



Jersey Rugby Football Club Disciplinary Policy August 2026

1. Purpose

This policy ensures that all JRFC volunteers and paid staff (staff) uphold the standards of behaviour expected within a rugby club. It provides a fair, consistent process for addressing concerns, misconduct, or breaches of club policies, safeguarding requirements, or the Code of Conduct.

2. Scope

Applies to **all JRFC volunteers and staff**, including coaches, team managers, helpers, and committee members.

3. Expectations of Volunteers/Staff

Volunteers/staff must:

- Act in the best interests of children and players at all times.
- Follow JRFC policies, procedures and RFU regulations.
- Maintain respectful, professional behaviour with players, parents, officials, volunteers and spectators.
- Communicate appropriately and uphold Rugby's values.

4. Types of Misconduct

- **Minor Misconduct:** poor communication, low-level breaches of conduct, failure to follow agreed processes.
- **Serious Misconduct:** safeguarding concerns, aggressive or humiliating behaviour, discrimination, repeated minor misconduct, breaches that place players or volunteers at risk.
- **Gross Misconduct:** behaviour that seriously compromises safety or integrity of the club (e.g., abuse, violence, intoxication while volunteering, serious safeguarding breaches).

5. Disciplinary Process

Stage 1 – Informal Resolution

For minor issues:

- Concern raised with the volunteer/staff by the Lead Coach or relevant Committee Member.
- Expectations clarified and support offered.
- Outcome noted informally.

Stage 2 – Formal Review

If behaviour does not improve or the issue is more serious:

- Volunteer/staff informed of the concern in writing.
- Meeting held with two committee members.
- Volunteer may provide their account.
- Written outcome issued (e.g., warning, required training, change of role).

Stage 3 – Disciplinary Action

For serious or repeated misconduct:

- Temporary suspension from duties.
- Removal from role if necessary.

- Referral to safeguarding authorities if required by law or RFU policy.

Stage 4 – Gross Misconduct

Immediate removal from duties. Referral to statutory agencies where required.

6. Right to Respond

Volunteers/staff may submit a written response or request a review by the Chair.

7. Record Keeping

All disciplinary decisions are recorded securely and retained in line with safeguarding and data protection requirements.

8. Safeguarding Priority

Any safeguarding concern overrides this process and will follow JRFC and RFU safeguarding procedures.