



Discipline and Grievance Procedure

You are representing the business during and out of work hours, therefore you must not tarnish the business reputation or name, through inappropriate actions or behaviour.

You agree to be respectful to all members of staff, fellow employees and employer.

Discrimination towards anyone actively involved in the business will not be tolerated.

We require coaches to arrive 20 minutes before a session starts, this allows time for setting up and checking of facilities.

Coaches must arrive on time to all sessions and work the hours of their contract unless agreed otherwise with Jack Dillon, business owner.

In the result of being ill, you must notify the office before 9am. This allows the office to find and make alternative arrangements.

As a coach or assistant coach, it is your duty to ensure health and safety rules and regulations are met. Checking facilities and equipment prior to the session. As well as demonstrating safe procedures and session plans.

Must ensure safety is an of great concern and is positively promoted.

Bullying or harassment will not be tolerated in anyways inside of work or out of work hours. Bullying can be in many forms as well as harassment. In regards name calling, swearing repeatedly or arguing with someone will require the grievance process and statements of the incidents.

The way the business is reflected is in terms of appearance and reputation, one way we show professionalism is in how we present ourselves, in terms of how we drive, how we dress and our overall appearance. if your appearance is not suitable or reflective of the business in the business owners eyes, we will have a two strike system in place. Firstly you will get a warning, ignoring the warning or failure to rectify the problem will lead to further disciplinary action.



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Disciplinary procedure, this procedure is in place for when an employer has issues with an employee in regards to their work or the individual themselves. The complaint must be valid and therefore contradict the disciplinary rules or code of conduct. If the issue is with the employee the documents must be sent to Jake Meade, the grievance and disciplinary officer.

Grievance procedure....

The point of a grievance process is when a formal disciplinary action hasn't been resolved informally. A grievance process is in place for an employee who has a complaint about the business, employer or fellow employee. In the result in a situation where a informal situation hasn't been resolved you are required to make your grievance department or grievance officers. The first step is verbal contact, making the officers aware of a situation so they can deal with it is important. After verbally voicing the problem, you will be asked to put the situation in writing, for human resources actions.

The grievance procedure is the steps taken after disciplinary actions or a in house issue. The first step is to talk to your grievance office. Soccerin schools/ Just Play Sports have two grievance officers.

Jack Dillon: Business owner

Phone Number:

Jake Meade:

Phone Number:

The grievance officers are bound through confidentiality and therefore what you share with them cannot be discussed with other employees.

It is up to the individual which officer they get in contact with. The next steps will be decided following the incident. Any questions about the grievance process talk to either Jack or Jake, both will be happy to answer any questions.