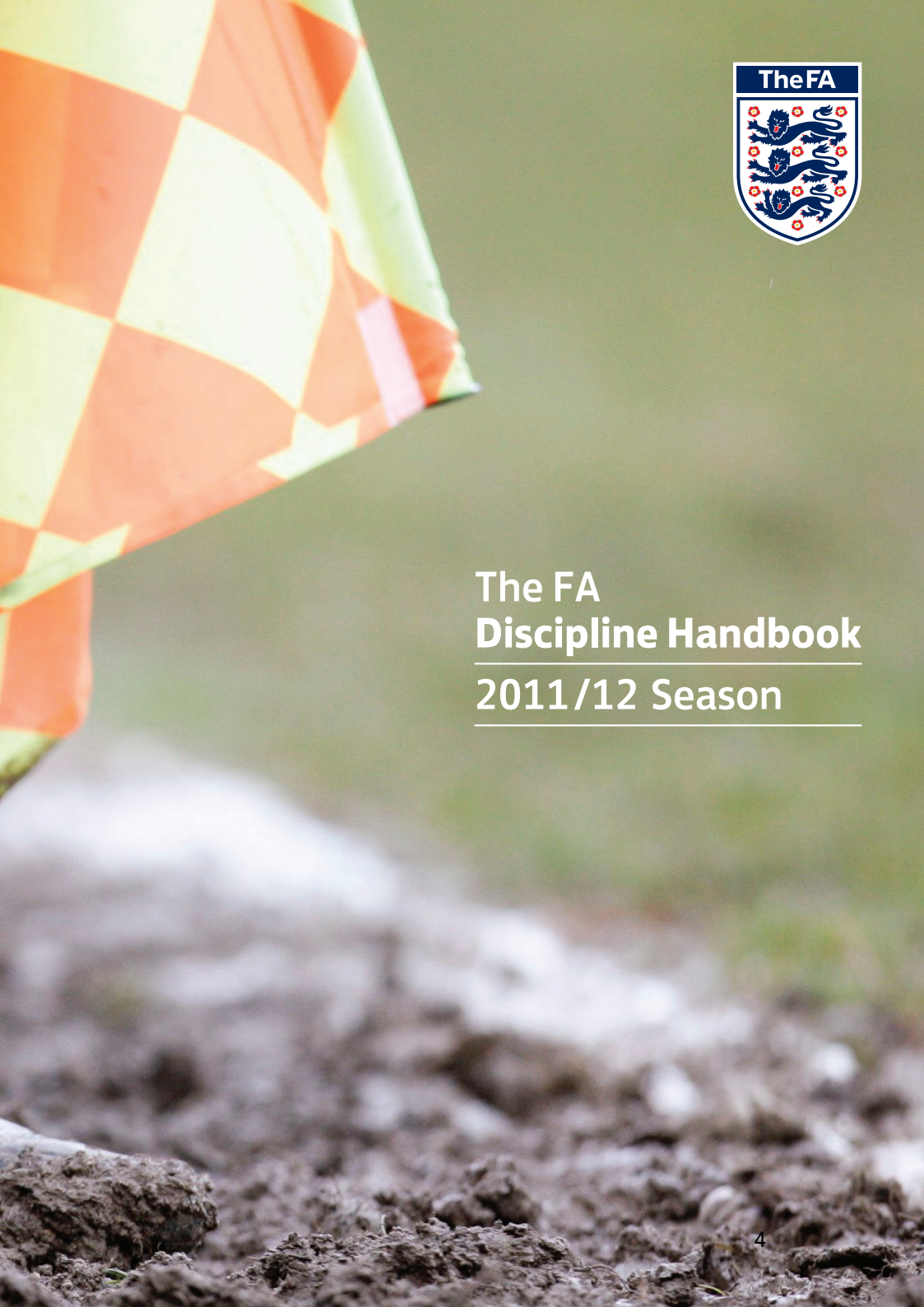

The FA
Discipline Handbook
2011/12 Season

Introduction

This handbook covers Disciplinary Procedures for teams dealt with by County Associations under Match Based and Time Based Discipline Regulations.

From the start of 2011/2012 season all open aged football will receive Match Based suspensions i.e. Saturday, Sunday, Midweek and Veterans. All Discipline in Youth and Small Sided football will remain time based.

In 2009/2010 season five leagues outside of the National League System operated under the Match Based Disciplinary procedures as a pilot, they were Kershaw, West Riding Amateur, Suburban, Bedfordshire & District Sunday and Herefordshire Saturday Leagues. Last season The FA included the Cambridge & District Sunday League and the St. Neots Sunday League who, along with the above Leagues piloted the system.

The FA Council agreed that all open aged football from the start of 2011/2012 would operate under Match Based Discipline regulations which will improve the consistency of sanctions across the Country and ensure suspensions that are imposed on Players are fair and in proportion to the offence they have been charged with.

Please note, the information in this document is correct at time of print. You will be notified of any alterations.

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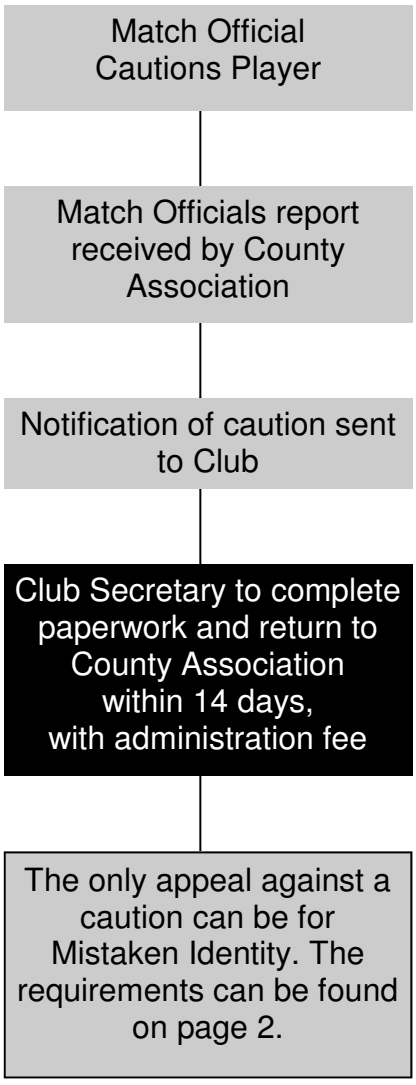
Discipline Flowchart - Cautions



If a Player receives 5/10/15 cautions (within the relevant time period) they will be suspended for either one, two or three matches respectively.
Non-receipt of paperwork is not a defence if a Player plays under suspension.
It is your duty to notify your County Football Association if you do not receive correspondence relating to an incident following a fixture.

Cautions

For each caution issued you will receive one penalty point (for details on penalty points please see page 54)

If a Player receives a set number of cautions during the qualifying period they will receive a suspension, this will commence 21 days from the date the 5/10/15 caution was received, ***even if you have not received notification from your County Association.*** If you find that a caution has not been received from the County Association, please check Members' Service (see page 59) or contact your Parent County Association immediately.

5 Cautions

If a Player receives 5 cautions between the first day of the season and 31st December they will be suspended for a period of **1 match suspension and be fined £15**.

If a Player receives their 5th caution after the 31st December they will be **warned as to their future conduct** and no suspension shall be imposed.

10 Cautions

If a Player receives 10 cautions between the first day of the season and the second Sunday in April they will be suspended for a period of **2 match suspension and be fined £15**.

If a Player receives a 10th caution after the second Sunday in April they will be **severely censured and warned as to their future conduct** and no suspension shall be imposed.

15 Cautions

If a Player receives 15 cautions playing between the first and last day of the season they will be suspended for a period of **3 match suspension and be fined £15.**

20+ Cautions

If a Player is cautioned 20 times between the first and last day of the season they will be charged with continuing misconduct. For every 5 cautions they receive thereafter they will be charged with continuing misconduct.

The suspension is from the team the Player received the amount of cautions for. For the Player to be suspended they must receive 5/10/15 cautions for Saturday football **OR** Sunday football. The suspension will be completed when that team has played the appropriate number of games. **For example, a Player receives 5 first team cautions on a Saturday they will be suspended from Saturday football Only. If a Player exceeds the threshold on a Sunday, they will be suspended from Sunday football Only.**

If a Player receives 2 cautions on a Saturday and 3 cautions on a Sunday they will not be suspended as they have not received 5 cautions for the same type of football (i.e. Saturday only or Sunday only). The caution count is also categorised between Clubs outside of the National League System and those between Steps 5-7.

Mistaken Identity

(The Match Official cautioned the wrong Player from the field of play)

A Club must submit to the County Association written reasons for the claim, any supporting evidence and the appeal fee, within three working days of the match. If a claim is successful the appeal fee will be returned and the suspension/fine will be removed from the incorrect Player's record and transferred to the correct Player.

Caution Paperwork - Notification Letter

It is the responsibility of the club to keep a record of how many cautions a Player has received during the season. If you do not receive correspondence relating to an offence within 14 days **you must inform your County Association.**

Details of fee owed, for each case

Issue and response date, by which time all monies and paperwork owing must be received by your County Association

Mr Club Secretary
Sunday Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 01/02/2011
Reply Due Date : 15/02/2011

Dear Secretary,

It has been reported that the players listed below were cautioned in the matches shown. You are now required to:

- inform the players involved and provide their details as requested on the attached proforma
- sign and date each form, and pay an administration fee of **£10.00** for each case
- return the form by **15/02/2011** to Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN.

You **must** reply with both the information **and** payment required by **15/02/2011.** Failure to do so by this date will result in a £20 fine for each case and further action. The form will not be accepted unless the minimum information of name, address and date of birth is provided.

If you believe a caution to have been recorded against the wrong player, or you would like further information regarding these charges, please contact us.

Except for youth football, players are obliged to reimburse their club with administration fees and fines.

CaseID	Date	Offender	Opponents
4715747C	02/01/2011	Club Secretary [57088605]	Bye F.C.

Caution total for current season : 1 **Offence :** Unsporting Behaviour

This section details the case number, date of the offence, Player that was cautioned and the reason for the caution. It also provides information on how many cautions the Player has received in the current season.

Caution Paperwork - Reply Form

When returning the form it is essential that all the mandatory fields are completed and displaying the correct information. You must ensure that if any of the details are missing or incorrect that they are completed/amended accordingly. The form must be returned with the administration fee within 14 days of the date that it was issued.

Reply Due Date

Please ensure the details (if shown) are correct. Should they be incorrect or missing amend them accordingly.

Please complete this form ensuring that all details are correct and return to Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN with payment by 15/02/2011. Addresses must include postcodes. Please DO NOT tear this form

4715747C - Unsporting Behaviour Sunday Club F.C. [12345] - First

Name:	Club Secretary [57088605]	Name:	
Address:	8 The Streets, Anytown, GH1 2GE		
		Post Code:	
Date of Birth: 14/03/1978		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: Sunday Club F.C.

School/College/Service (Currently Attending):

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £10.00 is enclosed.

Club Secretary signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

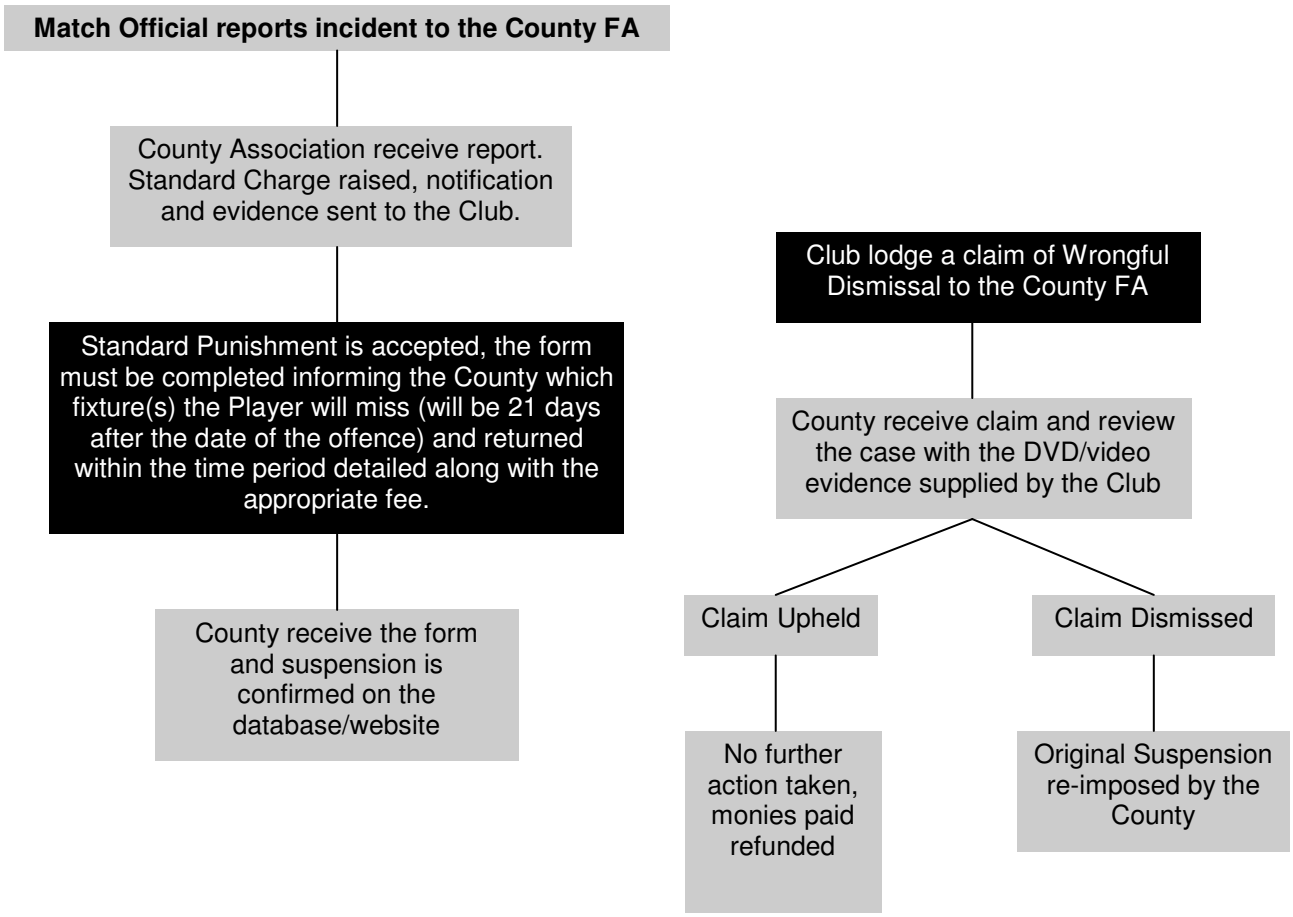
Address of card holder: _____

_____ Telephone: _____

PLEASE PROVIDE FULL DETAILS OF THE INDIVIDUAL ABOVE INCLUDING ADDRESS AND DATE OF BIRTH. FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED AND FURTHER FINES MAY BE IMPOSED.

It is essential that you notify the County Association of any other Clubs of which you are aware the Player plays for.

Discipline Flowchart - Standard Charges



Any Claim of Wrongful Dismissal must be as per the procedures laid out in The Football Association Handbook, please go to page 9. Please note this is where the Club must show that the Match Official has made a **Serious and Obvious error.**

Standard Charges

If you have a Player sent off it is a fact the Player will be suspended 21 days after the date of the game.
You will receive the following information from your County Association:

- Letter from your County Association providing details of the charge
- Reply form
- Copy of the Match Officials report on which the charge is based

If a Player is sent off on a Saturday, the suspension will be from Saturday type football only. This would mean should the Player participate on a Sunday or in a midweek league, they will still be able to play for these teams whilst the Player is serving the ban from Saturday type football. This is the same for a Player who is sent off in Sunday football, they can still play on a Saturday.

Qualifying matches for a suspension can only be for the team whom the Player was playing for at the time they were sent off. If a Club operates a number of teams and is dismissed from one team, that Player is unable to participate until the team he/she were sent off for play the appropriate number of games relevant to the Players suspension. e.g.
A Player is sent off playing for the First team, the Player is unable to play for the Reserves or any other team until the First team have played the number of qualifying matches that relates to the Players suspension.

Standard Charge	Suspension
Serious Foul Play	3 Matches
Violent Conduct	3 Matches
Spitting at an Opponent	6 Matches
Use of offensive, or insulting or abusive language directed at a Match Official	2 Matches
Denying an obvious goal scoring opportunity by deliberately handling the ball	1 Match
Denies an obvious goal-scoring opportunity by an offence punishable by a free kick or penalty kick	1 Match
Receiving a Second Caution in a Match	1 Match

(Please note a standard fine will also be imposed on the Player)

The amount of games a Player will be suspended for is the same for everyone who operates under the Match Based Discipline System, therefore the Player/Club will already be aware of how many games the Player will miss prior to receiving the reports from the Parent County Association.

If the fixtures that a Player is due to miss change for any reason you must notify your County Association immediately (please see page 27 For the appropriate form). If you are awaiting details of upcoming fixtures, please return the form stating this clearly and send an updated copy once the fixtures are known.

If there are not enough fixtures left in a season to complete a suspension please return the form stating this clearly. Once the fixtures for the following season are released you must update your County Association.

The Player is free from suspension between the last qualifying fixture of the season and the opening qualifying fixture of the new season

- If a player is dismissed from the field of play in normal circumstances the matches which would qualify for suspension will be matches for the team which the player was dismissed for at the time.

Standard Charges cont'd

- An abandoned fixture will not count towards clearing a Player of suspension as it is not a completed fixture, any Misconduct received in the fixture will still be processed. Importantly, this is still the case *even if a League decide that the result from the abandoned fixture stands.*

To clarify, a Player who is sent off playing for his Club on a Saturday will be suspended only from Saturday football until the Player has served the correct amount of qualifying matches for that type of football.

A Player who is sent off on a Sunday, will be suspended only from Sunday football, therefore will be able to continue playing for their Saturday side, whilst the suspension is being served.

A game that is classed as a 'double header' where teams play each other twice on the same day is classed as two matches. A Player can therefore serve their final suspension on the first game, and be eligible to play in the second game.

Suspensions under the match based discipline system commence 21 days from the date of the fixture.
If you have not received correspondence relating to a fixture within 10 days
you must contact the County Association immediately.
The suspension is to be in qualifying matches of the Club relating to the team for whom the Player was playing for at the time.

Non-receipt of paperwork is not a valid defence where a charge is issued for playing whilst under suspension.

Continuing Misconduct - 2 or more Sending's off in a Season

Players who are dismissed from the field of play for a second time in the same season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match. A Player who is dismissed for a third time in the same season will be suspended for an extra two matches, and so on.

