LUCTONIANS
SPORTS CLUB

Disciplinary Policy

September 2026

Luctonians Sports Club Disciplinary Procedure

Purpose

Luctonians Sports Club is committed to maintaining the highest standards of behaviour, sportsmanship, and respect across all aspects of the club. This procedure sets out how allegations of misconduct will be managed to ensure they are dealt with fairly, promptly, consistently, and confidentially.

The disciplinary procedure applies to all:

- Players
- Coaches
- Team Managers
- Club Officials
- Members
- Volunteers
- Spectators
- Members of the public while attending club activities or events

Principles

The Club will ensure that:

- All allegations are investigated before disciplinary action is taken.
- The individual accused of misconduct is informed of the nature of the allegation.
- The accused is given a reasonable opportunity to respond.
- Decisions are made impartially and based on the available evidence.
- Appropriate records are maintained for all disciplinary matters.

Minor Misconduct

Examples of minor misconduct may include behaviour that falls below the standards expected by the Club but does not warrant formal disciplinary proceedings.

Minor misconduct may be dealt with by the relevant Coach, Team Manager or Club Official.

Where appropriate, a **verbal warning** should be issued as the first stage of the disciplinary process.

The individual dealing with the matter must submit a written report to the club detailing:

- Name of the accused
- Date and location of the incident

- Nature of the misconduct
- Names of any witnesses
- Action taken
- Outcome of the matter

The Club reserves the right to investigate any matter further if it considers the misconduct to be more serious than initially assessed.

Serious Misconduct

Serious misconduct may result in immediate suspension from playing, coaching, managing or attending club activities while an investigation is undertaken.

Examples include, but are not limited to:

- Failure to comply with RFU Codes of Conduct and Ethics.
- A player or club official being sent off where further disciplinary action may be appropriate.
- Abuse, intimidation or harassment of match officials, including referees, assistant referees and touch judges.
- Failure to comply with RFU safeguarding and child protection policies.
- Bringing Luctonians Sports Club into disrepute.
- Violence, threats, discrimination, bullying or harassment.
- Serious breaches of Club rules or policies.

Suspension Pending Investigation

Where appropriate, the Chairman or an authorised senior Club Official may suspend the individual from all or part of Club activities while an investigation is carried out.

Suspension is a neutral act and does not imply guilt.

Investigation

Luctonians Sports Club will:

- Gather all relevant evidence.
- Obtain written statements where appropriate.
- Interview witnesses if required.
- Inform the accused of the allegation and provide an opportunity to respond.

Following the investigation, it will be decided whether:

- No further action is required;
- Informal action is appropriate; or
- A formal disciplinary hearing should be convened.

Disciplinary Hearing

Where formal action is required, the accused will receive written notice of:

- The allegation(s).
- The date, time and location of the hearing.
- Any evidence to be considered.
- Their right to be accompanied.

The hearing will be conducted by a individuals from Luctonians Sports Club who have had no direct involvement in the investigation wherever possible.

The accused may:

- Present their version of events.
- Submit relevant evidence.
- Call witnesses (subject to prior agreement with the Chair).
- Be accompanied by a companion.

If the accused is under the age of 18, they must be accompanied by a parent or guardian. Where this is not possible, the Club Safeguarding Officer must attend to ensure the welfare of the young person.

Outcomes

Following the hearing, the panel may determine one or more of the following outcomes:

- No further action.
- Verbal warning.
- Written warning.
- Suspension from playing, coaching or managing for a specified period.
- Suspension from attending Club activities.
- Requirement to undertake education or training.
- Referral to the RFU where appropriate.
- Permanent exclusion from Luctonians Sports Club

Any sanction imposed will be proportionate to the seriousness of the misconduct and any previous disciplinary history.

Appeals

The accused may appeal the outcome within 7 days of receiving the disciplinary decision.

The appeal must:

- Be made in writing to the club and must state the grounds for appeal
- (An appeal panel, comprising senior Club Officials not involved in the original hearing where possible, will review the case. The appeal decision shall be final.

Record Keeping

The Club will retain confidential records of:

- Complaints received.
- Investigation findings.
- Hearing notes.
- Decisions reached.
- Sanctions imposed.
- Appeals and outcomes.

Records will be managed in accordance with the Club's data protection obligations.

Related Policies

This procedure should be read alongside:

- RFU Codes of Conduct and Ethics.
- RFU Safeguarding Policy.
- Luctonians Sports Club Code of Conduct.
- Luctonians Sports Club Safeguarding Policy.