



Litchfield Football Club Disciplinary Procedure Policy

Approved: June 2026

1. Purpose

This Disciplinary Procedure Policy outlines how Litchfield Football Club (LFC) manages misconduct and behavioural breaches by members, coaches, volunteers, team officials, and committee members. The policy aligns with clauses in the LFC Constitution, particularly those relating to conduct detrimental to the interests of the Club and membership expulsion (Clause 9).

2. Scope

This policy applies to:

- Members
- Coaches and assistant coaches
- Team managers and officials
- Volunteers
- Committee members
- Any person acting in an official LFC capacity

It covers any misconduct, behaviour concerns, or breaches of club expectations.

3. Guiding Principles

- Fairness and natural justice
- Confidential and respectful handling of matters
- Timely review and action
- Impartiality of decision-makers
- Consistency with the LFC Constitution
- Right of appeal

4. Behaviour Considered Misconduct

- Behaviour detrimental to the interests or reputation of the Club
- Abuse of referees, officials, volunteers, coaches, or players
- Bullying, harassment, discrimination, intimidation, or threats
- Repeated breaches of Codes of Conduct
- Child safety or safeguarding breaches
- Failure to comply with reasonable directions of coaches or committee
- Violent, aggressive, abusive, or dangerous behaviour

- Serious breaches of social media policy
- Any conduct falling under Clause 9 of the Constitution

5. Disciplinary Procedure

Step 1: Incident Occurrence & Reporting

Behaviour concerns may be raised by a coach, manager, referee, volunteer, committee member, or general member. Incidents should be documented using an incident report form wherever possible.

Step 2: Initial Review

The President and/or Executive Committee will review the report within 7 days to determine whether the matter:

- Can be resolved informally,
- Requires formal disciplinary action,
- Requires immediate suspension pending investigation (serious matters), or
- Must be referred to Football NT, Police, or child safety authorities.

Step 3: Formal Investigation

A three-person Disciplinary Panel (impartial committee members) will:

- Gather statements and evidence
- Interview relevant parties
- Ensure natural justice
- Assess the behaviour against the LFC Constitution and club policies

Step 4: Findings & Outcome

Once evidence is reviewed, the Disciplinary Panel will determine the appropriate response. Outcomes must be consistent with the LFC Constitution and proportionate to the behaviour.

Step 5: Expulsion Process (Constitution Clause 9)

If expulsion is considered:

- Written notice must be provided outlining the grounds (Clause 9.3)
- The member has 14 days to submit an appeal
- An appeal must be heard at a Special General Meeting (Clause 9.4)
- Expulsion does not take effect until the appeal is heard or the 14-day period lapses

Step 6: Record Keeping

The Secretary will securely store:

- Incident reports
- Investigation notes
- Evidence
- Outcome letters

Records will be retained for seven years.

6. Discipline Matrix

LEVEL	EXAMPLES OF BEHAVIOUR	CLUB RESPONSE	POSSIBLE CONSEQUENCES
LEVEL 1 – LOW	• Minor poor behaviour • First-time inappropriate comments • Low-level conflict	Informal intervention	• Verbal warning • Restorative conversation
LEVEL 2 – MODERATE	• Repeated poor behaviour • Disrespect to officials/coaches • Social media concerns	Formal warning	• Written warning • Temporary removal from duties • Behaviour agreement
LEVEL 3 – SERIOUS	• Abuse of referees • Aggression or intimidation • Discriminatory behaviour	Formal investigation	• Suspension • Removal from official role • Referral to Football NT
LEVEL 4 – CRITICAL	• Violence • Child safety breach • Criminal behaviour • Serious misconduct	Immediate suspension	• Expulsion • Police/SAFE NT notification