

# Stirling Albion Junior Academy



**Promoting Positive Behaviour  
Disciplinary Procedure  
and Exit Procedure.**

# Table of Contents

1. Promoting Positive Behaviour .....	3
<a href="#">2. Disciplinary Procedure</a> .....	5
<a href="#">2.6. General Misconduct</a> .....	5
<a href="#">2.7. Time Out - during trainings session and club events,</a> .....	6
<a href="#">2.8. Cautions</a> .....	6
<a href="#">2.9. Sending Off</a> .....	7
<a href="#">3. Exit Process</a> .....	8
<a href="#">4. Appeals Process</a> .....	8
5. Committees .....	9
6. Appendix 1 .....	10
7. Appendix 2 .....	13
8. Appendix 3 .....	14

## Promoting Positive Behaviour

Prior to any disciplinary action being taken we as a club promote positive behaviour in everything we do.

The reason for this is to be able to outline the rules that promote good behaviour, to value co-operation in the club, to allow a caring attitude to flourish, to help players develop a sense of responsibility and well-being for themselves as well as others.

We will.

- Praise and encourage acceptable behaviour
- Understand age/stage appropriate behaviour
- Established ground rules within the club as agreed in our Codes of Conduct
- Provide an explanation of why a particular rule should be respected
- Encourage positive adult role model
- Use appropriate language and establish eye contact when talking to children
- Provide opportunities for freedom, self-expression, and exploration without threatening the enjoyment of others
- Differentiate between accidental and deliberate actions
- Deal sensitively and consistently with those who breach the codes
- Work with parents and carers to promote acceptable behaviour
- Review rules periodically

## Strategies to help deal with inappropriate behaviour

- One way of dealing with inappropriate behaviour is to approach quietly saying 'You seem angry/ upset can you tell me what happened?'
- Allow all players an opportunity to say what has happened – stay neutral.
- Re-state what the player has said.

- Allow the player to express their feelings (if necessary, give them help/words to explain their feelings)
- Encourage the player to think of an idea or a way of 'solving the problem'. If no idea is forthcoming, then ask them if they would like to hear your idea, and when all parties have agreed on a course of action then we can move on,

Sometimes, despite all the best efforts of the coach, further strategies require to be put in place.

Strategies may be: -

- Restating ground rules
- Diverting attention by taking the player to another activity with another adult for a short period of time
- 
- Once the action has been talked through with the player, they will be encouraged to take part actively within the group again.
- Players will be valued and always respected. No player will be humiliated, ridiculed, isolated, threatened or made to feel unwanted or undervalued by any adult or other team member.
- When a player's behaviour is giving cause for concern, every effort will be made to consult with parents/carers to understand causes for the behaviour and to identify ways in which we can work together to encourage positive behaviour and support the player.
- Confidentiality will always be respected.

Should the above strategies not work then it may be necessary to move to a more formal process of dealing with the inappropriate behaviour as shown below.

## **2. Disciplinary Procedure**

- 2.1. The club expects high standards from its players, parents, coaches, officials, members, and supporters and therefore operates a fair, but strict discipline procedure at all its events and matches.
- 2.2. The standards expected are stated in the Code of Conduct for Players, Coaches and Parents. (**Appendix 1**)
- 2.3. For children under the age of 18 all disciplinary correspondence and interaction must be via their registered parent or guardian, this includes appeal representation.
- 2.4. All Disciplinary events are reported to the Club's Child Wellbeing and Protection Officer as a matter of course.
- 2.5. This procedure does not cover Equality and Discrimination events these are covered under the Club's Anti-Discrimination policy (**Appendix 2**)

### **2.6 General Misconduct**

- 2.6.1. The club expects high standards from its players, officials, parents, members, and supporters as agreed in our Codes of Conduct therefore it is the responsibility of the Team Coach to report any misconduct events to the Child Wellbeing and Protection Officer within 48 hours of the incident.
- 2.6.2. The Team Coach can deal with the misconduct by imposing a time out as detailed below and can also if deemed necessary ask the Child Wellbeing and Child Protection Officer to attend the next training or event to speak to the player and/or their parent or guardian.
- 2.6.3. If the misconduct continues the Child Wellbeing and Child Protection Officer will create a Positive Behaviour Plan with the player, parent or guardian and team coach which will set

targets to support the player in reaching the standards expected by the club. (**Appendix 3**)

## **2.7. Time Out – during trainings session and club events,**

2.7.1. If a coach considers a player's behaviour not to be in keeping the clubs high standards, they may in the first instance instruct a player to have a 2-minute timeout, and the matter is considered dealt with. The parent or guardian should be advised of this action and the reason for imposing it at the end of the session.