Qualifying Matches

The following competitions will qualify for a Player to serve the suspension imposed by the County FA:

- FA Competitions (Cup, Trophy, Vase, Women's Cup and FA Sunday Cup)
- League Matches
- League Cup Matches (subject to being confirmed by the County FA)
- Parent County Cup Matches (subject to being confirmed by the County FA)

If you are Sent Off on a Saturday, the suspension is from Saturday type football only. You will be able to play on Sundays.

If you are Sent Off on a Sunday, the suspension is from Sunday type football only. You will be able to play on Saturdays.

Standard Charges - Responses

When a Player receives a Standard Charge after being sent off from the field of play, the suspension will commence 21 days after the date of the sending off. For example, Player is sent off on Sunday 6th March 2011 for Violent Conduct, they will serve a 3 Match Suspension, commencing Sunday 27th March 2011.

When you receive the Standard letter from the County, along with the Match Officials report, you must complete the pro-forma and return this to the County within the specified time, detailing which games the Player will miss. If you are unaware of the forthcoming fixtures, you must notify the County, and once the fixtures have been released, complete the form and return it to them.

There are no appeals against a Standard Charge, personal hearings will not take place if a Player receives a red card. If you believe you have a Claim of Wrongful Dismissal or a Claim of Mistaken Identity you must adhere to the procedures as detailed on page 9.

On <u>ALL</u> Standard Charges the Players signature is not required on the response form. The Club Secretary is duty bound to inform the Player of their suspension and it is the Players duty to ensure that he does not play 21 days after being sent off. The Player knows he was sent off, and therefore knows they will be serving a suspension as its a matter of fact.

Standard Charges - Appeals

Appeal - Claim of Wrongful Dismissal / Mistaken Identity

In all cases the appeal fee, which must be submitted with details of your appeal is £50, for Clubs outside the National League system the fee is £30.

Day of Dismissal	Notification to the County FA of your Intention to Appeal by 5pm	Relevant Appeal Fee, DVD/Video evidence of the incident and any other correspondence to be received by 5pm
Saturday	Monday	Wednesday
Sunday	Monday	Wednesday
Monday	Tuesday	Thursday
Tuesday	Wednesday	Friday
Wednesday	Thursday	Monday
Thursday	Friday	Tuesday
Friday	Monday	Wednesday

Time limits for a Claim are strict, claims received late will not be considered
(If Bank Holidays fall within the period, the appropriate number of extra days will be made available)

Wrongful Dismissal

(You must provide DVD/Video footage that the Match Official made a serious and obvious error in dismissing the Player from the field of play)

A dismissal from the field of play for S6 (using offensive language and/or insulting and/or abusive language and/or gestures) or S7 (receiving a second caution in the same match) is not within the criteria for a claim.

A Club must, within one working day of the match, notify the County Association of their intention to lodge a claim. They must submit to the County Association a DVD/video recording, which shows the full incident leading to the dismissal of the Player, together with written reasons for the claim of wrongful dismissal, any supporting evidence and the relevant appeal within three working days.

Please be aware that the DVD/video must show that the Match Official made a serious and obvious error.

If a claim is successful the appeal fee will be returned and the suspension/fine will be removed from the Player's record. However, the details of the dismissal will remain.

Mistaken Identity

(The Match Official dismissed the wrong Player from the field of play)

A Club must submit to the County Association written reasons for the claim, any supporting evidence and the appeal fee, within three working days of the match. If a claim is successful the appeal fee will be returned and the suspension/fine will be removed from the incorrect Player's record and transferred to the correct Player.

Standard Charge Paperwork - Notification Letter

The County Association will send two copies of the correspondence to the club secretary. It is your duty to ensure that a copy of the notification letter and Match Officials report is passed onto the Player concerned.

Details of the dismissal, including the suspension and fine

Mr Club Secretary
Sunday Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 01/02/2011
Case ID : 4715748S
Reply Due Date : 08/02/2011

Dear Secretary,

Please be advised that a player was dismissed from the field of play while playing for your club against Bye F.C. on 02/01/2011 and is subject to an automatic suspension from playing **Sunday football only** as detailed below.

Participant :	**Joe Bloggs [2241417]**
Offence :	**Denies the opposing team a goal or obvious goal scoring opportunity by physical means or by deliberately handling the ball**
Suspension :	**1 match(es) from 23/01/2011 (Sunday football only)**
Fine :	**£20.00 plus an administration fee of £10.00 making a total of £30.00**

You are now required to:

- Inform the player of this suspension by showing them this letter and the enclosed misconduct report.
- Ensure that the attached response form is completed in full with the player's details completed or updated as required.
- Provide, on the proforma, details of the fixtures that will be served under the terms of the suspension.
- Return the response form and payment to Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN to arrive no later than **08/02/2011**.

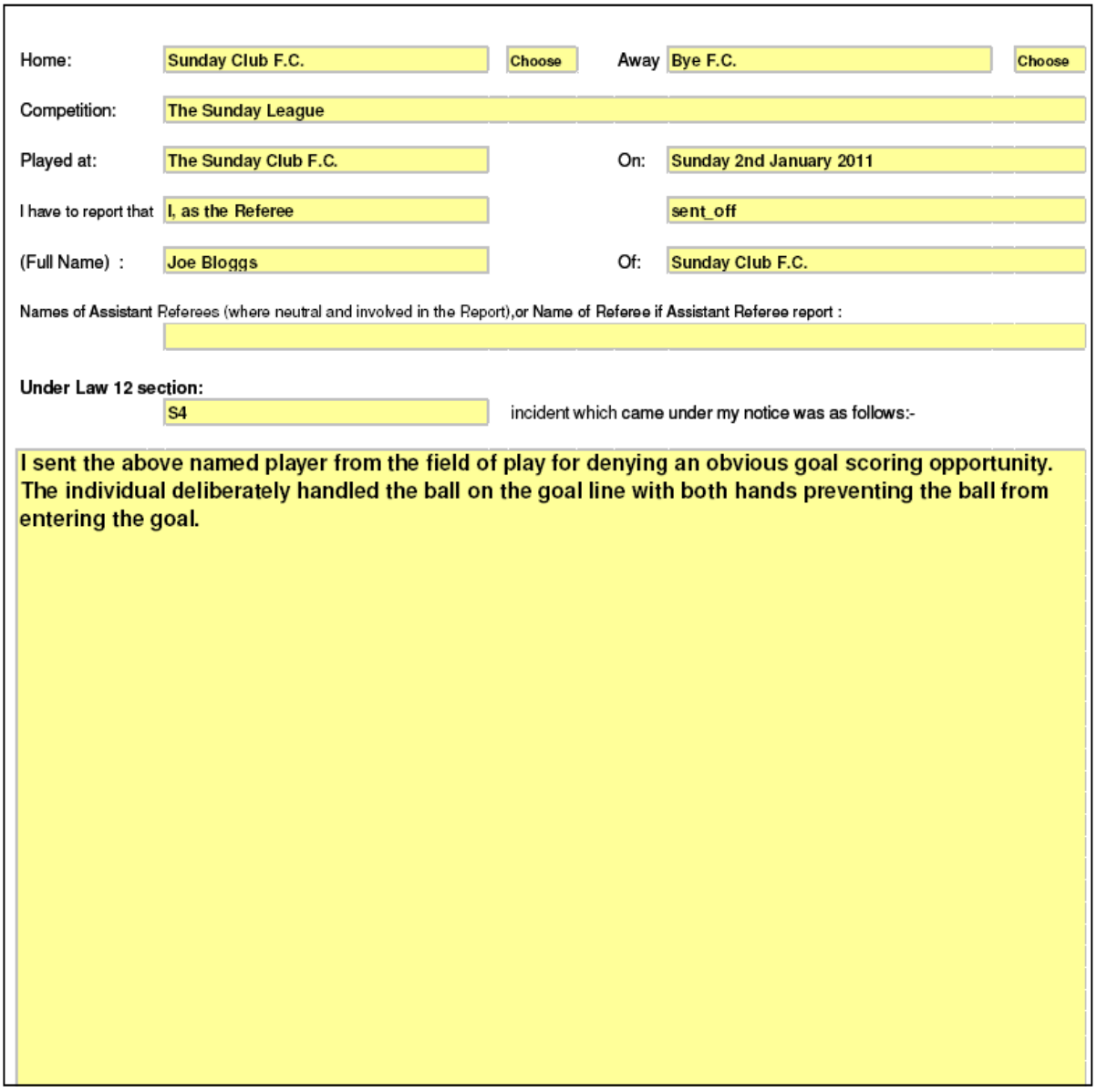
If this player no longer plays for your club then please inform us as soon as possible, including details of the players new club.

Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

Your responsibilities upon receiving the correspondence, including the due date for response.

Standard Charge Paperwork - Match Officials Report

The Match Officials report may be in a different format to the one below, the content of the report however will be the same. Where a decision to dismiss a Player is based on an Assistant Referees report this will also be included whenever possible.



Home: Sunday Club F.C. Choose Away Bye F.C. Choose

Competition: The Sunday League

Played at: The Sunday Club F.C. On: Sunday 2nd January 2011

I have to report that I, as the Referee sent_off

(Full Name) : Joe Bloggs Of: Sunday Club F.C.

Names of Assistant Referees (where neutral and involved in the Report),or Name of Referee if Assistant Referee report :

Under Law 12 section:

S4 incident which came under my notice was as follows:-

I sent the above named player from the field of play for denying an obvious goal scoring opportunity. The individual deliberately handled the ball on the goal line with both hands preventing the ball from entering the goal.

Details of the dismissal. An appeal against a dismissal must prove that the Match Official made a serious and obvious error in dismissing the Player from the field of play. For details on the appeals process please see page 9.

Standard Charge Paperwork - Reply Form

Number of matches the Player is suspended for and the type of football

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of automatic suspension - Denies the opposing team a goal or obvious goal scoring opportunity by physical means or by deliberately handling the ball

4715748S - Sunday Club F.C.

Name:	Joe Bloggs [2241417]	Name:	
Address:	12 The Street, Anytown, Anyshire, AB1 2CD		
		Post Code:	
Date of Birth: 02/01/1983		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: Saturday Club, Sunday Club F.C.

School/College/Service (Currently Attending):

I acknowledge receipt of the paperwork and am aware that I will be suspended from playing football for this or **any other Sunday club** commencing 23/01/2011 until 1 qualifying matches have been played by Sunday Club F.C. (First Team). These matches have been indicated below. I am aware that it is my responsibility to ensure that the suspension is served before I play again. I confirm that I have provided details above of all other clubs that I am registered with.

MATCHES TO BE SERVED UNDER THIS SUSPENSION

Please use the space below to indicate the fixture(s) that the player will miss under the terms of this suspension, including the date of each fixture, opponents and the competitions in which the fixtures take place. Only competitive fixtures played by Sunday Club F.C. (First Team) in qualifying competitions can be used. Qualifying competitions are League and league cup matches, The FA Cup, The FA Vase and your nominated Senior County Cup. For guidance on qualifying fixtures, please refer to the relevant Disciplinary Procedures in your County Handbook.

Any changes to the fixture schedule which affect this suspension must be notified in writing to the County FA as soon as possible. Please use a copy of the form provided in the FA Handbook for this purpose. Failure to notify the County FA of any alterations to this suspension may result in disciplinary action being taken against the Club. In the case of incomplete suspensions at the end of the season, the suspension is lifted immediately following this teams last competitive fixture of the season and re-imposed the day of the team's first competitive fixture of next season. Please refer to the relevant Disciplinary procedures in your County Handbook.

Please note that the player will be suspended from playing football at all levels until this suspension is served.

Opponents	Fixture Date	Competition

We confirm that the above named player has been informed of the terms of his suspension and that he is aware that he is debarred from playing any Sunday Club football until the completion of the match(s) listed above.

Club Secretary Signature: _____ Date: _____

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £30.00 is enclosed.

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details:

Card type: Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

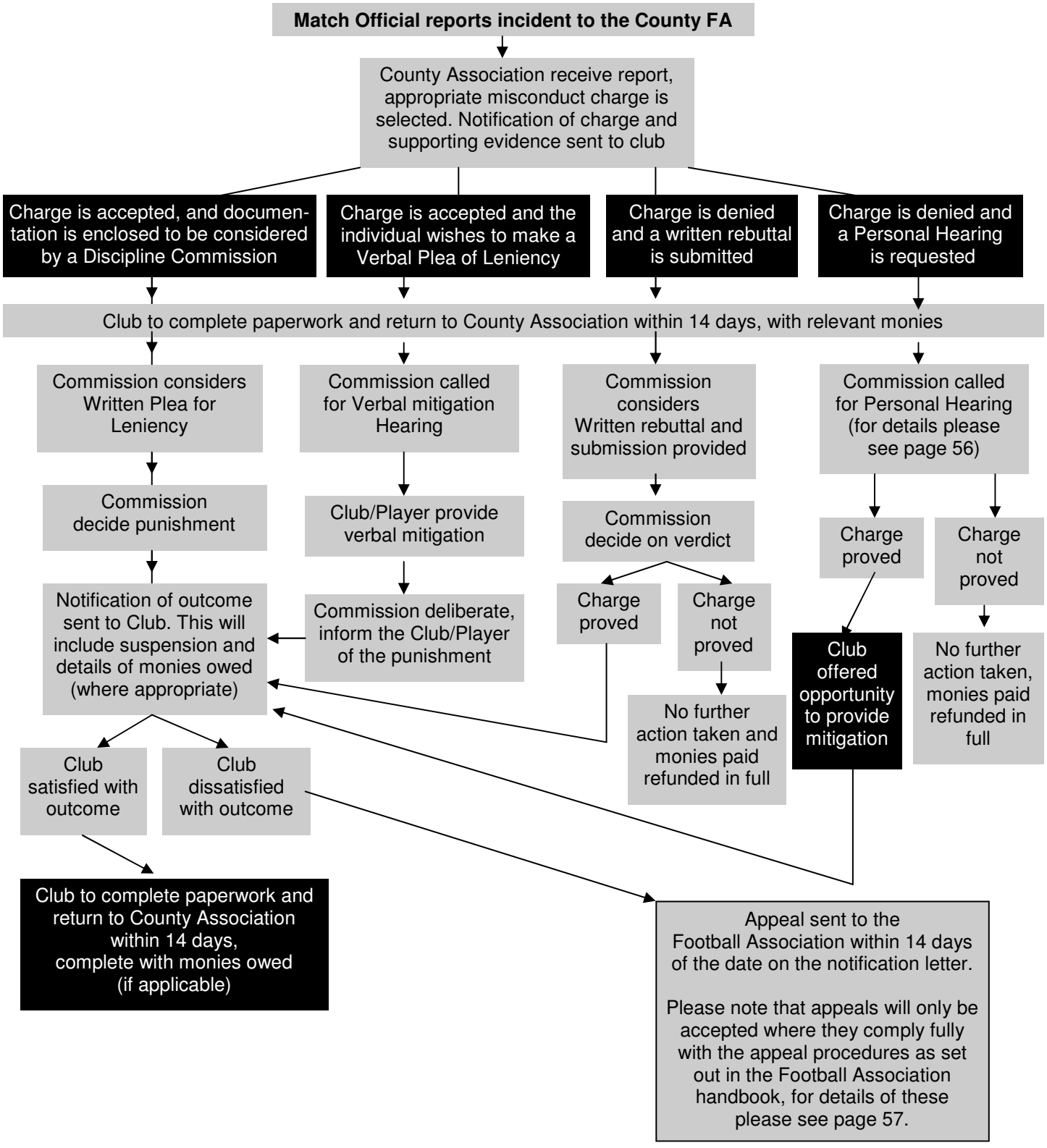
Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____
*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

Discipline Flowchart - Misconduct Charges



Misconduct Charges

A Misconduct Charge will be issued where an incident is reported which does not fall under standard dismissal offences or is a serious offence. A Discipline Commission will convene to consider all Misconduct Cases, whether the response to the charge is accepted or denied.

A Player can be charged with Misconduct following being dismissed from the field of play e.g. Player is sent off for violent conduct (will receive the standard three match ban), and before leaving the field of play used abusive/insulting comments towards a match official. The latter would be dealt with as Misconduct and subsequently the Player will have a second charge that they need to respond to, having the options to accept or deny the charge.

A Club or an Associate with the Club, e.g. Manager, Coach, Physio can also be charged with Misconduct, the response to the charge is the same as detailed below.

If you receive a Misconduct Charge and it is found Proven, you will be suspended from ALL Football

If you are issued with a Misconduct Charge you will receive the following correspondence from your County FA:

- Charge Sheet explaining the details of the charge levied against you
- Response Sheet which details your options when responding to the charge
- Reports on which the charge/s is/are based

On the response sheet you will be offered four options, one of which you must choose:

A. I am pleading guilty to the charge and I wish the case to be dealt with in my absence. I request any correspondence that I have submitted to be considered and I await the decision of the Disciplinary Commission as to my punishment.

Where shown the Participant/Club must send the administration fee. A Discipline Commission will consider the case, taking into consideration the Participants/Club discipline record from the previous five years and all documentation that has been sent to them in relation to the case. The Commission will impose a punishment, if any, that they deem appropriate.

B. I am pleading guilty to the charge and I wish to attend a Discipline Hearing to enter a verbal plea for leniency. The personal hearing fee of £50.00 in addition to the administration fee of £10.00 is enclosed where applicable. I am aware that I am accepting the charge and I will not be able to question the basis of the charge and that the match officials will not be in attendance.

Where shown the Participant/Club must sent the administration fee along with the hearing fee. The appellant, having already accepted the charge, will put forward verbal mitigation in relation to the case, which could include previous discipline history. A Commission will consider the appellant's submission and impose a punishment that they deem appropriate. The charge has already been accepted so the Match Officials report will not be able to be contested by the appellant.

Misconduct Charges cont'd

C. **I am pleading <u>not guilty</u> to the charge, as indicated above and I wish the case to be dealt with in my absence. I request any correspondence that I have submitted be considered and I will await the decision of the Disciplinary Commission.**

The Participant/Club must submit the relevant administration fee to the County, along with all relevant documentation that the Participant/Club wish the Discipline Commission to consider. If the Discipline Commission find the case Not Proven the case is concluded, with no further action taken and the details being expunged from the Players record.

If the Discipline Commission decide the case is proven, they will consider the Participant/Clubs previous five year history, and, where appropriate, impose a punishment.

D. **I am pleading <u>not guilty</u> to the charge, as indicated above and I wish to attend a Disciplinary Hearing. The personal hearing fee of £50.00 in addition to the administration fee of £10.00 are enclosed where applicable, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered.**

The Participant/Club must submit the relevant hearing fee, and administration fee (where applicable) to the County Association. A full list of witnesses who will be attending and the reason why the Personal Hearing has been requested also needs to be submitted to the County Association (and any other documentation you may wish for a Commission to consider at the hearing). A Personal Hearing will be called for the case to be heard. Should the case be found proven the Commission can exercise the right to impose costs.

