



Devonshire Colts
P.O. Box HM 1123
Hamilton HM FX

Devonshire Colts Football Club

Disciplinary Committee Procedure

Purpose:

To provide a fair, transparent, and consistent process for addressing any breaches of the Devonshire Colts Code of Conduct and to enable the Disciplinary Committee to issue appropriate sanctions as necessary.

1. Initiation of Disciplinary Proceedings

- Any alleged breach of the Code of Conduct must be reported in writing to the Club's Disciplinary Committee or Executive Committee.
- Reports may be made by coaches, players, members, officials, volunteers, parents, or supporters.
- Complaints must include full details of the incident(s) and any supporting evidence.

2. Notification and Summons

- The Disciplinary Committee will issue a formal summons to the accused party (player, coach, member, official, or supporter) requiring them to appear before the Committee.
- The summons will include full details of the charges and be delivered in accordance with Club policies, allowing reasonable time for preparation.

3. Acknowledgement of Charges and Plea

- At the hearing, the Chairperson will confirm the accused has received the full charge details.
- The accused will be asked to enter a plea: *Guilty* or *Not Guilty*.

4. Attendance and Representation

- Only the accused, their representatives (if any), witnesses, and Disciplinary Committee members will be present during the hearing.



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- The accused may be represented by a fellow Club member or another appropriate representative.

5. Presentation of Evidence

- The Committee will hear evidence supporting the charges, including witness testimony.
- The accused or their representative may question witnesses on matters relevant to the charge.
- The Committee, through the Chairperson, may also question witnesses for clarification.
- Witnesses will leave the hearing after giving their evidence.

6. Evidence by the Accused

- The accused will have the opportunity to present their case and provide evidence or witnesses in their defense.
- The Committee may question the accused to clarify any points.

7. Written Statements and Hearsay

- Written statements are acceptable only if the author is present to be questioned, except when the accused pleads guilty and the Chairperson exempts attendance (e.g., referees, match officials).
- Hearsay or irrelevant evidence will be ruled inadmissible.

8. Final Submissions

- The accused or their representative may make final remarks summarizing their defense.
- No new evidence may be introduced during final submissions.

9. Deliberation and Decision

- All parties, except the Committee members, will withdraw to allow private deliberation.
- The Committee will determine whether a breach of the Code of Conduct has occurred and decide on sanctions based on the severity and circumstances.

10. Possible Sanctions

As outlined in the Code of Conduct, sanctions may include but are not limited to:

- Verbal or written warnings
- Suspension from matches, training, or Club activities



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- Termination of membership or contract

The Committee has discretion to impose other sanctions consistent with the Club's values and BFA regulations.

11. Communication of Outcome

- The decision and any sanctions will be communicated in writing to the accused and relevant parties promptly.
- The communication will include reasons for the decision and information on the right to appeal.

12. Appeal Process

- The accused may appeal the Committee's decision to the Club's Executive Committee within a specified timeframe (e.g., 7-14 days).
- Appeals must be submitted in writing stating grounds for appeal.
- The Executive Committee will review and make a final determination.

13. Confidentiality

- All proceedings and documentation will be treated confidentially to protect the privacy of all parties involved.

Summary

This procedure ensures that all disciplinary matters relating to breaches of the Devonshire Colts Code of Conduct are handled fairly, transparently, and with respect for due process. It empowers the Disciplinary Committee to impose appropriate sanctions in line with the Club's commitment to integrity, respect, and safety while aligning with the Bermuda Football Association framework.

Adopted: 2025