



TONBRIDGE INVICTA CODE OF CONDUCT (Juniors)

The aim of this **Code of Conduct** is to establish standards of conduct, a disciplinary process and an appeals procedure for anyone representing Tonbridge Invicta Football Club at matches.

As a representative of Tonbridge Invicta Football Club, I will:

1. Always greet match officials, opposition players, coaches and opposition spectators as colleagues and remember at all times that we are providing organised football for children.
2. Show respect to referees before, during and after a match and never verbally question a referee's decision in front of the children playing in the match.
3. Never get involved in an altercation with referees, opposing coaches, players or spectators.
4. Take responsibility for all Invicta personnel present at a match and endeavour to calm down and de-escalate any situation developing.
5. Assist opposition coaches who are trying to calm parents or another member of their coaching team by being courteous and non confrontational at all times.
6. Adhere to the laws and spirit of the game.
7. Never enter the field of play without the referee's permission.
8. Never engage in public criticism of the match officials.
9. Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.
10. Always wear a branded Tonbridge Invicta outer garment when representing the club at matches so officials and parents know I officially represent the club.
11. Never bring the club into disrepute by my actions or attitude.

When working with players, I will:

1. Place the well-being, safety and enjoyment of each player above everything, including winning.
2. Explain exactly what I expect of players and what they can expect from me.
3. Ensure all parents/carers of all players under the age of 18 understand these expectations.
4. Never engage in or tolerate any form of bullying.
5. Develop mutual trust and respect with every player to build their self-esteem.
6. Encourage each player to accept responsibility for their own behaviour and performance.
7. Ensure all activities I organise are appropriate for the players' ability level, age and maturity.

Disciplinary Procedure

To make sure that all complaints about Tonbridge Invicta personnel are dealt with promptly and fairly the following disciplinary and appeals process will be followed.

On receiving a complaint the club will:

1. Within two weeks of receiving the initial complaint the respective Head of Football (Junior or Senior) will initiate an inquiry to ascertain if there is a case to answer, reporting their findings back to the club Chairman.
2. If there is a disciplinary case to answer, within two weeks of being asked by the club Chairman, a disciplinary committee will be established featuring the Head of Football (Junior or Senior) and two other members of the Committee.
3. The disciplinary committee will fully investigate the accusation and decide if and what disciplinary action needs to be taken. This may include but not limited to:
 - a) No further action required.
 - b) A verbal conversation with the person in question, recommending changes to their approach, with a follow up email.
 - c) A formal written letter stating changes to approach that must be adhered to. This may include a formal written reprimand, a suspension from the club, a request to carry out some additional training or an instruction to sever all links with the club.
 - d) Two verbal conversations and one written reprimand could result in the person being asked to terminate their involvement with the club.

Appeals Process

Should the person wish to appeal the decision of the Disciplinary Committee the following process will be followed:

1. Within two weeks of receiving a request The Appeals Committee will be formed consisting of the club Chairman and two additional members of the Committee who had no involvement in the previous Disciplinary Committee.
2. The Appeals Committee will review all evidence collated.
3. The Appeals Committee will make a decision on the appeal within two weeks of of the Appeals Committee being formed or report back to the clubs Committee asking for additional time if required.
4. The Appeal Committees' decision is final.

I agree with and accept the terms of this Code of Conduct.

Signed

Print Name

Position

Date