<u>If you deny any aspect of the charge and report on which it is based you must select option C or D.</u>

In all cases you must return the response form, along with the appropriate monies, within 14 days from the date that the charge was issued. Any responses received after this this date will not be accepted. A Discipline Commission will be convened to consider the case, based upon the correspondence that was presented at the time. (Please note where there is already one offence arising from one Referees report a administration fee will not be added)

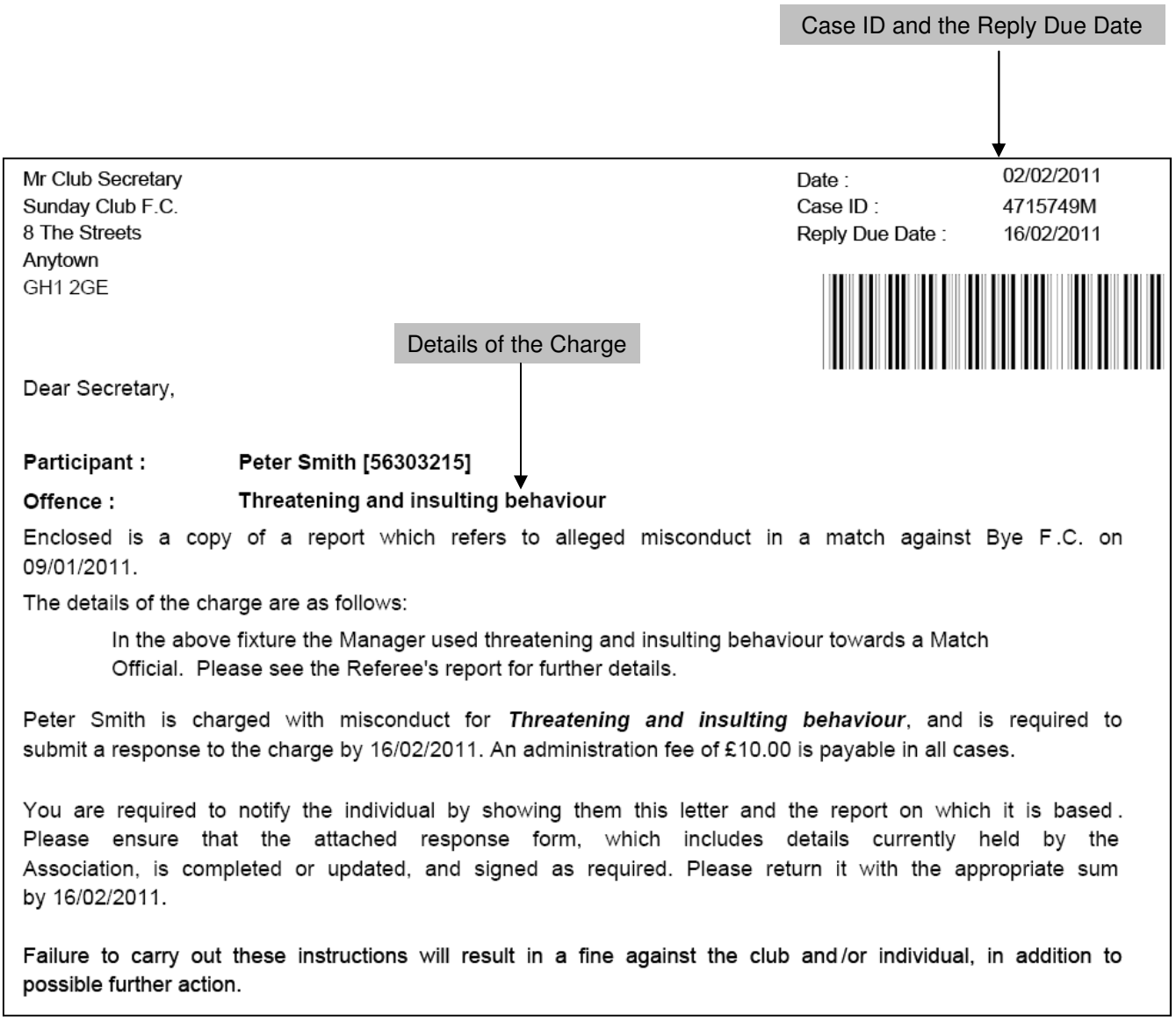
Upon receiving the decision, you are entitled to appeal if the punishment exceeds 3 matches and/or £25 fine (Please go to page 57 for information on Appeals against County Decisions.)

Punishments imposed from a Misconduct Charge will result in the Player being Suspended from playing <u>ALL</u> football.

A Player who receives a match suspension as a result of a misconduct charge is unable to participate in any football, until the team he was charged playing for serves the qualifying amount of fixtures, as imposed by a Discipline Commission.

Misconduct - Charge Letter

When an incident is reported which falls outside the scope of a standard dismissal, your County Association will, upon receipt of the Match Officials report, select the appropriate charge and notify you. You will also be sent a copy of any reports on which the charge is based. For details on how to respond to a Misconduct Charge please see page 14.



Mr Club Secretary
Sunday Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 02/02/2011
Case ID : 4715749M
Reply Due Date : 16/02/2011

Dear Secretary,

Participant : **Peter Smith [56303215]**

Offence : **Threatening and insulting behaviour**

Enclosed is a copy of a report which refers to alleged misconduct in a match against Bye F.C. on 09/01/2011.

The details of the charge are as follows:

> In the above fixture the Manager used threatening and insulting behaviour towards a Match Official. Please see the Referee's report for further details.

Peter Smith is charged with misconduct for ***Threatening and insulting behaviour***, and is required to submit a response to the charge by 16/02/2011. An administration fee of £10.00 is payable in all cases.

You are required to notify the individual by showing them this letter and the report on which it is based. Please ensure that the attached response form, which includes details currently held by the Association, is completed or updated, and signed as required. Please return it with the appropriate sum by 16/02/2011.

Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

Misconduct - Reply Form

For information on how to respond to a misconduct charge please see page 14.

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Misconduct Charge - Threatening and insulting behaviour

4715749M - Sunday Club F.C.

Name:	Peter Smith [56303215]	Name:	
Address:	The Cottage, New Road, Towney, Hertfordshire, HL9 0HL		
	Post Code:		
Date of Birth: 03/01/1984		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: Saturday Club, Sunday Club F.C.

School/College/Service (Currently Attending):

PLEASE TICK YOUR CHOSEN OPTION

a) ☐ I am pleading **GUILTY** to the charge and accept the report on which it is based. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered by a Discipline Commission.

b) ☐ I am pleading **GUILTY** to the charge and I wish to attend a Disciplinary Hearing to enter a verbal plea for leniency. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 is enclosed, I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report and the match officials will not be in attendance.

c) ☐ I am pleading **NOT GUILTY** to the charge and I wish the case to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered along with the documentation I wish to be considered by a Discipline Commission.

d) ☐ I am pleading **NOT GUILTY** to the charge and I wish to attend a Disciplinary Hearing. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 are enclosed, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £ _____ is enclosed.

Individual signature: _____ Date: _____

Club Secretary signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

A) The participant is guilty of the charge and accepts the report on which it is based and can provide leniency.
B) The participant is guilty of the charge and accepts the report on which it is based and requests a hearing to provide a verbal plea of leniency
C) The participant is not guilty of the charge and submits written evidence to be considered by a commission
D) The participant is not guilty of the charge and requests a personal hearing

Misconduct - Hearing Result Letter

The decision of the Discipline Commission and suspension that has been imposed

Date of Issue, case ID and reply due date by which time all monies must be received by your County Association

Mr Club Secretary
Sunday Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 11/02/2011
Case ID: 4715749M
Reply Due Date : 25/02/2011

Dear Secretary,

CLUB COPY

Correspondence Hearing for Peter Smith [56303215]

The above case has recently been considered by a Commission of the Disciplinary Committee, where it was decided as follows:

Decision :	**Proved**
Further Notes :	Case Proved.
Suspension Duration :	3 match(es) - 3 match(es) from 28/2/2011
Disciplinary Monies Due :	£50.00.

In accordance with FA Regulations, the total monies outstanding for this case must be paid by 25/02/2011 and returned with the attached proforma. Please provide, on the proforma, details of the fixtures that will be served under the terms of the suspension.

If you believe you have grounds to appeal against this decision, there are strict procedures which must be adhered to in order for an appeal to be accepted. These include, but are not limited to the following:

1. All appeals should be made to Discipline Department, The Football Association, Wembley Stadium, PO Box 1966, London, SW1P 9EQ and **must** be received by them within 14 days of this notice. Payment can be made over the phone by credit card and the appeal submitted by email (Discipline@TheFA.com).
2. Appeals are limited to punishments where the **imposed sanction** was in excess of 3 matches and/or £25 fine.
3. A covering letter setting out the grounds for appeal should be sent with a copy of this notice. If your appeal is not under at least one of the following grounds your appeal will not be accepted:
   a. Failed to give the appellant a fair hearing.
   b. Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge.
   c. Came to a decision on the facts of the case which no reasonable body could have reached.
   d. Imposed a punishment without reasons, not conforming with the Schedule Guide to recommended punishments.
   e. Imposed an award order or any other sanction that is excessive.
4. Payment of £100 made payable to 'The Football Association' **must** be submitted with your appeal.

Details of the full appeal procedures are available from the county office, the FA Handbook, or on www.thefa.com. No appeal will be accepted that fails to comply fully with these procedures.

Details on how to lodge an appeal against a decision of a County Association

Misconduct - Hearing Result Reply Form

Number of matches the Player is suspended for and details from ALL football

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Correspondence Hearing Result

I acknowledge receipt of the Correspondence hearing result relating to case 4715749M

Sunday Club F.C.

Name:	Peter Smith [56303215]	Name:	
Address:	The Cottage, New Road, Towney, Hertfordshire, HL9 0HL	Post Code:	
Date of Birth: 03/01/1984		Date of Birth:	
Email:		Age Group:	
Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)			
Clubs: Saturday Club, Sunday Club F.C.			
School/College/Service (Currently Attending):			

I acknowledge receipt of the paperwork and am aware that I will be suspended from playing football for this and all other football commencing 28/02/2011 until 3 qualifying matches have been played by Sunday Club F.C. (First Team). These matches have been indicated below. I am aware that it is my responsibility to ensure that the suspension is served before I play again. I confirm that I have provided details above of all other clubs that I am registered with.

MATCHES TO BE SERVED UNDER THIS SUSPENSION

Please use the space below to indicate the fixture(s) that the player will miss under the terms of this suspension, including the date of each fixture, opponents and the competitions in which the fixtures take place. Only competitive fixtures played by Sunday Club F.C. (First Team) in qualifying competitions can be used. Qualifying competitions are League and league cup matches, The FA Cup, The FA Vase and your nominated Senior County Cup. For guidance on qualifying fixtures, please refer to the relevant Disciplinary Procedures in your County Handbook.

Any changes to the fixture schedule which affect this suspension must be notified in writing to the County FA as soon as possible. Please use a copy of the form provided in the FA Handbook for this purpose. Failure to notify the County FA of any alterations to this suspension may result in disciplinary action being taken against the Club. In the case of incompleted suspensions at the end of the season, the suspension is lifted immediately following this teams last competitive fixture of the season and re-imposed the day of the team's first competitive fixture of next season. Please refer to the relevant Disciplinary procedures in your County Handbook.

Please note that the player will be suspended from playing football at all levels until this suspension is served.

Opponents	Fixture Date	Competition

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £ _____ is enclosed.

Individual Signature: _____ Date: _____

Club Secretary Signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

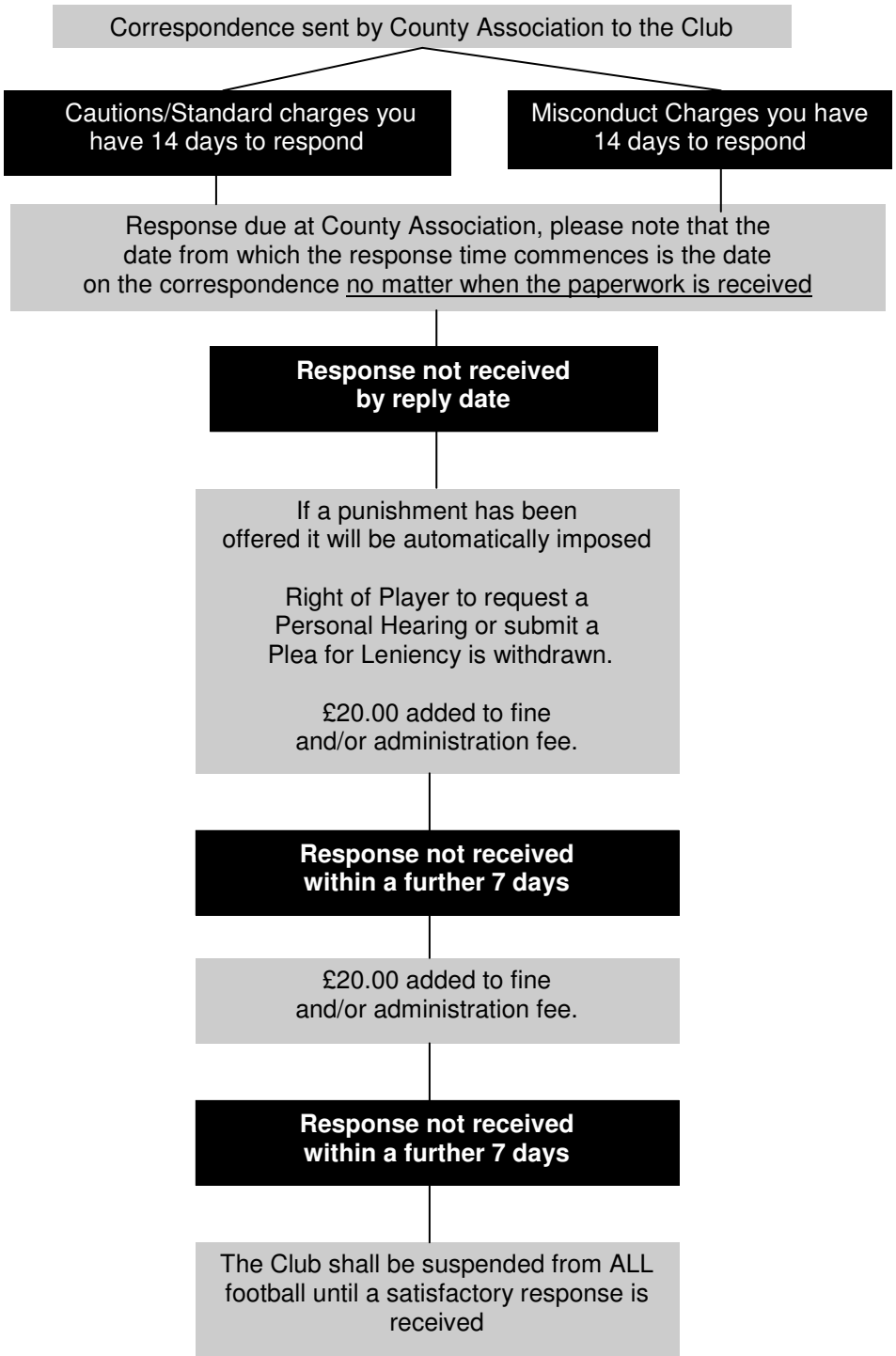
*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

Detail which the Player will be suspended

Discipline Flowchart - Response Procedures



Multiple / Lesser Charges

A County Association, based upon the Match Officials report, may find it appropriate to raise multiple charges against the Player/Club or raise a Higher charge. When responding if the Player/Club have pleaded Not Guilty to the higher charge they must also respond to the lesser charge, that way should a Commission find the higher charge Not Proven they will automatically consider the Lesser charge.

Multiple Charges

A Multiple Charge is where more than one charge has been raised from the same game, and all charges must be responded to, pleading guilty or not guilty where appropriate. An example of a Multiple Charge would be where a Player has been charged with Assault on a Player or other Participant and also have a charge of Causing the game to be abandoned. Both charges require a response.

On Multiple Charges you are able to respond by accepting one charge, and denying a second charge. Your response to the charges are not required to be the same. Please take your time to complete all of the paperwork before returning the forms and payment to the County Association.

Lesser Charges

Where appropriate a County Association may raise a Higher Charge and a Lesser Charge against an individual. Upon receipt of the notification from the County Association the Player will be required to respond to the first charge, which will be detailed. The Player will be required to either tick Guilty or Not Guilty.

An example would be that the Higher Charge, 1a Use of abusive words or gestures - considered to be mid range. A Lesser Charge of 1b Use of abusive words or gestures - considered to be less serious.

Should the Player choose Guilty, the Lesser Charge, detailed as 1b would no longer exist and therefore would not require a response.

If the Player pleads Not Guilty to the Higher Charge (1a), at the same time he will also have to make a plea of Guilty or Not Guilty for the Lesser Charge (1b). The Lesser charge will only be considered should a Discipline Commission find the higher charge Not Proven.

When returning the form make sure it has been completed in full where required by the Club and the Player

Multiple / Lesser Charge - Charge Letter

Case ID and the Reply Due Date

Details of Multiple Charges that require a response

Mr Club Secretary
Sunday Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 02/02/2011
Case ID : 4715750M
Reply Due Date : 16/02/2011

Dear Secretary,

Participant : **Peter Smith [56303215]**

Charge 1 - Violent conduct or serious foul play - considered to be of a serious nature.

Charge 2 - Refusing to leave the field of play when ordered to do so

Enclosed is a copy of a report which refers to alleged misconduct in a match against Dog And Duck F.C. on 23/01/2011.

The details of the charge are as follows:

The above charges have been raised on the report submitted by the Match Official. Please see attached report for details.

Peter Smith is charged with misconduct for ***Violent behaviour - considered to be serious***, and is required to submit a response to the charge by 16/02/2011. An administration fee of £10.00 is payable in all cases.

You are required to notify the individual by showing them this letter and the report on which it is based. Please ensure that the attached response form, which includes details currently held by the Association, is completed or updated, and signed as required. Please return it with the appropriate sum by 16/02/2011.

Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

Further details of the charge, the reply due date and amount payable

Multiple / Lesser Charge - Reply Form

You must respond to both charges detailing your response

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Misconduct Charge - Violent behaviour - considered to be serious

4715750M - Sunday Club F.C.

Name:	Peter Smith [56303215]	Name:	
Address:	The Cottage, New Road, Towney, Hertfordshire, HL9 0HL	Post Code:	
Date of Birth: 03/01/1984		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: Saturday Club, Sunday Club F.C.