2.7.2. The coach must inform the club Child Wellbeing and Child Protection officer, with a brief description of events.

2.7.3. This procedure is for internal events such as training. During competitive events involving other teams a substitution should be made

## **2.8. Cautions - (to be sent by email to the parent or guardian)**

2.8.1. For more serious or match events Cautions are used.

2.8.2. First Caution - One match/event ban to commence from the Saturday/Sunday immediately following the offence.

2.8.3. Second Caution - Two match/event ban to commence from the Saturday/Sunday immediately following the offence.

2.8.4. Third Caution – Two match/event ban to commence from the Saturday/Sunday immediately following the offence. In addition, the matter should be discussed at the next available meeting of the Club Executive Committee and additional penalties imposed or further action taken if deemed appropriate.

## **2.9. Sending Off**

### **2.9.1. Violent Conduct –**

2.9.1.1. Immediate suspension pending receipt of the referee's and/or coaches report(s).

2.9.1.2. Upon receipt of the report(s) a review will be undertaken by the Club's Executive Committee

2.9.1.3. Additional penalties or further action imposed if deemed appropriate.

### **2.9.2. Serious Foul Play / Foul, Abusive or Insulting Language / Two Cautions in the Same Match**

2.9.2.1. Two match/event ban to commence from the Saturday/Sunday immediately following the offence.

2.9.2.2. In addition, upon receipt of the referee's and/or coaches report(s) a review will be undertaken by the Executive Committee.

2.9.2.3. Additional penalties imposed or further action taken if deemed appropriate.

## **Exit Process**

Every effort will be made to support all players to remain with the club using our positive behaviour strategies, consulting with players, parents, and guardians and where necessary creating a personal positive behaviour plan.

Should it be felt that in the best interests of everyone involved that the best solution is for the player to leave the club a meeting will be arranged with the player, the parents or guardians, the team coach, and the Executive Committee.

This will allow everyone to voice their concerns and opinions and try to come to a communal decision on what action will be the best outcome for everyone involved.

If a decision is made that the player should leave the club then every effort will be made to advise the player of other clubs who may be looking for players or recommend contacts for other sports or activities which may be of interest to the player.

Confidentiality will be maintained at all times and reasons for why a player is leaving the club will not be shared with any other players in the team or any players, coaches, volunteers, or parents of any team within the club.

## **3. Appeals Process**

3.1. Any recipient of the misconduct charge shall have a right of appeal against any decision of the Executive Committee regarding a general misconduct charge or sending off, including the length of ban, but there shall be no right of appeal against matters relating to a caution.

3.2. A player shall not be available for selection until any appeal to the club has been decided.



- 3.3. This right of appeal shall be made to the Club Secretary within 48 hours of receipt of any written notification of the decision of the Club Executive Committee.
- 3.4. The recipient of the misconduct charge shall be allowed an opportunity to attend the meeting of the Appeals Committee and address the members accordingly.
- 3.5. The decision of the Club Appeals Committee is final for internal club misconduct.

## **4. Committees**

### **4.1. Club Executive Committee**

- 4.1.1. As defined in the club's constitution and rules

### **4.2. The Appeals Committee**

- 4.2.1. Made up from the following roles.
  - 4.2.1.1. The Clubs Chairperson
  - 4.2.1.2. Club Secretary
  - 4.2.1.3. Child Wellbeing and Protection Officer
  - 4.2.1.4. At least two other members of the Club Executive Committee
- 4.2.2. In the event of the Chairperson or Club Secretary not being available the Club Treasurer may deputise for one.
- 4.2.3. The Appeals Committee must have at least 2 different members from the original Executive committee

## Appendix 1.

### Coaches/Club Official Code of Conduct

- Conduct yourself in an appropriate and positive manner at all times.
- Promote fair play and respect for rules, opponents, children, and officials.
- Accept the decisions of the league officials, referees, and opposition coaches.
- Promote positive coaching in conjunction with the clubs Positive Coaching Scotland (PCS) charter.
- Always show encouragement towards the young players - even when your team is not winning.
- Don't get involved in any touchline disputes with other coaches, parents, or officials - if they want to conduct themselves and represent their club poorly, let them. We can always take disputes further, if necessary, after the game through the league and SYFA.
- Please do not post scores or scorers in any match reports on social media - in accordance with SYFA guidelines.
- Talk to your age groups secretary in the first instance with any concerns you have. If necessary, they can then take this to the committee.
- Remember you represent both the Stirling Albion Junior Academy and Stirling Albion FC with the club badge being used. Please keep this in mind when at training, during games and when voicing opinions in public forums and social media.
- Make it fun for the children!

