within their jurisdiction.

#### 14. Records, confidentiality and data protection

Shankill FC shall maintain accurate, proportionate and secure records of formal complaints, investigations, disciplinary decisions, appeals and safeguarding referrals.

Records may include:

- \* The initial report and date received.
- \* Details of the incident.
- \* Relevant witness accounts and evidence.
- \* Interim measures and reasons.
- \* Investigation notes and findings.
- \* Decisions, sanctions and reasons.
- \* Appeal documents and outcomes.
- \* Details of any referral to the DDSL, FAI or statutory authority.

Records must be stored securely with access restricted to authorised persons who need the information for their role.

The club shall comply with applicable data protection legislation, including the GDPR and the Data Protection Act 2018, and follow the club's privacy and retention policies.

Information shall not be discussed in team WhatsApp groups, shared on social media, circulated among parents or disclosed to other players or families merely because an incident has occurred.

The club shall retain records only for an appropriate period under its retention policy and applicable legal, safeguarding, insurance and governing-body requirements. Safeguarding records may require different handling and retention arrangements.

Confidentiality does not prevent necessary reporting to statutory authorities, the DDSL, the FAI, insurers or professional advisers where there is a lawful basis to share information.

## 15. Roles and responsibilities

### Club Committee

- \* Approves and reviews this procedure.
- \* Ensures that appropriate disciplinary arrangements are available.
- \* Appoints impartial decision-makers and appeal panels.
- \* Ensures decisions are recorded and implemented.

### Club Secretary or designated disciplinary contact

- \* Receives and records ordinary disciplinary complaints.
- \* Coordinates formal procedures and communications.
- \* Checks whether the matter should be referred elsewhere.
- \* Maintains appropriate records.

### Children's Officer and Designated Liaison Person

- \* Carry out their respective safeguarding roles under the FAI framework.
- \* Ensure concerns are directed through the appropriate safeguarding channels.
- \* Do not undertake investigations into suspected child abuse.

## Coaches and team managers

- \* Set clear team standards.
- \* Address minor issues constructively.
- \* Record or report more serious or repeated incidents.
- \* Refer safeguarding concerns promptly.

## Players, parents/guardians and spectators

- \* Follow the club's codes of conduct.
- \* Raise concerns through appropriate channels.
- \* Cooperate reasonably with fair procedures.

## 16. Implementation and review

This procedure shall be approved by the Shankill FC Club Committee and communicated to players, parents/guardians, coaches, team managers and other relevant club members.

The club should ensure that:

- \* The current version is available to members.
- \* Relevant codes of conduct are consistent with this procedure.
- \* Team officials understand the reporting and escalation process.
- \* Safeguarding roles and contact details are kept current.
- \* Disciplinary decisions are monitored for consistency and fairness.

The procedure shall be reviewed at least annually and whenever significant changes occur to applicable FAI or DDSL rules, safeguarding guidance, legislation or the club's governance arrangements.

Any amendment must be approved through the club's normal governance process.

## 17. Approval

This policy is adopted by the Shankill FC Club Committee, subject to confirmation that it is consistent with the club constitution and current FAI and DDSL requirements.

Signed on behalf of Shankill FC:

Club Chairperson: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Club Secretary: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix A: Disciplinary incident record

Reference number: \_\_\_\_\_

Date report received: \_\_\_\_\_

Person receiving report: \_\_\_\_\_

Date, time and location of incident: \_\_\_\_\_

Person(s) involved: \_\_\_\_\_

Category of concern:

- ☐ Minor misconduct
- ☐ Repeated misconduct
- ☐ Serious misconduct
- ☐ Safeguarding concern
- ☐ Potential DDSL/FAI matter
- ☐ Other

Factual description of incident:

3M1

3M1

Witnesses or supporting information:

3M1

Immediate action taken and reasons:

3M1

Referral required?

- ☐ Club disciplinary process
- ☐ Children's Officer/DLP
- ☐ DDSL/FAI
- ☐ Tusla/An Garda Síochána
- ☐ Other authority

Investigator or responsible contact: \_\_\_\_\_

Outcome and reasons: \_\_\_\_\_

Sanction or corrective measure: \_\_\_\_\_

Date person notified: \_\_\_\_\_

Appeal received and outcome, if applicable:

3M!

Record stored securely by: \_\_\_\_\_

Review/retention date: \_\_\_\_\_

Safeguarding records must be handled through the relevant safeguarding process and not circulated as ordinary team disciplinary records.

Appendix B: Written disciplinary outcome template

Private and confidential

Date: \_\_\_\_\_

To: \_\_\_\_\_

Subject: Shankill FC disciplinary decision

Dear \_\_\_\_\_,

Following consideration of the incident reported on \_\_\_\_\_, Shankill FC has completed its internal disciplinary process in accordance with the club's Disciplinary Procedure.

The allegation considered was:

3M1

The club considered the information available, including the response provided by the person concerned.

Decision and reasons:

3M1

Corrective action or sanction, if applicable:

3M1

Effective date and duration:

3M1

Conditions for return to normal participation, if applicable:

3M1

Appeal: You may appeal this decision in writing within 7 calendar days of receiving this letter, setting out the grounds of appeal. The appeal will be considered by a separate, uninvolved Club Committee member or panel.

Any applicable DDSL or FAI sanction remains subject to the relevant governing body's rules and appeal procedures.

This correspondence is confidential and should be handled accordingly. Shankill FC will process and retain relevant records in accordance with its policies and applicable data protection requirements.

Yours sincerely,

A small rectangular box containing the text "3M" followed by a question mark, indicating a redacted signature.

For and on behalf of Shankill FC