School/College/Service (Currently Attending):

I wish to respond to the charges as follows: (Tick all boxes as appropriate): **please note, this form is required to be sent to the Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN and must be received by 16/02/2011.**

Higher Charge(s)	Lesser Alternative Charges * *Lesser charges are only considered if the corresponding higher charge immediately to the left is successfully contested)*
Charge 1 - Violent conduct or serious foul play - considered to be of a serious nature Guilty ☐ Not Guilty * ☐	
Charge 2 - Refusing to leave the field of play when ordered to do so Guilty ☐ Not Guilty * ☐	

a) ☐ I am pleading **GUILTY** to all of the charges and I wish all of the cases to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission as to my punishment. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered by a Discipline Commission.

b) ☐ I am pleading **GUILTY** to **all of the charges** and I wish to attend a Disciplinary Hearing to enter a verbal plea for leniency. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 is enclosed, I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report and the match officials will not be in attendance.

c) ☐ I am pleading **NOT GUILTY** to some or all of the charges, as indicated above and I wish the case to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered along with the documentation I wish to be considered by a Discipline Commission.

d) ☐ I am pleading **NOT GUILTY** to some or all of the charges, as indicated above and I wish to attend a Disciplinary Hearing. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 are enclosed, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.

Individual Signature: _____ Date: _____

Club Secretary Signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

A) The participant is guilty of the charge and accepts the report on which it is based
B) The participant is guilty of the charge and accepts the report on which it is based and requests a hearing to provide a verbal plea of leniency
C) The participant is not guilty of the charge and submits written evidence to be considered by a commission
D) The participant is not guilty of the charge and requests a personal hearing

Multiple / Lesser Charge - Hearing Result Notification

The decision of the Discipline Commission and suspension that has been imposed

Date of Issue, case ID and reply due date by which time all monies must be received by your County Association

Mr Club Secretary
Sunday Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 11/02/2011
Case ID: 4715750M
Reply Due Date : 25/02/2011

Dear Secretary,

CLUB COPY

Correspondence Hearing for Peter Smith [56303215]

The above case has recently been considered by a Commission of the Disciplinary Committee, where it was decided as follows:

Decision :	**Proved**
Further Notes :	Case Proved.
Suspension Duration :	4 match(es) - 4 match(es) from 7/3/2011
Disciplinary Monies Due :	£60.00.

In accordance with FA Regulations, the total monies outstanding for this case must be paid by 25/02/2011 and returned with the attached proforma. Please provide, on the proforma, details of the fixtures that will be served under the terms of the suspension. Please note that the player is suspended from 28/02/2011 until 03/03/2011. No Matches during this period may count towards this suspension, and should not be indicated

If you believe you have grounds to appeal against this decision, there are strict procedures which must be adhered to in order for an appeal to be accepted. These include, but are not limited to the following:

1. All appeals should be made to Discipline Department, The Football Association, Wembley Stadium, PO Box 1966, London, SW1P 9EQ and **must** be received by them within 14 days of this notice. Payment can be made over the phone by credit card and the appeal submitted by email (Discipline@TheFA.com).
2. Appeals are limited to punishments where the **imposed sanction** was in excess of 3 matches and/or £25 fine.
3. A covering letter setting out the grounds for appeal should be sent with a copy of this notice. If your appeal is not under at least one of the following grounds your appeal will not be accepted:
   a. Failed to give the appellant a fair hearing.
   b. Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge.
   c. Came to a decision on the facts of the case which no reasonable body could have reached.
   d. Imposed a punishment without reasons, not conforming with the Schedule Guide to recommended punishments.
   e. Imposed an award order or any other sanction that is excessive.
4. Payment of £100 made payable to 'The Football Association' **must** be submitted with your appeal.

Details of the full appeal procedures are available from the county office, the FA Handbook, or on www.thefa.com. No appeal will be accepted that fails to comply fully with these procedures.

Details on how to lodge an appeal against a decision of a County Association

Multiple / Lesser Charge - Hearing Result Reply Form

Number of matches the Player is suspended

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Correspondence Hearing Result

I acknowledge receipt of the Correspondence hearing result relating to case 4715750M

Sunday Club F.C. -

Name:	Peter Smith [56303215]	Name:	
Address:	The Cottage, New Road, Towney, Hertfordshire, HL9 0HL	Post Code:	
Date of Birth: 03/01/1984		Date of Birth:	
Email:		Age Group:	
Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)			
Clubs: Saturday Club, Sunday Club F.C.			
School/College/Service (Currently Attending):			

MATCHES TO BE SERVED UNDER THIS SUSPENSION

Please use the space below to indicate the fixture(s) that the player will miss under the terms of this suspension, including the date of each fixture, opponents and the competitions in which the fixtures take place. Only competitive fixtures played by Sunday Club F.C. (First Team) in qualifying competitions can be used. Qualifying competitions are League and league cup matches, The FA Cup, The FA Vase and your nominated Senior County Cup. For guidance on qualifying fixtures, please refer to the relevant Disciplinary Procedures in your County Handbook.

Any changes to the fixture schedule which affect this suspension must be notified in writing to the County FA as soon as possible. Please use a copy of the form provided in the FA Handbook for this purpose. Failure to notify the County FA of any alterations to this suspension may result in disciplinary action being taken against the Club. In the case of incompleted suspensions at the end of the season, the suspension is lifted immediately following this teams last competitive fixture of the season and re-imposed the day of the team's first competitive fixture of next season. Please refer to the relevant Disciplinary procedures in your County Handbook.

Please note that the player will be suspended from playing football at all levels until this suspension is served.

Opponents	Fixture Date	Competition

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £ _____ is enclosed.

Individual Signature: _____ Date: _____

Club Secretary Signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

Multi Player Misconduct Charge

Multi Player Misconduct

Any Club who has **six or more individual Players** cautioned or dismissed from the field of play in the same match will be automatically fined as per the table below. Please note that the team must be playing at the level detailed below to be subject to the fines.

For each time you have more than half of your team disciplined in a game the fine will increased based upon what the first sanction was.

	1st Occasion in Season	2nd Occasion in Season	3rd Occasion in a Season	4th Occasion in a Season
Step 5 & 6	£150	£300	£450	£600
Step 7	£75	£150	£225	£300
Outside National League System	Warned as to Future Conduct	£25	£50	£75

Example

Players 1,2,3,4 + 5 are cautioned and Player 6 is sent from the field of play.
The Club (depending on the level) will be dealt with as detailed above for 1st Occasion in a Season.

Players 1,2,3 + 4 are cautioned and Players 2 and 3 are then sent off for persistent Misconduct.
The Club would not be fined as only four Players have been disciplined during the match. For the above fines to be enforced you must have six different individuals disciplined in the game.

Appealing a Multi Player Misconduct Charge

There is no appeal process against a fine for Multi Player Misconduct.

Form D56

This form must be photocopied, completed and signed by the Club Secretary when required.

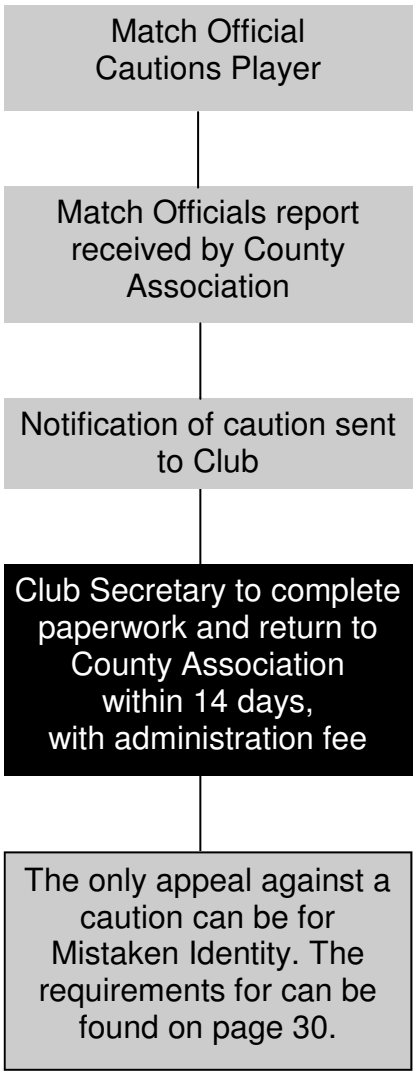
Any changes to a Players Suspension (e.g. Original matches postponed, abandoned, rescheduled or cup replays) must be notified in writing to the County Association as soon as possible. Failure to notify the County Association of any alterations to the suspension may result in disciplinary action being taken against you.

Club Name:
Players Name:
Case ID (will be on the forms received from the County Association):
Provide details of the fixture/s the player will miss in order to complete the suspension. Please include the Date, the opponents and the Competition.
Club Secretary Name and Address:
Contact Number:
Contact Email:
Club Secretary Signature (by signing you are confirming the Player has been made aware to the changes of his/her suspension):

Period Based Disciplinary Procedures

This section covers the discipline procedures for Youth and Small sided football only.

Discipline Flowchart - Cautions



If a Player receives 5/10/15 cautions (between the
opening and last day of the season)
they will be suspended
It is your duty to notify your County Football Association if you do not receive
correspondence relating to an incident following a fixture.

Cautions

Caution Thresholds

If a Player receives a set number of cautions during the season they will receive a suspension, you will be notified of the dates of this suspension on the correspondence sent by your County Association (suspensions commence on the first Monday 14 days from the date of the correspondence).

5 Cautions - If a Player receives 5 cautions in a season they will be suspended for a period of 7 days and be fined £10.

10 Cautions - If a Player receives 10 cautions in a season they will be suspended for a period of 7 days and be fined £10.

For every 5 cautions a Player receives thereafter they will be charged with continuing misconduct. There is no appeal procedure for a charge of this nature, however, you have the right to submit a written plea of leniency in response to the charge.

The suspension received is from ALL football, if a Player also plays under the Match Based Discipline system they will only receive a suspension once they receive 5/10 cautions at the same level of football. For example, if a Player receives 2 cautions in U18 football and 3 cautions while playing at Step 5 they will not be suspended as they are different regulations.

Appealing a Caution - Mistaken Identity

The only appeal against a caution can be under the ground of mistaken identity, any such claim must be received in writing by your County Association within 14 days of the date of the match. An appeal must include a statement from both the Player and Club, the Player admitting the offence must also agree to the Club submitting the claim.

If the County Association feel that further investigation is warranted, a Disciplinary Commission will be convened to consider the claim. If the appeal is upheld the caution will be transferred to the offender, if the appeal is dismissed no further action will be taken and the caution shall remain on the Players record.

Caution Paperwork - Notification Letter

It is the clubs responsibility to keep a record of how many cautions a Player has received during the season. If you do not receive correspondence relating to an offence within 14 days **you must inform your County Association.**

Details of fee owed, for each case

Issue and response date, by which time all monies and paperwork owing must be received by your County Association

Mr Club Secretary
The Youth Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 08/03/2011
Reply Due Date : 22/03/2011

Dear Secretary,

It has been reported that the players listed below were cautioned in the matches shown. You are now required to:
inform the players involved and provide their details as requested on the attached proforma
sign and date each form, and pay an administration fee of **£10.00** for each case
return the form by **22/03/2011** to Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN.

You **must** reply with both the information **and** payment required by **22/03/2011**. Failure to do so by this date will result in a £20 fine for each case and further action. The form will not be accepted unless the minimum information of name, address and date of birth is provided.

If you believe a caution to have been recorded against the wrong player, or you would like further information regarding these charges, please contact us.

Except for youth football, players are obliged to reimburse their club with administration fees and fines.

CaseID	Date	Offender	Opponents
4715923C	27/02/2011	Joe Bloggs [57088611]	Bye F.C.

Caution total for current season : 1 **Offence :** Unsporting Behaviour

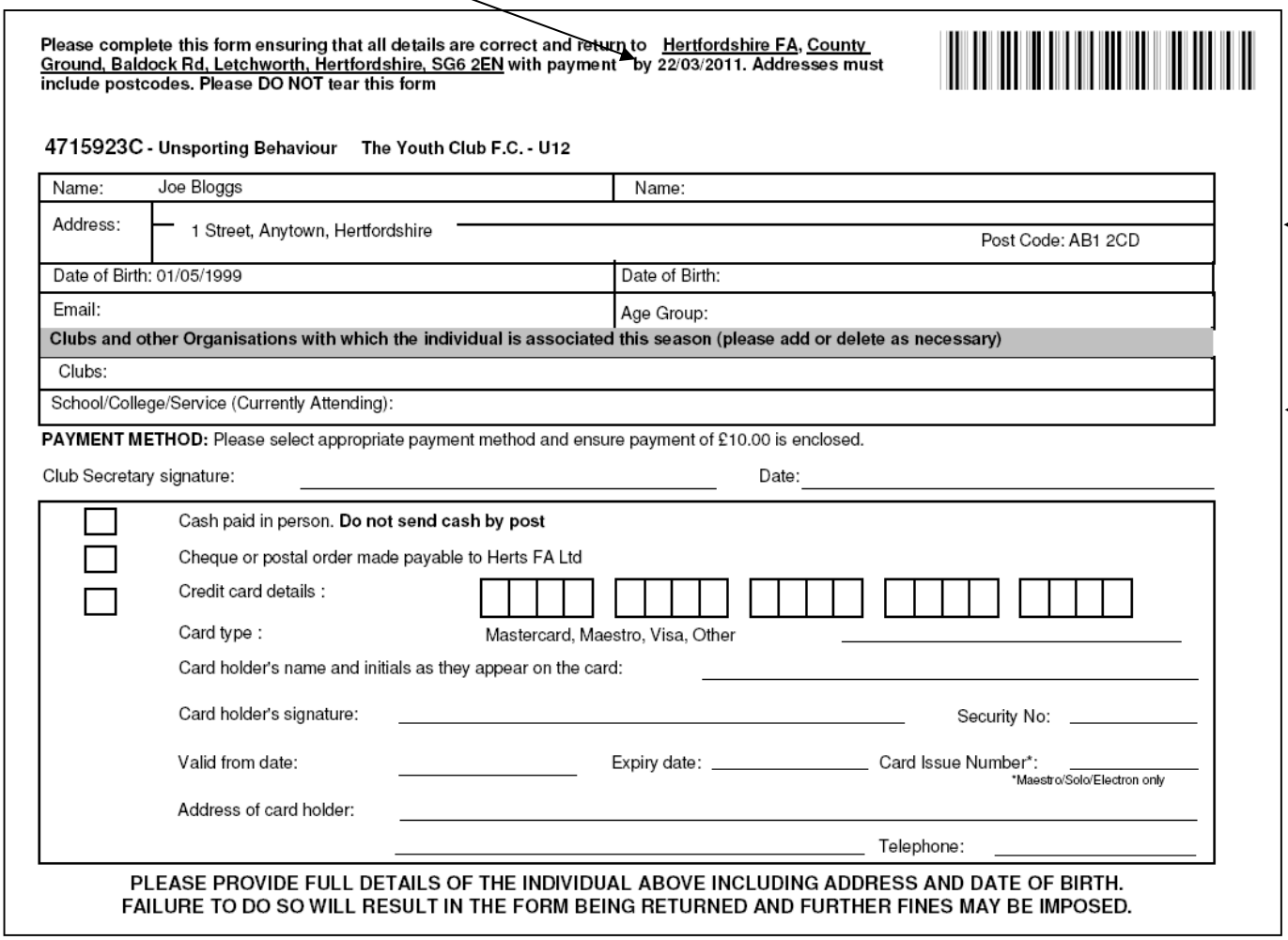
This section details the case number, date of the offence, Player that was cautioned and the reason for the caution. It also provides information on how many cautions this season the Player has received.

Caution Paperwork - Reply Form

When returning the form it is essential that all the mandatory fields are completed and displaying the correct information. You must ensure that if any of the details are missing or incorrect that they are completed/amended accordingly. The form must be returned with the administration fee within 14 days of the date it was issued.

Reply Due Date

Please ensure the details (if shown) are correct. Should they be incorrect or missing amend them accordingly.



Please complete this form ensuring that all details are correct and return to Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN with payment by 22/03/2011. Addresses must include postcodes. Please DO NOT tear this form

4715923C - Unsporting Behaviour The Youth Club F.C. - U12

Name: Joe Bloggs	Name:
Address: 1 Street, Anytown, Hertfordshire Post Code: AB1 2CD	
Date of Birth: 01/05/1999	Date of Birth:
Email:	Age Group:

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs:

School/College/Service (Currently Attending):

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £10.00 is enclosed.

Club Secretary signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

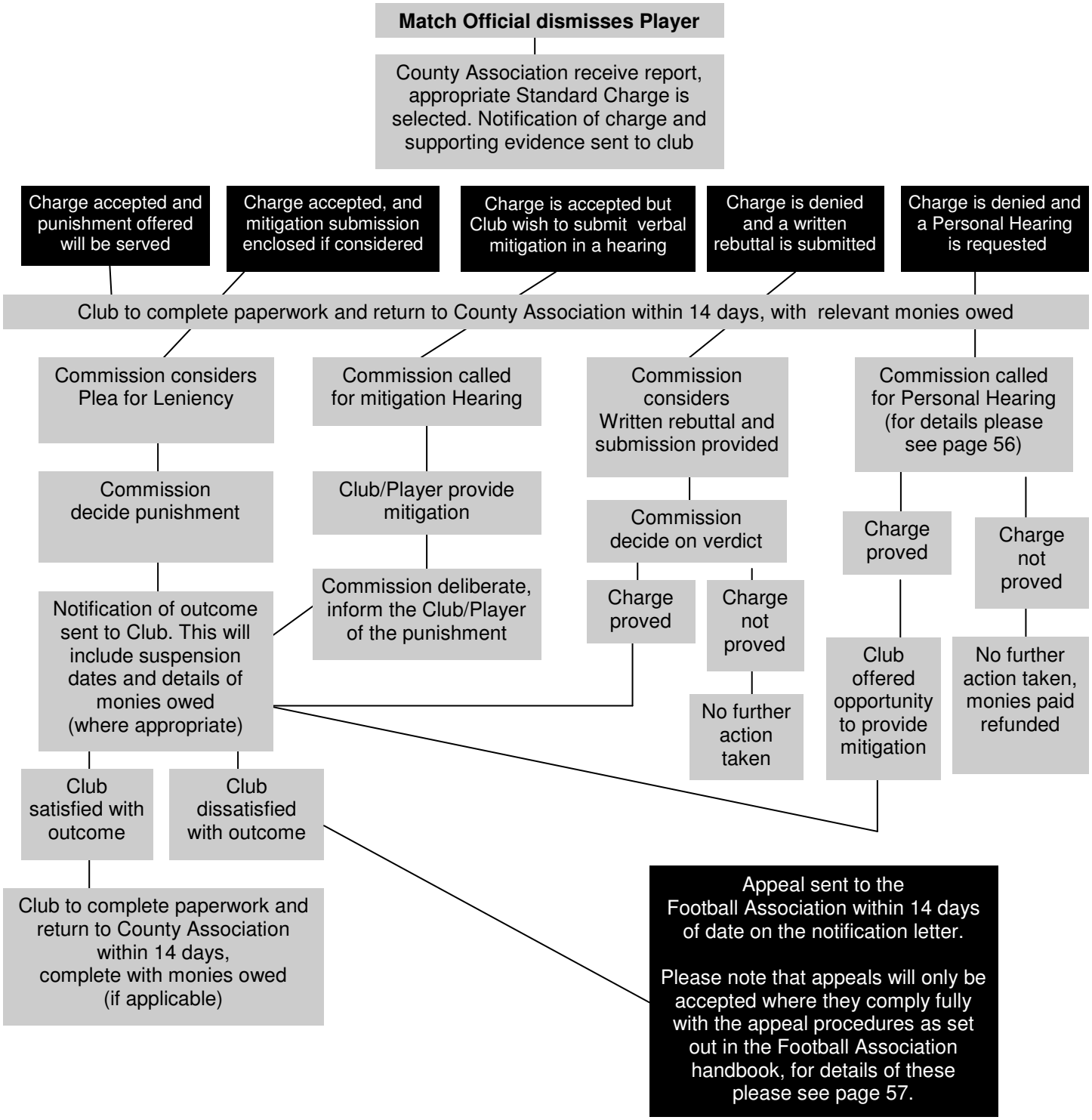
Address of card holder: _____

_____ Telephone: _____

PLEASE PROVIDE FULL DETAILS OF THE INDIVIDUAL ABOVE INCLUDING ADDRESS AND DATE OF BIRTH. FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED AND FURTHER FINES MAY BE IMPOSED.

