

BASIC GUIDANCE TO THE FA MATCH-BASED DISCIPLINE SYSTEM

SEASON 2011/12

Cautions:

- Timescale in which to reply – 14 days accompanied by the administration fee of £10
- Include all the Clubs with which the player is registered to play with
- Make sure that all the player's details are correct
- Only Ground of Appeal – Mistaken Identity – a written reason is to be submitted within 3 days of the match accompanied by any evidence and the appeal fee
- Caution totting up process will only apply to type football

Standard Charges: Sanctions only apply to type Football

| Offence | Sanction | Admin fee | Fine |
|---|-----------|-----------|------|
| Receiving a Second Caution in a match | 1 match | £10 | £15 |
| Denying an obvious goal-scoring opportunity by an offence punishable by a free-kick or penalty kick | 1 match | £10 | £15 |
| Denying an obvious goal-scoring opportunity by deliberately handling the ball | 1 match | £10 | £15 |
| Use of offensive, or insulting or abusive language or gestures | 2 matches | £10 | £25 |
| Violent Conduct | 3 matches | £10 | £40 |
| Serious Foul Play | 3 matches | £10 | £25 |
| Spitting at an Opponent | 6 matches | £10 | £50 |

- It is a fact that if a player commits any of the above offences, an automatic sanction will be imposed and commences 21 days later and only apply to type Football, which in our case is Saturday Football, regardless of the fact that you may not have received the paperwork.
- Not receiving the paperwork is no defence for a charge issued relating to playing whilst under suspension.
- If after 10 days you haven't received any correspondence relating to an incident, then it is your responsibility to contact the Lancashire Football Association.
- Timescale in which to reply – 7 days accompanied by the relevant monies. (note: the reply date is given on the notification letter)
- Include all the Clubs with which the player is registered to play with and make sure that all the player's details are correct
- For example, if a player is dismissed for Violent Conduct on Saturday 3rd September, that suspension will commence on Saturday 24th September so he will miss the game on Saturday 24th September if the team he was dismissed for has a scheduled fixture then the next 2 scheduled fixtures.
- On the Standard Charge reply from, you must include the details of the scheduled fixtures the player will be suspended from playing. If you don't have them or they change due to postponements etc, you must inform the Lancashire Football Association of those changes as soon as possible.
- A player is suspended from playing type football until that team with which he was dismissed has completed the relevant number of games.
- Fixtures which can be used to cover the suspension are all matches arranged by the League and any relevant County FA Competition that that team has entered. In our case it would be the LFA Amateur Cup.

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Standard Charges: Appeals Process

- You cannot appeal against the following charges under any circumstances for a wrongful dismissal:

Receiving a Second Caution in a match
Use of offensive, or insulting or abusive language or gestures

- An appeal is only allowed against a Standard Charge on the grounds of:

Mistaken Identity – Written reason is to be submitted within 3 days of the match accompanied by any evidence and the appeal fee of £30

Wrongful dismissal – You must submit to the Lancashire Football Association within 1 working day (see table below), notification of your intention to lodge a claim and within 3 days submit DVD / Video footage showing the full incident leading to the dismissal, indicating that the Match Official has made a serious and obvious error accompanied by written reasons and the appeal fee of £30.

| Day of Dismissal | Notification to the LFA 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 |

Misconduct Charges: Sanctions apply to all Football

- It is a fact that if a player commits an offence for which they are charged with misconduct and found proven of, a sanction will be imposed which applies to all Football, 14 days after the case has been concluded.
- This does not include serious offences as they are dealt with separately and may incur immediate suspension from all Football and Footballing activities until the matter has been concluded.
- Misconduct Charges will run concurrent with Standard Charges. For example, if a player is reported for violent conduct and on leaving the field of play berates the referee then a Standard Charge will be incurred for the violent conduct and apply to type Football only. In addition a Misconduct Charge will be raised and if proven guilty will commence once the Standard Charge has been completed and apply to all Football. If the offences are committed in other types of Football then only the suspension relating to the Misconduct Charge will affect you.
- Not receiving the paperwork is no defence for a charge issued relating to playing whilst under suspension.
- If after 10 days you haven't received any correspondence relating to an incident, then it is your responsibility to contact the Lancashire Football Association.
- Timescale in which to reply – 14 days accompanied by the relevant monies. (note: the reply date is given on the notification letter)
- Include all the Clubs with which the player is registered to play with and make sure that all the player's details are correct.
- On the acknowledgement of Hearing Result, you must include the details of the scheduled fixtures the player will be suspended from playing. If you don't have them or they change due to postponements etc, you must inform the Lancashire Football Association of those changes as soon as possible.

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Misconduct Charges: Appeals Process

- You can appeal against a misconduct charge using the following options:
 - 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.
 - 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 £30.00 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.
 - C. I am pleading not guilty 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.
 - D. I am pleading not guilty to the charge, 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 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.
- If you deny any aspect of the charge and report on which it is based you must select option C or D.
- Under option D, should the case be found proven the Commission can exercise the right to impose costs.
- You are entitled to appeal to the Football Association if the punishment exceeds 3 matches and/or £25 fine.

Summary of Main Points:

- Standard Charges relate to suspensions in type Football only, in our case Saturday's
- Sanctions will commence 21 days after a Standard Offence has been committed
- The responsibility is with the Club to ensure that it adheres to the regulations and complies with all sanctions imposed
- It is imperative that each pro-forma returned, is completed in full and contains all the Clubs with which a player is registered to play with
- For Standard and Misconduct Charges, the matches being used to complete a suspension must be named
- Make it clear to your players that any team they play for and are subject to disciplinary action, they should fully and accurately complete all the relevant paperwork
- Do not rely upon not receiving the paperwork – it won't be accepted as a reason for not imposing late payment fines
- If after 10 days you have not received any paperwork relating to an offence, contact the Lancashire Association with details
- Late payment fines may be imposed for paperwork that is either submitted after the stipulated reply date, incomplete or inaccurate paperwork and monies
- There are no Appeals on Standard Charges only on the grounds of Mistaken Identity and Wrongful Dismissal
- Misconduct Charges relate to suspensions from all Football and will commence 14 days after the case has been concluded

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Further Information

To download a copy of the FA Discipline Handbook and find more detailed information use the address below and instruction below:

- <http://www.thefa.com/TheFA/Disciplinary>
- Under Disciplinary Latest, look for “The FA Discipline Handbook 2011-12”

If anyone has any questions regarding Discipline and the Match-based Suspension system then please contact:

The Discipline Department at the Lancashire FA

Tel: 01772 624000

Email: hayley.mather@lancashirefa.com or discipline@lancashirefa.com

You can also download a copy of the FA Handbook 2011-12 by using the address below.

Download “The FA Handbook 2011-12”, not “FA Rules for Season 2011-12”

www.thefa.com/TheFA/RulesandRegulations

When looking for information regarding Discipline, refer to pages 443 - 456