**[INSERT NAME OF LEAGUE]**

[INSERT ADDRESS of league – if applicable]

***CLUB NAME CASE ID/REFERENCE NUMBER: [INSERT]***

***SECRETARY NAME***

***DATE [insert date that this letter is sent]:***

**League Notification of Decision**

**League Disciplinary Hearing for [INSERT CLUB NAME]**

The above case has recently been considered by the Management Committee, where it was decided as follows:

**Rule Breach: [Insert Rule Number and full Competition Rule]**

**Charge Decision: [PROVEN/NOT PROVEN]**

**Sanction: [Insert Sanction]**

**Disciplinary Monies Due: [Insert Fine]**

In accordance with the Competition Rules, this must be paid within 14 days of the notification of the decision – which is no later than [INSERT DATE PAID BY]. Failure to do so may result in further disciplinary action. The details on how to pay the fine are found below:

[INSERT PAYMENT DETAILS – This may be bank transfer/cheque etc]

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.

1. All appeals must be made by email to discipline@leicestershirefa.com. The written submission which shall set out your grounds of appeal is required to be received by the Discipline department within 14 days of the notification of the decision.
2. A covering letter setting out the ground(s) for appeal must 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. Misinterpreted or failed to comply with the rules or regulations relevant to its decision.

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

d. Imposed an award order or any other sanction that is excessive.

1. The Appeal fee of [INSERT APPEAL FEE] must be paid to Leicestershire & Rutland County FA, along with the submission of the appeal grounds.
2. Any appeal shall not involve a rehearing of the evidence considered by the Management Committee.

Details of the full appeal procedures are available from the County office, The FA Handbook, or [www.thefa.com](http://www.thefa.com).

No appeal will be accepted that fails to comply with the procedures set out.

Kind Regards,

***[INSERT LEAGUE NAME]***