It is essential that you notify the County Association of any other Clubs you are aware of that the Player plays for

Discipline Flowchart - Standard Charge



Standard Charges

When a Player is dismissed, your County Association, upon receipt of the match officials report, will notify you of the recommended punishment. You will also be notified of the suspension dates that the Player will serve, if the report is accepted in its entirety *(suspensions commence on the 1st Monday 14 days from the date of the correspondence).*

If you accept the charge and report on which it is based you must respond accordingly within 14 days, marking option 'a' on the response form, submitting the fine owed and administration fee. The punishment will be automatically imposed.

For details on denying the charge issued or accepting the charge please see page 35 *(except for cases where a Player receives a second caution in a match)*

Recommended Punishments

	Suspension (days)	Fine (£)	Penalty Points
Serious foul play	21	25	3
Violent conduct	35	25	4
Attempting to kick or strike another Player	21	15	3
Kicking or striking another Player	35	25	4
Violent head to head butting	112	75	7
Attempting to head butt	21	15	3
Head to head contact	42	30	4
Spitting or similar unseemly behaviour directed at an opponent or any other Player (not a match official)	112	50	4
Denying a goal or an obvious goal scoring opportunity by physical means or by deliberately handling the ball	7	15	2
Use of offensive or insulting or abusive language or gestures	14	25	2
Use of offensive or insulting or abusive language or gestures directed at match officials	35	25	4
Receiving a second caution in the same match	7	15	2

On the second occasion a Player is dismissed in a season (whilst playing under the time based disciplinary procedures) they will receive a 7 day suspension in addition to the suspension imposed for the offence committed, and will be fined £15. For every subsequent dismissal and/or breaches of FA rule E3/E4 thereafter they will be charged with continuing misconduct and instructed to appear before a Disciplinary Commission.

Standard Charges - Responses

A Standard Charge will be issued where an incident is reported by a match official.

If you are issued with a Standard Charge you will receive the following correspondence:

- Charge sheet explaining the details of the charge (and offered punishment where applicable)
- Report/s on which the charge/s are based.
- Player Reply Form

You will then be offered five response options *(except for cases where a Player receives a second caution in the same match):*

A) **I am pleading guilty to the charge and I acknowledge the sanction offered. Payment of the fine, plus administration fee where applicable.**
Player/Club to return the form along with the relevant payment and accept the report on which the charge is based. The Player will commence the suspension as detailed on the letter.

B) **I am pleading guilty to the charge and I wish to submit a written plea of leniency. I acknowledge that the original offer of punishment will not apply. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission.**
Player/Club to send administration fee, the punishment imposed will not apply, a Commission will consider the case, taking into consideration the participants discipline record from previous 5 seasons and impose the appropriate punishment.

C) **I am pleading guilty to the charge and I wish to attend a disciplinary hearing to enter a verbal plea of leniency. I acknowledge that the original offer of punishment will not apply. The personal hearing fee in addition to the administration fee is enclosed where applicable. I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report, and the match officials will not be in attendance.**
Player/Club attend a hearing to provide verbal mitigation . A Commission will consider this and take into consideration the participants discipline record from the previous 5 seasons. The decision will be made known to the appellant and./or sent to the appellant in writing

D) **I am pleading not guilty to the charge and I wish the case to be dealt with in my absence. I acknowledge that the original offer of punishment will not apply. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission.**
Player/Club must submit to the County Association the relevant administration fee along with the correspondence to put before the Disciplinary commission. A Commission will consider the charge, if found proven the relevant sanction/ punishment will be imposed, If the case is found Not Proven no further action will take place.

E) **I am pleading not guilty to the charge and I wish to attend a Disciplinary Hearing. I acknowledge that the original offer of punishment will not apply. The personal hearing fee in addition to the administration fee is enclosed where applicable, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.**
Player/Club must submit to the County Association a list of witnesses who will be attending, reasons for requesting a personal hearing (and any other documentation they wish to be taken into consideration) along with personal hearing fee and administration fee. A personal hearing will be called to consider the case.

In **ALL** cases you must return the response form, along with monies owed, within 14 days from when the charge was issued. Any responses received after this date will not be accepted. If a punishment has been offered it will be automatically imposed.

If you deny ANY aspect of the charge and report on which it is based you MUST select option D or E.

Standard Charge Paperwork - Notification Letter

The County Association will send copies of the correspondence to you. It is your duty to ensure that a copy of the notification letter and Match Officials report is passed onto the Player concerned.

Details of the dismissal, including the suspension and fine

Issue and response date, by which time all monies and paperwork owing must be received by your County Association

Mr Club Secretary
The Youth Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 08/03/2011
Case ID : 4715924S
Reply Due Date : 22/03/2011

Dear Secretary,

Participant : **Joe Bloggs [57088611]**

Offence : **Denying a goal or obvious goal scoring opportunity by physical means or by deliberately handling the ball**

Enclosed is a copy of a report which refers to alleged misconduct in a match against Bye F.C. on 20/02/2011.

Joe Bloggs is charged with misconduct in accordance with FA Regulations for ***Denying a goal or obvious goal scoring opportunity by physical means or by deliberately handling the ball***, and is offered the following standard punishment:

Suspension : 7 days

Period : 28/3/2011 to 3/4/2011 inclusive

Fine : £15.00 plus an administration fee of £10.00 making a total of £25.00 Monies owed by Club due to participant playing in youth football.

The participant must complete the attached proforma adding his response to the charge. An administration fee of £10.00 is payable in all cases.

You are required to notify the individual by showing them this letter and the report on which it is based. Please ensure that the attached response form, which includes details currently held by the Association, is completed or updated, and signed as required. Please return it with the appropriate sum by 22/03/2011.

Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

Your responsibilities upon receiving the correspondence, including the response due date

Standard Charge Paperwork - Match Officials Report

The Match Officials report may be in a different format to the one below, the content of the report however will be the same. Where a decision to dismiss a Player is based on an Assistant Referees report this will also be included, where possible.

Home: The Youth Club F.C. U12 Away Bye U12

Competition: The Youth League

Played at: The Youth Football Club On: Sunday 20th February 2011

I have to report that I, as the Referee sent_off

(Full Name) : Joe Bloggs Of: The Youth Club F.C.

Names of Assistant Referees (where neutral and involved in the Report),or Name of Referee if Assistant Referee report :

N/A

Under Law 12 section:

S4 incident which came under my notice was as follows:-

I sent the above named individual from the field of play for denying an obvious goal scoring opportunity. The player deliberately handled the ball on the goal line with both hands preventing the ball from entering the goal.

Details of the dismissal.
For details on the appeals process please see page 35.

Standard Charge Paperwork - Reply Form

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Standard Charge - Denying a goal or obvious goal scoring opportunity by physical means or by deliberately handling the ball

4715924S - The Youth Club F.C.

Name:	Joe Bloggs [57088611]	Name:	
Address:	1 Street, Anytown, Hertfordshire, AB1 2CD		
		Post Code:	
Date of Birth: 01/05/1999		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: The Youth Club F.C.

School/College/Service (Currently Attending):

PLEASE TICK YOUR CHOSEN OPTION

a) ☐ I am pleading **GUILTY** to the charge and I acknowledge the sanction offered of 7 days from 28/3/2011 to 3/4/2011 inclusive applies. Payment of £15.00 plus an administration fee of £10.00 making a total of £25.00 is enclosed.

b) ☐ I am pleading **GUILTY** to the charge and I wish to attend a Disciplinary Hearing to enter a verbal plea for leniency. I acknowledge that the original offer of punishment will not apply. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 is enclosed, I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report and the match officials will not be in attendance.

c) ☐ I am pleading **GUILTY** to the charge and I wish to submit a written plea for leniency. I acknowledge that the original offer of punishment will not apply. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered.

d) ☐ I am pleading **NOT GUILTY** to the charge and I wish the case to be dealt with in my absence. I acknowledge that the original offer of punishment will not apply. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered.

e) ☐ I am pleading **NOT GUILTY** to the charge and I wish to attend a Disciplinary Hearing. I acknowledge that the original offer of punishment will not apply. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 are enclosed, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £ _____ is enclosed.

Individual signature: _____ Date: _____

Club Secretary signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

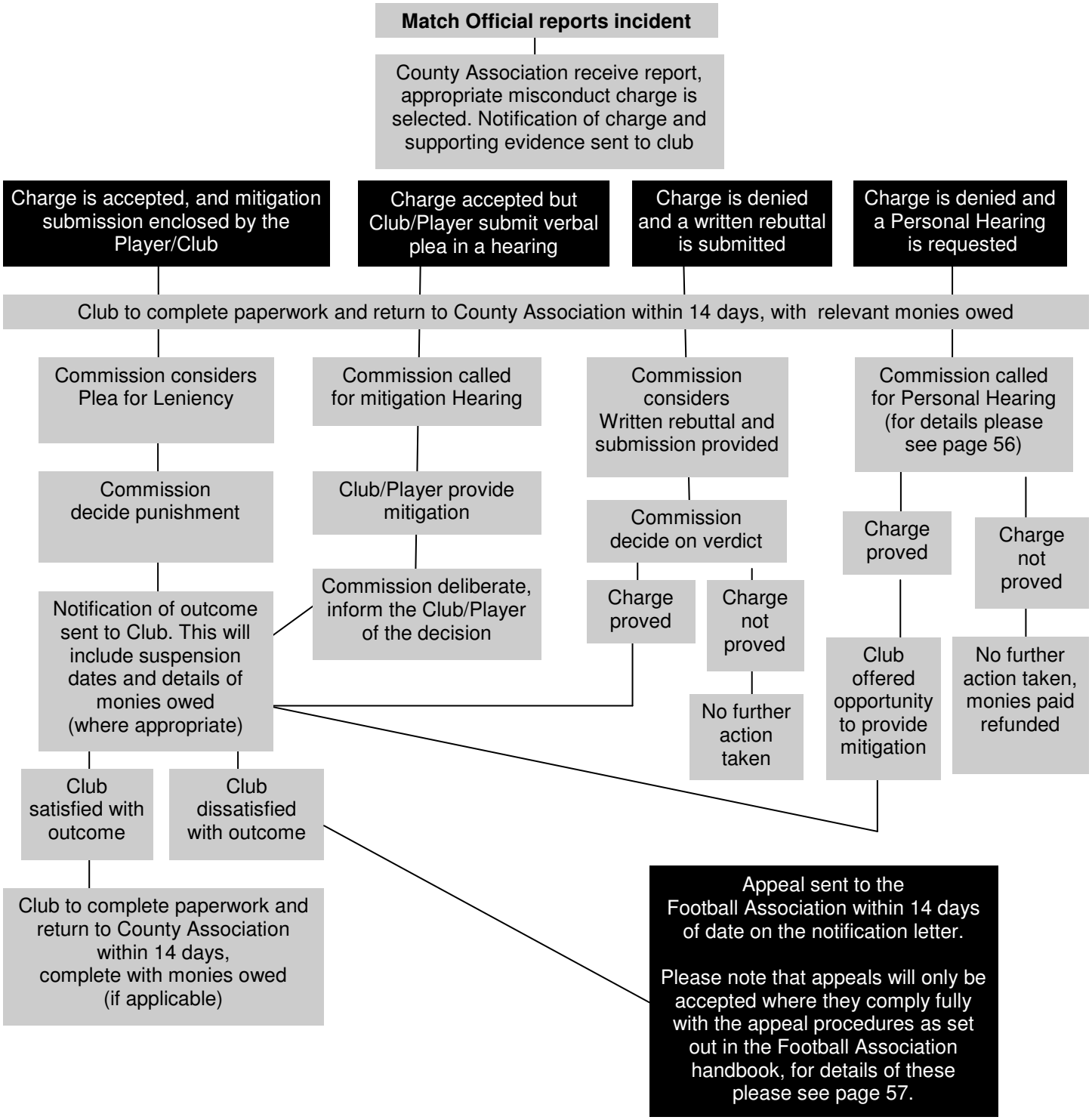
Address of card holder: _____

_____ Telephone: _____

PLEASE PROVIDE FULL DETAILS OF THE INDIVIDUAL ABOVE INCLUDING ADDRESS AND DATE OF BIRTH. FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED AND FURTHER FINES MAY BE IMPOSED.

Please tick one option on how you wish to respond to the charge. For more information on responding to charges see page 35.

Discipline Flowchart - Misconduct Charges



Misconduct - Recommended Punishments

When an incident is reported which falls outside the scope of a standard dismissal your County Association will, upon receipt of the match officials report, select the appropriate charge and notify you.

If you accept the charge and report on which it is based you must respond accordingly within 14 days, submitting the fine owed and administration fee. A Commission will then be convened to consider the case. They will consider your response to the charge, any reports of the incident and the recommended guide to punishments.

Recommended Punishments (*where applicable)*

	Suspension (days)	Fine (£)	Penalty Points
Refusing to give name (or giving false name) when ordered to do so	21	30	4
Refusing to leave the field of play when ordered to do so	42	30	4
and/or causing the match to be abandoned	112	75	5
Causing the match to be abandoned (club charge)		50 (min)	5
Improper or insulting behaviour towards match officials	112	75	5
Not acting in the best interests of the game	Punishment at the discretion of the Disciplinary Commission		
Acting in a manner that is deemed to be improper			
Bringing the game into disrepute			
Violent conduct or serious foul play - considered to be of a serious nature	Each a minimum of 35 days up to a maximum of 84 days suspension and £75 fine. Penalty points to be decided by the Disciplinary Commission		
Use of threatening words/gestures			
Threatening and insulting behaviour			
Use of abusive words/gestures - considered to be mid-range	Each a minimum of 21 days up to a maximum of 56 days suspension and £50 fine. Penalty points to be decided by the Disciplinary Commission		
Abusive behaviour			
Use of indecent words/gestures			
Indecent Behaviour			
Use of insulting words/gestures - considered to be less serious	Minimum of 7 days up to a maximum of 28 days suspension and £30 fine. Penalty points to be decided by the Disciplinary Commission		
Guilty of an act of discrimination by reason of (see aggravating factors below)	Discretion of Disciplinary Commission		

Where an accepted/proved offence is aggravated by reference to one of the following: ethnic origin, colour, race, nationality, faith, gender, sexual orientation or disability the commission shall double the punishment for the first offence and treble the punishment for a second offence. *Any subsequent offence should result in a substantial period of suspension from all football and football activities, together with a fine of not less than £200.*

Misconduct Charges - Responses

A Misconduct Charge will be issued where an incident is reported which does not fall under standard dismissal offences. The Commission convened to consider a misconduct case will take into consideration the recommended time based punishments.

If you are issued with a Misconduct Charge you will receive the following correspondence:

- Charge sheet explaining the details of the charge
- Report/s on which the charge/s are based.
- Player/Club Reply Form

You will then be offered four response options:

A) I am pleading guilty to the charge and I wish to submit a written plea of leniency. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission.

Player/Club to send administration fee. A Commission will consider the case for plea of leniency, taking into consideration the participants discipline record from previous 5 seasons and impose the appropriate punishment.

B) I am pleading guilty to the charge and I wish to attend a disciplinary hearing to enter a verbal plea of leniency. The hearing fee in addition to the administration fee is enclosed. I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report, and the match officials will not be in attendance.

Player/Club attend a hearing to provide verbal mitigation . A Commission will consider this and take into consideration the participants discipline record from the previous 5 seasons. The decision will be made known to the appellant and./or sent to the appellant in writing

C) I am pleading not guilty to the charge and I wish the case to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission.

Player/Club must submit to the County Association the relevant administration fee along with the correspondence to put before the Disciplinary commission. A Commission will consider the charge, if found proven the relevant sanction/ punishment will be imposed, If the case is found Not Proven no further action will take place.

D) I am pleading not guilty to the charge and I wish to attend a Disciplinary Hearing. The personal hearing fee in addition to the administration fee is enclosed, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.

Player/Club must submit to the County Association a list of witnesses who will be attending, reasons for requesting a personal hearing (and any other documentation they wish to be taken into consideration) along with personal hearing fee and administration fee. A personal hearing will be called to consider the case.

<u>If you deny any aspect of the charge and report on which it is based you must select option C or D.</u>

Misconduct - Charge Letter

When an incident is reported which falls outside the scope of a standard dismissal, your County Association will, upon receipt of the Match Officials report, select the appropriate charge and notify you. You will also be sent a copy of any reports on which the charge is based. For details on how to respond to a Misconduct Charge please see page 41.

Misconduct - Reply Form

For information on how to respond to a misconduct charge please see page 41.

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Misconduct Charge - Threatening and insulting behaviour

4715928M - The Youth Club F.C.

Name:	Joe Bloggs [57088611]	Name:	
Address:	1 Street, Anytown, Hertfordshire, AB1 2CD	Post Code:	
Date of Birth: 01/05/1999		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: The Youth Club F.C.

School/College/Service (Currently Attending):

PLEASE TICK YOUR CHOSEN OPTION

a) ☐ I am pleading **GUILTY** to the charge and accept the report on which it is based. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered by a Discipline Commission.

b) ☐ I am pleading **GUILTY** to the charge and I wish to attend a Disciplinary Hearing to enter a verbal plea for leniency. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 is enclosed, I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report and the match officials will not be in attendance.

c) ☐ I am pleading **NOT GUILTY** to the charge and I wish the case to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered along with the documentation I wish to be considered by a Discipline Commission.

d) ☐ I am pleading **NOT GUILTY** to the charge and I wish to attend a Disciplinary Hearing. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 are enclosed, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £ _____ is enclosed.

