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**Club Guidance/suggestions for dealing with Poor Practice Case**

**\*Examples of the type of Poor Practice allegations Clubs should investigate are:-**

* Spectator misconduct: - such as verbal exchanges between parties, standing in inappropriate positions during fixture, insulting messages via social media or mobile phones.
* Coaches/official: - aggressive verbal exchanges with adults, unfair player selection and/or playing time, low level verbal communication to U18s (shouting).
* U18s:- inter player verbal communication either in person or via social networks/platforms

Club Committee official to acknowledge communication, and if possible, give an approximate timescale. Club to open a record of allegation and select suitable club committee members to investigate. This should always include the CWO unless conflict of interest.

Club receives details alleging poor practice by one or more of their club members. [Please remember these are low poor practice matters, any allegation of abuse must be reported to the Safeguarding Department at Essex County FA].

Request observations from parties. If allegation against an adult, invite them for a meeting. If case involves U18s, if appropriate invite for meeting with parent/carer. If parties cannot/do not wish to attend, written submissions can be accepted.

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Club Investigation team to review and discuss submissions, (including that of originating source). Team to conclude on their findings. Team to then discuss possible sanctions (i.e. Education/Code of Conduct/mentoring by club official).

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Club Investigation team to share with Club at committee meeting – incident to be recorded. CWO to record on safeguarding records if appropriate. At outcome stage, club to communicate with originating party, (full details do not necessarily need to be shared).

\*Examples given not extensive.

i) At any stage where a more serious safeguarding concern is shared, appropriate steps and contacts should be made.

ii) The League Welfare Officer may be able to assist with the investigation.

ii) Please refer to the FA’s Safeguarding Children and Welfare Officer material.