



London Mets Safeguarding Reporting and Conduct Process Guide

This document is to act as guidance when dealing with a safeguarding report made to an official at the club. This is via a report made online, verbally in person or to the safeguarding officer.

This guidance is to be used in conjunction with:

1. The Players / Coaches Code of Conduct.
2. The Club's Constitution
3. Statements / evidence given by the parties involved in submitting the report.
4. Statements / evidence given by the parties who the report is against.
5. Statements / evidence given by 3rd parties / active bystanders.
6. If the report is made about a minor 17 years of age or younger, the relevant authorities should also be contacted.

If you have any questions, please contact the safeguarding officer.
safeguarding@gmail.com

Process

After a report of misconduct is made a committee of 3 board members shall convene with one of the board members taking on the role as lead of the investigation. From here the committee will deal with the investigation until its conclusion. The responsibilities of the committee are (but not exclusive to):

1. To speak with all parties involved and gather statements.
2. Investigate the claims made and make a report.
3. Send a letter of conduct to the investigated parties (if needed).
4. Decide on the conclusion of the investigation, report the findings to the full board and take action() (if any).

Actions

If a member of the club is found to have breached the Players/Coaches Code of Conduct, the following action(s) can be taken until exhausted.



1. No action taken – the investigating committee can find that the claims are either not credible or the evidence/claims are not sufficiently supported for it to warrant action
2. Action already taken is sufficient – the investigating committee can find that the issue has already been dealt with proactively or on-the-spot by another player or coach to the degree that it is resolved
3. Verbal warning – a warning with a discussion to explain why the letter of conduct was issued. If it is deemed that the investigated member understands what they did wrong. This could be the only course of action.
4. First official warning in writing and a 2-game ban* –
 - a. This is the first step to a player being removed from the club. This will stay on the players' record for 3 years.
5. A second official warning in writing and a 4-game* ban
 - a. This will stay permanently on a members' record. This can be given if a first official warning has been given.
6. Third official warning and an 8-game ban* /or a 1-year ban^ – an 8-game ban or a 1- year ban can be decided by the committee considering the seriousness of the incident.
 - a. This will remain on the members' record permanently. This can be given only once a first and second warning have been given.
 - b. If a member is banned for a third official warning, they will return on a second warning when returning to club activity.
7. The Board reserves the right to remove someone from all participation in the club activities immediately following a unanimous vote of the board.

Reinstatement

A review for reinstatement shall be made by the board no more than 1 week before the ban is due to end. This will be voted for by the current set of board members.

Appeals

Members found to have breached the players / coaches code of conduct / Club Constitution will have 7 days to appeal any actions taken. This review will be looked at by 2 members of the board, any decision following an appeal will be final. If board members are unsure of how to proceed, please contact the Safeguarding Officer on safeguarding@londonmets.org



^The board can recommend a full 1 -year calendar ban, a ban to the end of the regular season if deemed appropriate. An 8-game suspension is the minimum suspension. The board can then decide for a longer ban up to or exceeding 1-year suspension.

*The ban will begin at the nearest opportunity and apply to games during the regular season only. E.g. 1) if the ban is given with one game left to play in the season the subsequent bans will be suspended to the following season. E.g. 2) If the ban is given in the off-season the games ban will be suspended until the beginning of the next season. This ban includes training, being present at the field, or part of any club activity.

- The club reserves the right to give a warning and a ban or just a warning without a ban. This will depend on the circumstances.

Report

The investigating lead will need to then write a report, using the report template.