Individual signature: _____ Date: _____

Club Secretary signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____
*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

PLEASE PROVIDE FULL DETAILS OF THE INDIVIDUAL ABOVE INCLUDING ADDRESS AND DATE OF BIRTH. FAILURE TO DO SO WILL RESULT IN THE FORM BEING RETURNED AND FURTHER FINES MAY BE IMPOSED.

Please respond to the charge choosing only one of the options. Please note if you are denying the charge you must choose option C or D

Misconduct - Hearing Result Letter

The decision of the Discipline Commission and suspension that has been imposed

Date of Issue, case ID and reply due date by which time all monies must be received by your County Association

Mr Club Secretary
The Youth Club F.C.
8 The Streets
Anytown
GH1 2GE

Date :	11/03/2011
Case ID:	4715928M
Reply Due Date :	25/03/2011

Dear Secretary,

CLUB COPY

Correspondence Hearing for Joe Bloggs [57088611]

The above case has recently been considered by a Commission of the Disciplinary Committee, where it was decided as follows:

Decision :	**Proved**
Further Notes :	Case Proved.
Suspension Duration :	56 days - 4/4/2011 to 8/5/2011 and from 29/8/2011 to 18/9/2011 inclusive
Disciplinary Monies Due :	£50.00. Monies owed by Club due to participant playing in youth football.

In accordance with FA Regulations, the total monies outstanding for this case must be paid by 25/03/2011. Cheques should be made payable to Herts FA Ltd. Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

If you believe you have grounds to appeal against this decision, there are strict procedures which must be adhered to in order for an appeal to be accepted. These include, but are not limited to the following:

1. All appeals should be made to Discipline Department, The Football Association, Wembley Stadium, PO Box 1966, London, SW1P 9EQ and **must** be received by them within 14 days of this notice. Payment can be made over the phone by credit card and the appeal submitted by email (Discipline@TheFA.com).
2. Appeals are limited to punishments where the **imposed sanction** was in excess of 21 days and/or a £15 fine.
3. A covering letter setting out the grounds for appeal should be sent with a copy of this notice. If your appeal is not under at least one of the following grounds your appeal will not be accepted:
   a. Failed to give the appellant a fair hearing.
   b. Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge.
   c. Came to a decision on the facts of the case which no reasonable body could have reached.
   d. Imposed a punishment without reasons, not conforming with the Schedule Guide to recommended punishments.
   e. Imposed an award order or any other sanction that is excessive.
4. Payment of £50 made payable to 'The Football Association' **must** be submitted with your appeal.

Details of the full appeal procedures are available from the county office, the FA Handbook, or on www.thefa.com. No appeal will be accepted that fails to comply fully with these procedures.

Details on how to lodge an appeal against a decision of a County Association

Misconduct - Hearing Result Reply Form

The form below must be completed and returned to the County Association along with the appropriate monies within 14 days of the date of the letter.

Acknowledgement of Correspondence Hearing Result

I acknowledge receipt of the Correspondence hearing result relating to case 4715928M

The Youth Club F.C.

Name:	Joe Bloggs [57088611]	Name:	
Address:	1 Street, Anytown, Hertfordshire, AB1 2CD		
		Post Code:	
Date of Birth: 01/05/1999		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs: The Youth Club F.C.

School/College/Service (Currently Attending):

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £ _____ is enclosed.

Individual Signature: _____ Date: _____

Club Secretary Signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

Multiple / Lesser Charges

A County Association, based upon the Match Officials report, may find it appropriate to raise multiple charges against the Player/Club or raise a Higher charge. When responding if the Player/Club have pleaded Not Guilty to the higher charge they must also respond to the lesser charge, that way should a Commission find the higher charge Not Proven they automatically will consider the Lesser charge.

Multiple Charges

A Multiple Charge is where more than one charge has been raised from the same game, and all charges must be responded to, pleading guilty or not guilty where appropriate. An example of a Multiple Charge would be where a Player has been charged with Assault on a Player or other Participant and also have a charge of Improper Conduct raised. Both charges require a response and must be submitted to the Parent County Association by the response due date.

On Multiple Charges you are able to respond by accepting one charge, and denying a second charge. Your response to the charges are not required to be the same. Please take your time to complete all of the paperwork before returning the forms and payment to the County Association.

Lesser Charges

Where appropriate a County Association may raise a Higher Charge and a Lesser Charge against an individual. Upon receipt of the notification from the County Association the Player will be required to respond to the first charge, which will be detailed. The Player will be required to either tick Guilty or Not Guilty.

An example would be that the Higher Charge, 1a Use of abusive words or gestures - considered to be mid range. A Lesser Charge of 1b Use of abusive words or gestures - considered to be less serious.

Should the Player choose Guilty, the Lesser Charge, detailed as 1b would no longer exist and therefore would not require a response.

If the Player pleads Not Guilty to the Higher Charge (1a), at the same time he will also have to make a plea of Guilty or Not Guilty for the Lesser Charge (1b). The Lesser charge will only be considered should a Discipline Commission find the higher charge Not Proven.

When returning the form make sure it has been completed in full where required by the Club and the Player

Multiple / Lesser Charge - Charge Letter

Details of the charges that have been raised against the Player. 1a is the higher charge and the Player is alternatively charged with a lesser offence.

Date the charge was issued, the case ID and the reply due date

Mr Club Secretary
The Youth Club F.C.
8 The Streets
Anytown
GH1 2GE

Date:	11/03/2011
Case ID:	4715958M
Reply Due Date:	25/03/2011

Dear Secretary,

Participant: **John Smith [57088613]**

Charge 1a - Violent conduct or serious foul play - considered to be of a serious nature **and alternatively**
Charge 1b - E3 - Violent and/or threatening and/or abusive and/or indecent words or behaviour.

Charge 2 - Refusing to leave the field of play when ordered to do so

Enclosed is a copy of a report which refers to alleged misconduct in a match against Bye F.C. on 06/03/2011.

The details of the charge are as follows:

The player has been charged as per the Match Officials report

John Smith is charged with misconduct for ***Violent conduct or serious foul play - considered to be of a serious nature***, and is required to submit a response to the charge by 25/03/2011. An administration fee of £10.00 is payable in all cases.

You are required to notify the individual by showing them this letter and the report on which it is based. Please ensure that the attached response form, which includes details currently held by the Association, is completed or updated, and signed as required. Please return it with the appropriate sum by 25/03/2011.

Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

Further description of what you are required to respond to along with the amount payable on the cases

Multiple / Lesser Charge - Reply Form

You must respond to Charge 1 and 2. If you deny charge 1a you are required to respond to Charge 1b.

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Misconduct Charge - Violent conduct or serious foul play - considered to be of a serious nature
4715958M - The Youth Club F.C.

Name:	John Smith [57088613]	Name:	
Address:	1 The Gardens, The Garden City, Hertfordshire	Post Code: SG1 2BG	
Date of Birth:	04/06/1992	Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs:

School/College/Service (Currently Attending):

I wish to respond to the charges as follows: (Tick all boxes as appropriate): **please note, this form is required to be sent to the Hertfordshire FA, County Ground, Baldock Rd, Letchworth, Hertfordshire, SG6 2EN and must be received by 25/03/2011.**

Higher Charge(s)	Lesser Alternative Charges ** Lesser charges are only considered if the corresponding higher charge immediately to the left is successfully contested)*
Charge 1a - Violent conduct or serious foul play - considered to be of a serious nature Guilty ☐ Not Guilty * ☐	**Charge 1b** - E3 - Violent and/or threatening and/or abusive and/or indecent words or behaviour Guilty ☐ Not Guilty ☐
Charge 2 - Refusing to leave the field of play when ordered to do so Guilty ☐ Not Guilty * ☐	

a) ☐ I am pleading **GUILTY** to all of the charges and I wish all of the cases to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission as to my punishment. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered by a Discipline Commission.

b) ☐ I am pleading **GUILTY** to **all of the charges** and I wish to attend a Disciplinary Hearing to enter a verbal plea for leniency. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 is enclosed, I am aware that I am accepting all charges and that I will not be able to question the basis of the charge and report and the match officials will not be in attendance.

c) ☐ I am pleading **NOT GUILTY** to some or all of the charges, as indicated above and I wish the case to be dealt with in my absence. I request any correspondence I have submitted to be considered and I will await the decision of the Disciplinary Commission. Payment of the administration fee of £10.00 is enclosed along with the documentation I wish to be considered by a Discipline Commission.

d) ☐ I am pleading **NOT GUILTY** to some or all of the charges, as indicated above and I wish to attend a Disciplinary Hearing. The personal hearing fee of £30.00 in addition to the administration fee of £10.00 are enclosed, together with written reasons as to why I am requesting a personal hearing and the number of witnesses I intend to represent me, along with any other documentation to be considered. I am aware that should the charge be found proven, I may be liable for hearing costs.

A) The participant is guilty of the charge and accepts the report on which it is based
B) The participant is guilty of the charge and accepts the report on which it is based and requests a hearing to provide a verbal plea of leniency
C) The participant is not guilty of the charge and submits written evidence to be considered by a commission
D) The participant is not guilty of the charge and requests a personal hearing

If you deny any aspect of the charge you must choose options C or D

Multiple / Lesser Charge - Hearing Result Notification

The decision of the Discipline Commission and suspension that has been imposed

Date of Issue, case ID and reply due date by which time all monies must be received by your County Association

Mr Club Secretary
The Youth Club F.C.
8 The Streets
Anytown
GH1 2GE

Date : 15/03/2011
Case ID: 4715958M
Reply Due Date: 29/03/2011

Dear Secretary,

CLUB COPY

Correspondence Hearing for John Smith [57088613]

The above case has recently been considered by a Commission of the Disciplinary Committee, where it was decided as follows:

Decision :	**Proved**
Further Notes :	Violent Conduct or Serious Foul Play - Not Proven Violent and/or threatening and/or abusive and/or indecent words or behaviour - Proven Refusing to leave the field of play - Not Proven
Suspension Duration :	56 days - 28/3/2011 to 8/5/2011 and from 29/8/2011 to 11/9/2011 inclusive
Disciplinary Monies Due :	£50.00. Which the Club is responsible for due to the player being a minor

In accordance with FA Regulations, the total monies outstanding for this case must be paid by 29/03/2011. Cheques should be made payable to Herts FA Ltd. Failure to carry out these instructions will result in a fine against the club and/or individual, in addition to possible further action.

If you believe you have grounds to appeal against this decision, there are strict procedures which must be adhered to in order for an appeal to be accepted. These include, but are not limited to the following:

1. All appeals should be made to Discipline Department, The Football Association, Wembley Stadium, PO Box 1966, London, SW1P 9EQ and must be received by them within 14 days of this notice. Payment can be made over the phone by credit card and the appeal submitted by email (Discipline@TheFA.com).
2. Appeals are limited to punishments where the imposed sanction was in **excess** of 21 days and a £15 fine.
3. A covering letter setting out the grounds for appeal should be sent with a copy of this notice. If your appeal is not under at least one of the following grounds your appeal will not be accepted:
   a. Failed to give the appellant a fair hearing.
   b. Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge.
   c. Came to a decision on the facts of the case which no reasonable body could have reached.
   d. Imposed a punishment without reasons, not conforming with the Schedule Guide to recommended punishments.
   e. Imposed an award order or any other sanction that is excessive.
4. Payment of £50 made payable to 'The Football Association' **must** be submitted with your appeal.

Details of the full appeal procedures are available from the county office, the FA Handbook, or on www.thefa.com.
No appeal will be accepted that fails to comply fully with these procedures.

Details on how to lodge an appeal against a decision of a County Association

Multiple / Lesser Charge - Hearing Result Reply Form

You must respond to the decision letter within 14 days of the date of the letter. Should you not appeal against the decision of the County Association you will need to return the Hearing Result reply form (as shown below) completed with the relevant fees.

Please ensure the Players details are correct, if missing or incorrect you must amend accordingly

Acknowledgement of Correspondence Hearing Result

I acknowledge receipt of the Correspondence hearing result relating to case 4715958M

The Youth Club F.C.

Name:	John Smith [57088613]	Name:	
Address:	1 The Gardens, The Garden City, Hertfordshire, SG1 2BG	Post Code:	
Date of Birth: 04/06/1992		Date of Birth:	
Email:		Age Group:	

Clubs and other Organisations with which the individual is associated this season (please add or delete as necessary)

Clubs:
School/College/Service (Currently Attending):

PAYMENT METHOD: Please select appropriate payment method and ensure payment of £_____ is enclosed.

Individual signature: _____ Date: _____

Club Secretary signature: _____ Date: _____

☐ Cash paid in person. **Do not send cash by post**

☐ Cheque or postal order made payable to Herts FA Ltd

☐ Credit card details : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

Card type : Mastercard, Maestro, Visa, Other _____

Card holder's name and initials as they appear on the card: _____

Card holder's signature: _____ Security No: _____

Valid from date: _____ Expiry date: _____ Card Issue Number*: _____

*Maestro/Solo/Electron only

Address of card holder: _____

_____ Telephone: _____

General

Assaults

Assault (either on Match Official or Participant) reported to the County Association

Report investigated immediately by the County Association. Where it is deemed that a *prima facie (on the face of it)* case can be made out against the alleged offender appropriate charge is raised.

Details of charge sent to participant. *Alleged offender is suspended from football and all football activities from the date they are notified of charge.*

The County Association must take such steps necessary to ensure that a Disciplinary Commission is convened to consider the case within 28 days of the date of the charge letter.

Recommended Punishments

Assaults on Match Officials

There are 3 categories of assault: Common Assault, Assault causing or attempting to cause bodily harm and Assault causing serious bodily harm.

(a) (i) Common Assault
182 days suspension plus £150 fine

(ii) Common Assault by way of spitting at or on a Match Official
1 year suspension plus £150 fine

(b) Assault causing or attempting to cause bodily harm
Sine die suspension with no review to be considered under a period of 5 years plus £250 fine

(c) Assault causing serious bodily harm
Permanent suspension - no review to be considered under a period of 10 years

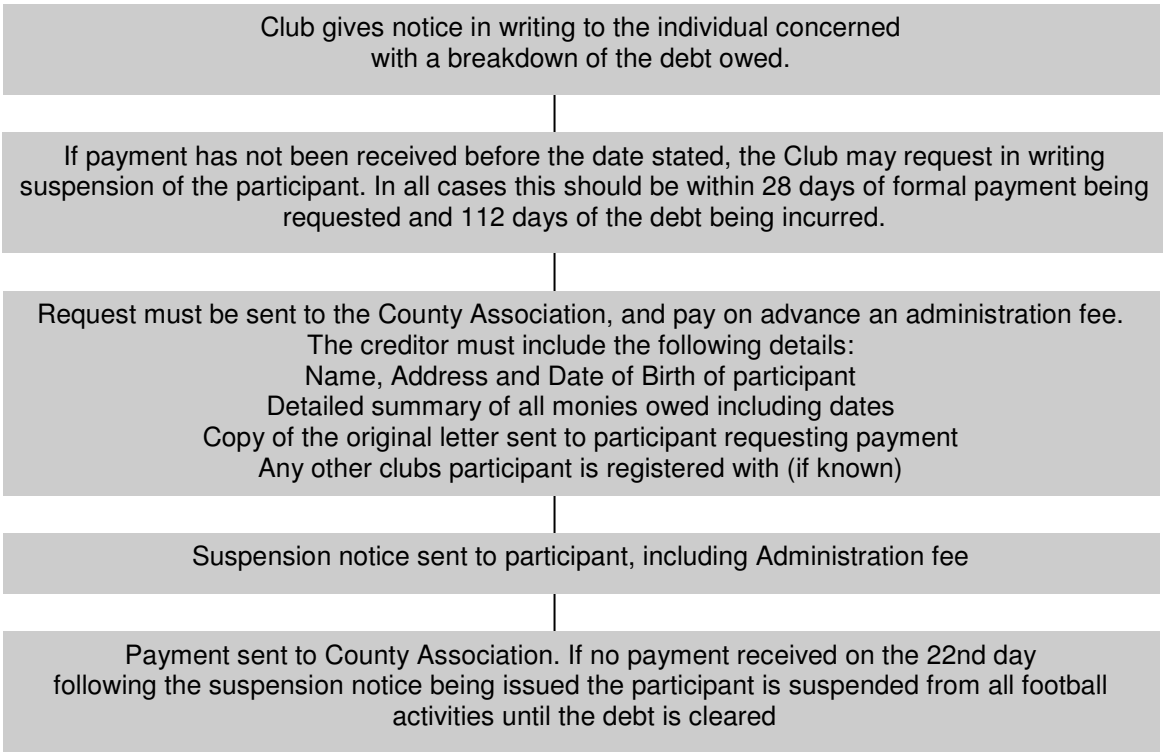
Assaults by Participants on other Participants

The following recommended punishments relate to where it has been reported that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match.

(a) Assault by Player
Suspension for a minimum of 140 days plus £150 fine for a first offence up to, depending on severity, sine die with no review for 5 years

(b) Assault by Club Official
Suspension from football and all football activities for a minimum of 140 days plus £150 fine for a first offence up to, depending on severity, sine die with no review for 5 years

Football Debt Recovery (Sine Die)



What is a valid Debt?

Limited to £50 minimum total claim, except for the recovery of Disciplinary Monies

''Football Debts are defined as those costs arising directly from football activity, and as such would include disciplinary costs (e.g. fines), match costs (e.g. match fees) and playing expenses (e.g. pitch hire). Incidental costs (e.g. fund raising activities, club subscriptions, league administration fees) do not fall within the scope of Football Debt Recovery''.

The creditor (League/Club) should make the County Association aware as soon as it is clear there is a problem. In all cases this should be within 28 days of formal payment being requested, and 112 days of the debt being incurred.

For example, the following would be a valid debt which would fall under the debt recovery procedures:

Fines from discipline cases (cautions, dismissals, misconduct charges)
Match fees

The following *would not* be a valid debt:

Kit/Equipment
Club subscriptions/Signing on fees/Internal club fines
Lottery or any other fund raising schemes
End of season trip costs

Club Debts

Where a Club has folded its qualifying debts may be apportioned against its registered Players, members and officers, and action taken against them individually to recover the Club's debt.

Penalty Points

County Associations may decide to use a penalty points system to punish clubs whose misconduct is deemed excessive. You will need to confirm with your County Association if they operate such a system.