## Parent/Guardian Code of Conduct

- Conduct yourself in an appropriate and positive manner at all times.
- Promote fair play, respect, and sportsmanship from the side.
- Please let the coaches do the coaching. Too many shouts can be confusing for a young player.
- Please do not shout at officials. They are giving up their time too and without them there is no game to play.
- Always show encouragement towards the young players - even when your child's team is not winning.
- Don't get involved in any touchline disputes with other coaches, parents, or officials - if they want to conduct themselves and represent their club poorly, let them. We can always take disputes further, if necessary, after the game through the league and SYFA. The club could be fined for misconduct from parents/family members.
- Please do not post scores or scorers in any match reports on social media - in accordance with SYFA guidelines.
- Talk to your age groups coaches and/or secretary in the first instance with any concerns you have. If necessary, they can then take this to the committee.
- Please inform the coaches at the earliest opportunity of any training sessions or games your child will be unable to attend.
- Any abuse or violence shown towards coaches or committee members will not be tolerated. They give up their free time to make sure the children have a team to play in.
- It's the children's game, let them play it!

## Players Code of Conduct

- Respect your team-mates, your opponents, officials, coaches, and yourself at all times.
- Play fairly and within the rules - don't cheat, argue, complain, or waste time.
- Accept the decisions of the officials, referees, and coaches.
- Be on your best behaviour at training and matches - you are representing the club. It is something to be proud of, don't waste it by misbehaving.
- Always try your best at games and in training - even when your team is not winning.
- Always encourage your teammates - don't shout at them for making mistakes.
- Pay attention to your coaches, listen, and learn during training and matches.
- Talk to someone I trust (for example: my parents, a coach or committee member) if I am unhappy or worried about something.
- Have fun and enjoy playing football!

## Appendix 2

### STIRLING ALBION FOOTBALL CLUB ANTI-DISCRIMINATION POLICY

#### Commitment

Stirling Albion Football Club is responsible for setting standards and values to apply through the club at every level. Football belongs to and should be enjoyed by everyone, equally.

Our commitment is to confront and eliminate discrimination or any other conduct that could be deemed as unacceptable whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion, or disability.

Equality of opportunity at Stirling Albion FC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, transgender identity, race, nationality, ethnic origin, colour, religion, or disability.

The Club will not tolerate racist, sectarian, sexual, or bigoted harassment or other discriminatory behaviour, whether physical or verbal or manifested in other ways, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The Club is committed to the development of the programme of ongoing training and awareness-raising events and activities, in order to promote the eradication of discrimination within its own organization, and within football.

We commit to ensuring that the Club is open to all and the team selection policy will be the footballing ability and character of the individual and the collective balance of the team.

#### Scope

- This policy has regard to the following areas, inter alia:
  - The advertisement for volunteers
  - The selection of candidates for volunteers
  - Courses
  - External coaching and education activities and awards
  - Selection for teams
  - Football development activities
  - Appointments to honorary positions

Employees All new employee contracts will include the clause: “Stirling Albion Football Club is opposed to racism, sectarianism, bigotry and discrimination in any form. I, the undersigned, share these principles and give commitment to uphold and promote these standards.” The absence of such a clause in contracts of employment is in no way to be construed as any dilution of the Club’s commitment to enforce the values inherent within this policy. The Club has advised its employees that any incident of discrimination within the scope of this policy is a serious matter and will be dealt with under the Club’s Disciplinary Procedures.

## Appendix 3

### POSITIVE BEHAVIOUR PLAN

1. Player's Name	Team	Date of Birth	Age

2. Start Date of Plan	Shared with	Review Date

3. Concerning behaviour(s)
<ul style="list-style-type: none"> <li>• Hurting peers –</li> <li>• Disruptive Behaviour –</li> <li>• Disrespect for Coaches/Helpers –</li> <li>• Aggressive/Threatening Language –</li> <li>• Distraction/avoidance –</li> <li>• Denies actions / no empathy / invents reasons –</li> <li>• Attention seeking / reluctance to comply –</li> <li>• Other</li> </ul>

4. Possible factors giving rise to concerning behaviour(s)
<ul style="list-style-type: none"> <li>• Possible attachment issues –</li> <li>• Desire for attention –</li> <li>• Difficulty building relationships –</li> <li>• Inconsistencies across all of his environments with regard to his</li> <li>• Other</li> </ul>

5. Positive behaviour target(s) I	Success criteria
<ul style="list-style-type: none"> <li>• Target 1</li> <li>• Target 2</li> <li>• Target 3</li> </ul>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> <li>• .....</li> </ul>

**6. Proactive interventions / strategies**

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**7. Reactive interventions / strategies**

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**8. Strategies to avoid**

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<b>Completed and agreed by</b>	<b>Date</b>
Child Wellbeing and Protection Officer Team Coach Player Parent or Guardian	

<b>Created by</b>	<b>Date</b>	<b>Review Date</b>
Jim McAllister Child Wellbeing and Child Protection Officer	29 January 2021	January 2024