Match Based Discipline System (automatically imposed)

Cautions	1 point
Receiving a second caution in the same match	2 points
Denying a goal or obvious goal scoring opportunity	2 points
Using Offensive or insulting or abusive language/gestures	2 points
Serious Foul Play, Violent Conduct or Spitting at an opponent or non officiating person	4 points
Misconduct charges	Discretion

Time Based Discipline System (recommended penalty points)

Cautions	1 point
Serious foul play	3 points
Violent conduct	4 points
Attempting to kick or strike another Player	3 points
Kicking or striking another Player	4 points
Violent head to head butting	7 points
Attempting to head butt	3 points
Head to head contact	4 points
Spitting or similar unseemly behaviour directed at an opponent or non officiating person	4 points
Denying a goal or obvious goal scoring opportunity by physical means/deliberately handling the ball	2 points
Use of offensive or insulting or abusive language or gestures	2 points
Use of offensive or insulting or abusive language or gestures directed at match officials	4 points
Receiving second caution in the same match	2 points

Misconduct Charges

Refusing to give name or giving false name to the referee when ordered to do so	4 points
Refusing to leave field of play when ordered to do so	4 points
and/or causing match to be abandoned	5 points
Causing match to be abandoned (club charge)	5 points
Improper or insulting behaviour towards match officials	5 points
All other misconduct charges (not continuing misconduct)	Discretion

Recommended fines for exceeding thresholds
(please be aware that these thresholds can be amended by your County Association)

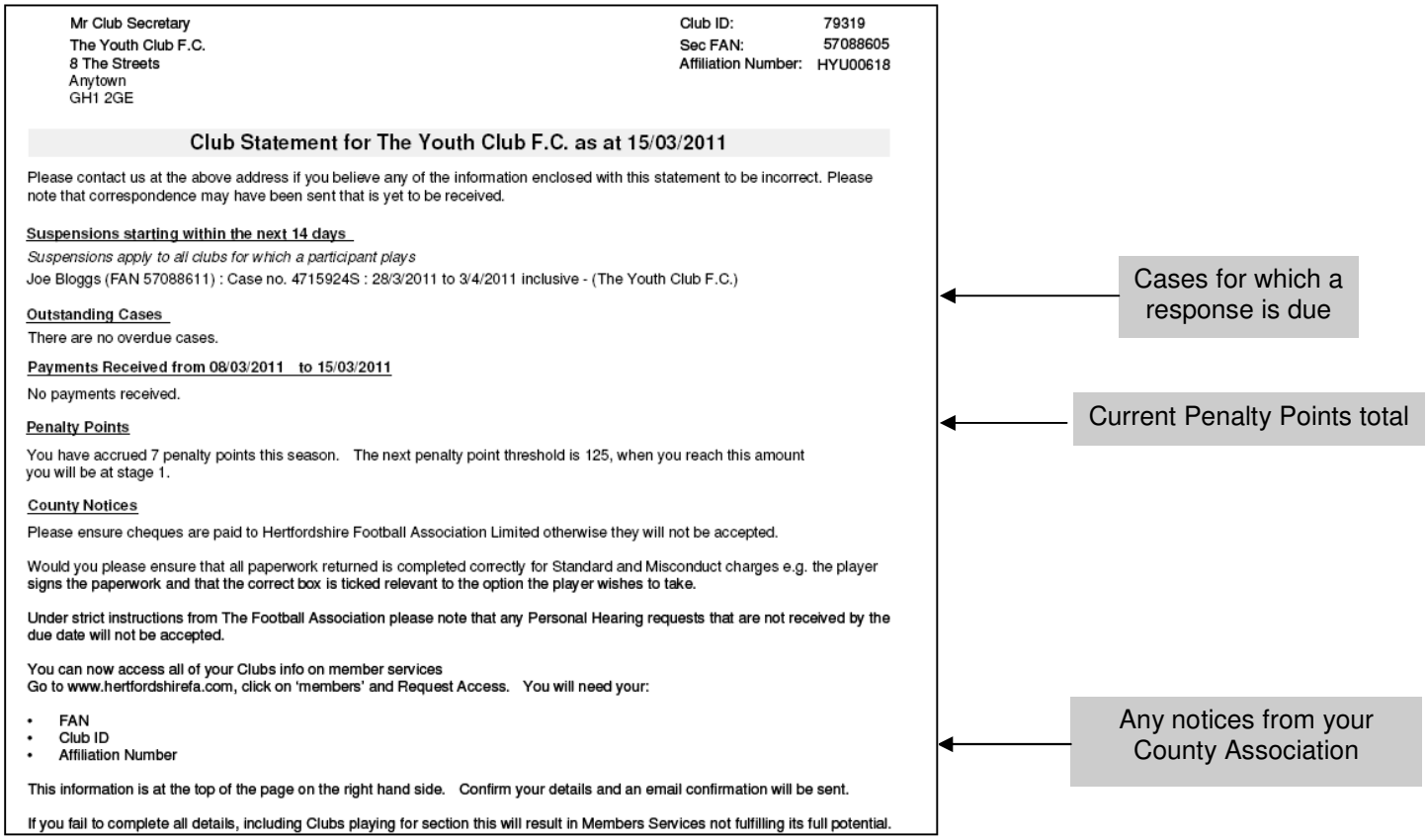
Clubs that significantly exceed stage 3 should be subject to further disciplinary action.

Number of teams	1	2	3	4	5	Each Additional team	Recommended fine
Stage 1	25	48	69	88	105	20	£25 plus administration fee
Stage 2	50	96	138	176	210	40	£50 plus administration fee
Stage 3	75	144	207	264	315	60	£100 plus administration fee

Discipline Paperwork - Club Statement

The Club Statement will inform you of any disciplinary actions in relation to any of your Players or Club that are current or pending. It will also notify you of any payments that have been received as well as outstanding cases awaiting response.

If you have made the County Association aware of any other clubs to which a Player is registered, you will be informed of any suspensions received by your Players whilst playing for other clubs. For information on accessing this information online please see pages 59.



Mr Club Secretary
The Youth Club F.C.
8 The Streets
Anytown
GH1 2GE

Club ID: 79319
Sec FAN: 57088605
Affiliation Number: HYU00618

Club Statement for The Youth Club F.C. as at 15/03/2011

Please contact us at the above address if you believe any of the information enclosed with this statement to be incorrect. Please note that correspondence may have been sent that is yet to be received.

Suspensions starting within the next 14 days

Suspensions apply to all clubs for which a participant plays

Joe Bloggs (FAN 57088611) : Case no. 4715924S : 28/3/2011 to 3/4/2011 inclusive - (The Youth Club F.C.)

Outstanding Cases

There are no overdue cases.

Payments Received from 08/03/2011 to 15/03/2011

No payments received.

Penalty Points

You have accrued 7 penalty points this season. The next penalty point threshold is 125, when you reach this amount you will be at stage 1.

County Notices

Please ensure cheques are paid to Hertfordshire Football Association Limited otherwise they will not be accepted.

Would you please ensure that all paperwork returned is completed correctly for Standard and Misconduct charges e.g. the player signs the paperwork and that the correct box is ticked relevant to the option the player wishes to take.

Under strict instructions from The Football Association please note that any Personal Hearing requests that are not received by the due date will not be accepted.

You can now access all of your Clubs info on member services
Go to www.hertfordshirefa.com, click on 'members' and Request Access. You will need your:

- FAN
- Club ID
- Affiliation Number

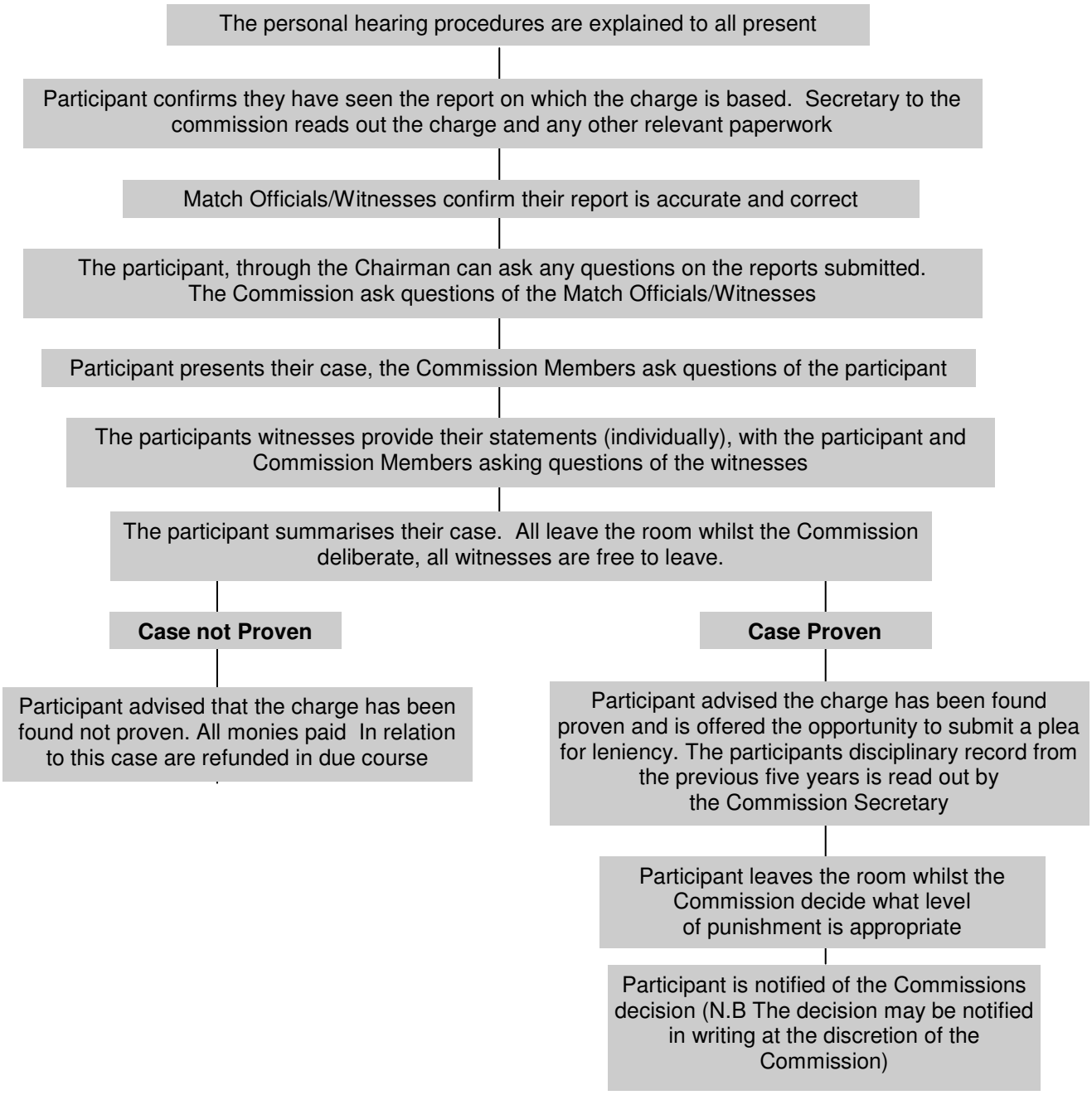
This information is at the top of the page on the right hand side. Confirm your details and an email confirmation will be sent.

If you fail to complete all details, including Clubs playing for section this will result in Members Services not fulfilling its full potential.

It is essential to notify your County Association of any other Clubs your Players play for. If you have done so, you will be notified of any suspensions received whilst playing for other Clubs.

Personal Hearing Procedures

You will be given a minimum of 14 days notice of the date of a personal hearing, you must respond within seven days to confirm your availability. An application to postpone the date of a hearing must be submitted to your County Association with due notice. If the application is considered valid, a postponement will be granted. Both Participant and Match Official/s are permitted to postpone the date of a personal hearing once, following this the hearing will go ahead in your absence.



Hearings - Appealing a Decision

If you believe that you have grounds to appeal against the outcome of a hearing there are strict procedures which *must be followed*. Any appeal which does not satisfy all the requirements (as outlined below) will not be accepted from the participant who received the punishment**.**

1. Appeals are limited to decisions that are in excess of 21 days and/or £15 fine. Appeals are also limited to decisions that are in excess of 3 matches and/or £25 fine.

2. All appeals must be received at The Football Association, preferably by email to discipline@thefa.com or by post to,(Discipline Department, The Football Association, Wembley Stadium, PO Box 1966, London, SW1P 9EQ) *within 14 days of the date on the correspondence notifying you of the outcome of the decision*. Any appeal received outside this timeframe will not be accepted, it is strongly advised that you send your appeal with proof of posting.

3. A covering letter explaining your ground/s of appeal should be sent, **you can only appeal under the following grounds, if your appeal is not under at least one of the following grounds of appeal your appeal will not be accepted and your correspondence will be returned to you.**

   When making their original decision, your County Association:

   a) Failed to give the appellant a fair hearing

   b) Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge

   c) Came to a decision on the facts of the case which no reasonable body could have reached

   d) Imposed a punishment without reasons, not conforming with the Schedule Guide to Recommended Punishments

   e) Imposed an award, order or any other sanction that is excessive.

4. Payment of £100 (outside the National League system, fee is £50) must be submitted with your appeal (by credit/debit card over the phone or by cheque made payable to 'The Football Association Limited') Any appeal received without the appropriate payment *will not be accepted.*

5. It is important to note that the punishment will not automatically be set aside pending an appeal. You must send a written request for this, which *must come from the participant that received the punishment.* The decision will be made by The Football Association whether or not to set the punishment aside if re quested by the appellant. However, there is no obligation for this to be agreed.

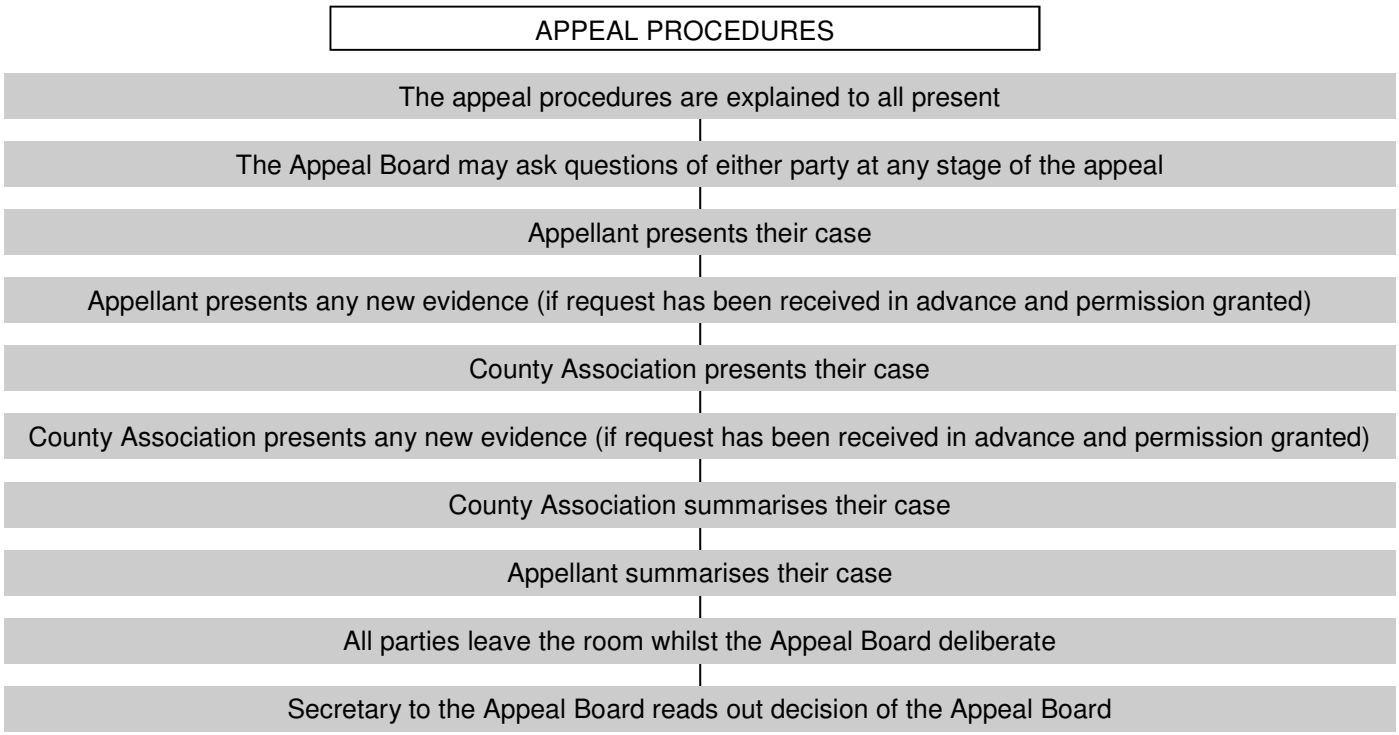
6. Appeals are **not a re-hearing of the case.** Any Match Officials will not be invited to attend nor will you be able to bring any witnesses. The Appeal Board will only look at if your appeal should succeed under one or more of the grounds of appeal, as above.

Please note that appeals are held during normal working hours. You will be given at least 14 days notice of the date of your appeal. We will acknowledge receipt of all appeals within two working days, if you do not receive this please contact The Football Association to ensure that your appeal has been received correctly.

Hearings - Appealing a Decision cont'd

The County Association will ideally be represented by a Member of the Commission which made the original decision against which you are appealing and the Secretary.

As an appeal is not a re-hearing of the case you are not permitted to provide witnesses. The purpose of an appeal is not to re-visit the events on the day in question, but to prove that the County Association reached a decision they should not have done, under one or more of the grounds of appeal, as noted above.



The Appeal Board have the power to:

(a) exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed

(b) remit the matter for a re-hearing

(c) order that any appeal fee shall be forfeited or returned as it considers appropriate

(d) make any order it considers appropriate, generally or for the purpose of giving effect to its decision

(e) make an order to pay any amount of costs for the hearing, against either party

In the event of your appeal being dismissed, or if you fail to attend without an accepted application to postpone sent seven days in advance, an order to pay costs may be awarded against you, if deemed appropriate.

This can be in excess of £500

Members' Services

Members' Services is an online database developed to assist Clubs with the running and day-to-day activities of the Club. The System has been developed to provide you with all the information you require, so you can run the Club in your own time.

You are able to view all Discipline Cases that are outstanding with the Club, this will detail the offence type, a suspension if imposed and any financial penalty that may have been imposed. The system is linked through to The FA system and therefore any amendments that are made by the County FA will be shown on Members' Services immediately..

Getting Access to Members' Services

In order to access the secure area and view all the information held by your County Association for your Club you will need to request access to Members' Servicess. If you require any assistance please contact your local County Association by email info@countyfa.com (example info@hertfordshirefa.com)

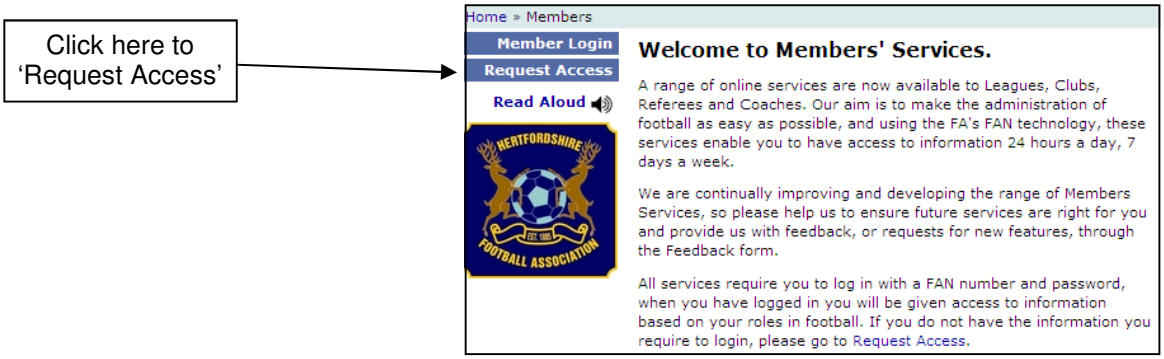
Step 1: Locate your FAN, Club ID and Club Affiliation Number. These are displayed on the receipt which you will receive from your Parent County Football Association once you have affiliated or can be obtained from your County Association.

FAN = Sec ID
Club ID = ID
Affiliation Number = Club Affiliation Fee

Step 2: Open Internet Explorer and enter your chosen County Association's website address into the web address bar. (if you are not able to access your County Associations website you can use any County Association's web address, example www.hertfordshirefa.com)

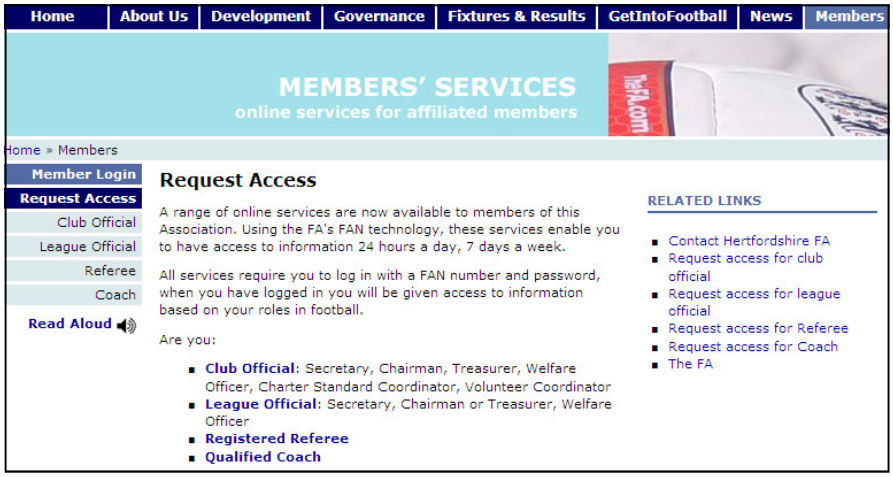
Step 3: Click on the 'Members' section of the website.

Step 4: Click on the 'Request Access' in the left hand side menu

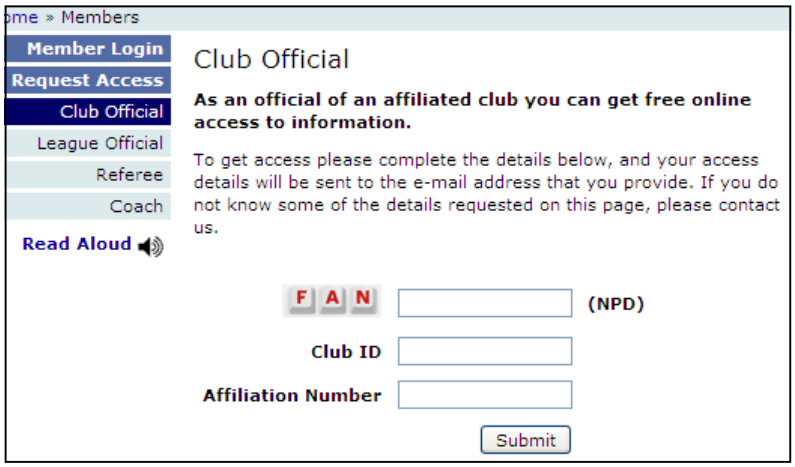


Members' Services cont'd

Step 5: Click on the position within football that best describes yourself. If you operate under more than one position you only need to request access the once.

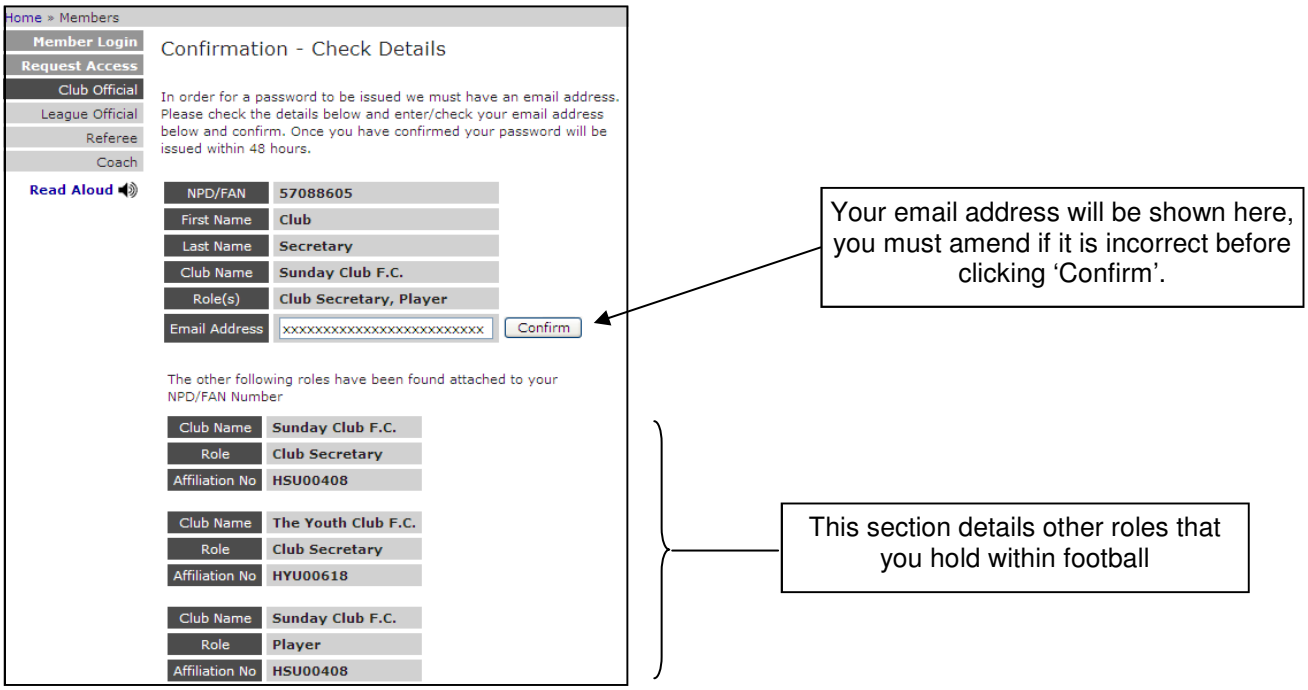


Step 6: You will be required to enter your FAN, Club ID and Affiliation Number to 'Request Access'. Your FAN will be located next to your name on paperwork that has been received from the County office. Club ID will be found in brackets next to the Club name and the Affiliation Number can be located on a Club Statement. (Should you have any problems in retrieving this information please don't hesitate to contact your local County Association who will be able to supply you with the details required.)

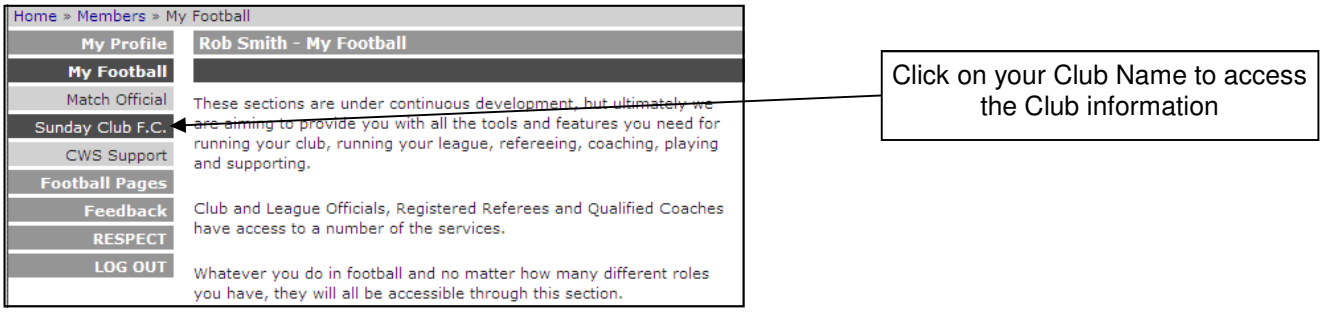


Members' Services cont'd

Step 7: You will be shown the details that the County FA holds on your record. Please confirm that the email address is correct by clicking 'Confirm', if the email address is incorrect you must amend the address prior to clicking 'Confirm'.



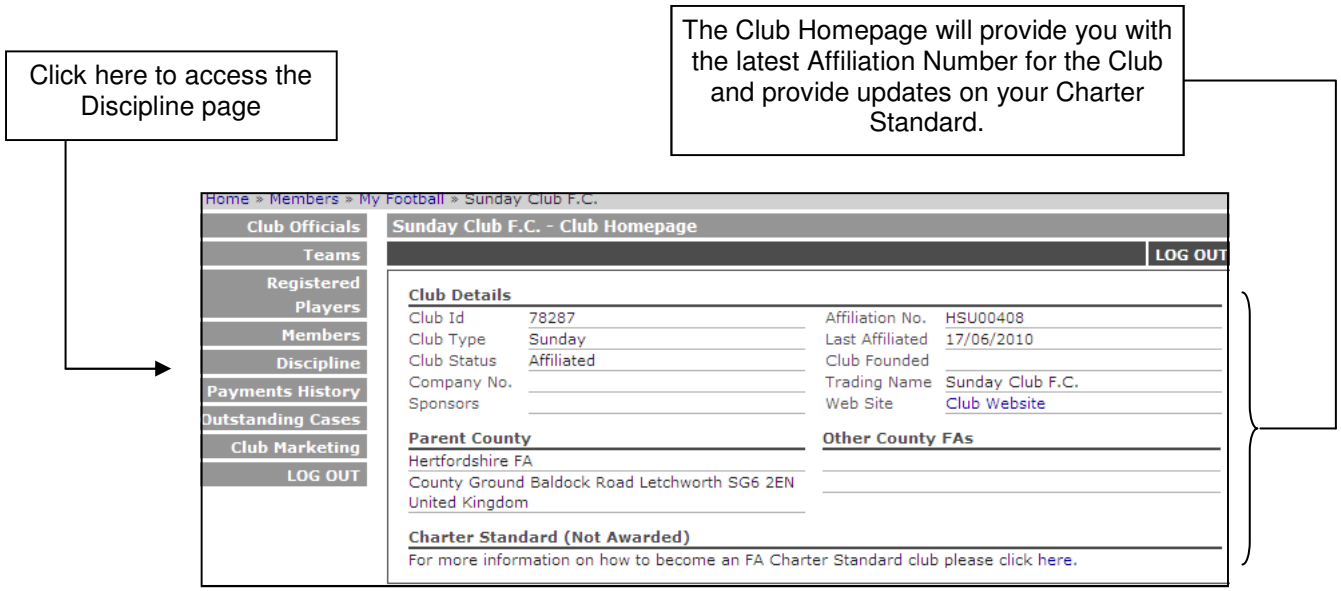
Step 8: My Football will detail all roles that you hold within the County FA. On the example below it shows as a Match Official and Secretary of a Club.



Accessing Discipline Information

This section will detail what the Club will be able to access and view for their Club. You will be able to view information on teams and data that the County holds and also view the information on discipline cases that are current/pending.

Going through the site you will be able to navigate between the different pages accessing information on the team data, the members for the Club and the registered Players. You will also be able to view/amend Club Officials. We will now focus on the Discipline section of the site.



The information below shows what discipline cases are current with your County Association and their current 'Case Status'. This will enable you to monitor your Club's discipline status and cases, so should the case not appear it would mean that the County have not yet received the report, if you have not received notification within seven days of the game you should contact your County Association.

You will be informed of your current Penalty Points total and what the threshold is at the point where the Club will be fined for the amount of Discipline they have received in a season.

Accessing Discipline Information cont'd

Denotes the offence Type, whether it be a Caution, Standard Charge or Misconduct

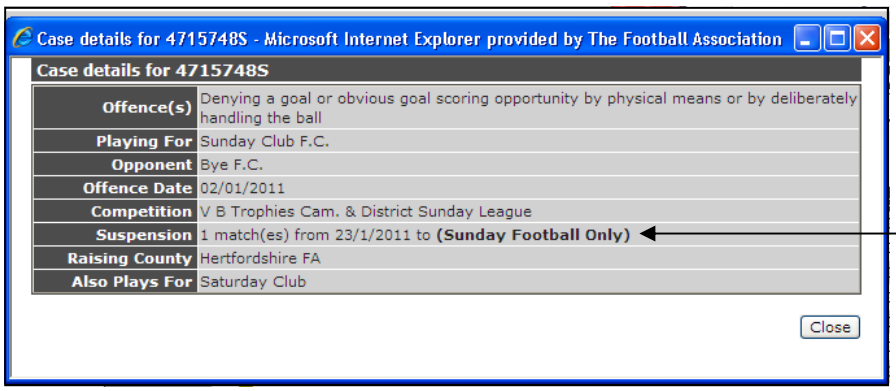
Amount of money require for each case that is outstanding.

By Clicking on the Case ID this will provide you with more information on the case

Case Status will provide you with up-to-date information on the current stage for a discipline case. If this states 'Response due' paperwork has been sent to you. Please ensure you submit a response by the reply due date.

The screen below will appear and will detail the offence, the fixture details and the type of suspension that has been imposed on the Player. At the bottom of the screen any other Clubs that the Player plays for will be detailed. If you know of another Club the Player competes for, and they are not detailed on the list, please notify the County Association immediately.

The offence and fixture details



Details of the suspension

FAQs - General

How much is the Administration Fee?
The Administration Fee is £10.00

A Player received a Sending Off and a Misconduct Charge but there is only one Administration Fee?
If in the same game there is a need to raise two charges from the same report only one administration fee shall be included on the response forms. Therefore should you have a charge with no fee you still must respond to the County Association for this to be dealt with by a Discipline Commission.

There was an incident in the game, the Club are refusing to provide a name or don't know who it is. What should we do?
It is the Clubs responsibility to provide the name of the individual. The County will write to the Club and give them seven days to provide the Players details, should they not be forthcoming they shall be suspended from all football until the name of the individual required is provided.

Parents Refereeing a fixture and discipline occurred in the game, are we able to receive discipline from that game if he is unregistered or not a qualified Referee?
A person acting in the capacity of Referee on a Match Day has the same powers and duties of those that are registered officials. Therefore should any discipline sanctions be imposed on the day a report must be submitted to the local County Football Association for the appropriate charges to be raised.

If a Player is sent off or cautioned, who is liable for the Fine/Administration Fee?
If the Player is in youth football the Club are liable for the fees. If the fine is attributed to the Player in open aged football it would be their responsibility to pay the fine, but the Club also are responsible to ensure this does get paid in the first instance.

If a Club plays a Player who is suspended, do we receive a charge from the County?
Yes. It is the Club's responsibility to ensure that Players that play are not under any suspensions

What happens if a Referee or Club are unable to make a Hearing which has to be dealt with within 28 days?
If the County FA has a case that needs to be dealt with within 28 days, a phone call prior to sending out the paperwork to those that are required to attend informing them of a date(s) that the hearing could take place on. The paperwork will then be sent with the information confirming the details of the hearing.

A Player has a suspension from Adult football (match based) but also plays in a youth league, is the Player able to participate in the Youth football while serving the suspension from open aged football?
If the Player has a suspension from being sent off, and therefore the suspension is from Saturday/Sunday type football only, during this time period the Player would be permitted to play in Youth football. If the Player however was suspended for receiving a Misconduct charge, this is from all football so the Player would not be able to participate.

FAQs - Match Based Discipline

If a Player plays on a Saturday and a Sunday does the suspension affect both, even if the Saturday side is Match Based?
If a Player is sent off playing Saturdays and receives a Match Based suspension, that individual is suspended from Saturday type football only. The Player will be able to play on Sunday's while the suspension is in place, and vice versa if the Player was to be sent off on a Sunday.

If a Player receives a Misconduct Charge, and a punishment is imposed the Player will be suspended from ALL football, until the team he was playing for at the time of receiving the charge has completed the necessary qualifying matches for the suspension to be completed.

If a Club operates two teams, 'First' and 'Reserves', a First team Player plays in the Reserves and receives a Sending Off, what team does he/she serve the suspension for?
All suspensions are to be served for the team the Player was sent off playing for at the time. If the Player is sent off for the Reserves, he/she is not able to play that type of football (including the First Team) until the Reserves have completed the required number of fixtures.

If a Player receives a caution on a Saturday and Sunday, are they added together as a total or they kept separate?
For a Player to reach five cautions these must have been received from the same type of football, therefore as an example a Player must be cautioned five times on a Saturday to receive a suspension. If a Player receives three cautions on a Saturday and two on a Sunday this will not result in the Player being suspended.

At the end of a Season a team has no more qualifying matches for a Player to serve the remainder of his/her suspension, does the suspension get lifted?
The individual must serve the suspension for the team that they were sent off playing for, if that team has no more qualifying matches that would count towards the suspension, the suspension would be lifted and carried over to the following season, and the suspension would commence from the date of the first qualifying match for that team.

A Player has joined us from another Club but has a suspension, can that suspension be served at the Club the Player has now joined?
If a Player has joined a new Club and has a suspension outstanding, that suspension can be served for the new Club on the following conditions; The suspension must not have commenced, the team the Player was sent off for must be under the same discipline regulations as the one they have joined and the County Association must be satisfied with the transfer of the discipline suspension to the new Club. If the suspension has already commenced the suspension is not able to be transferred to the new Club.

A Player is serving a Match Based suspension after being Sent Off from Sunday Football only, the Player still has fixtures to serve as a suspension from Sunday football but a Misconduct suspension has now been imposed which is due to commence prior to the next game. What suspension takes precedence and can the suspensions run concurrently?
Using an example, a Player is sent off, receiving a three match suspension and has served two matches, with one remaining. The Player was charged with Misconduct and a further three matches imposed from ALL football (due to it being a Misconduct Charge). From the date of the Misconduct charge the Player will be suspended from ALL football until three matches have been completed for the Misconduct offence. After the third match the Player will still be suspended from ALL football until he/she complete the remaining one match for the original dismissal.

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