

SECTION B**DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES
in Non-First Team Matches (NFTM)**

As set out in the Schedule hereto for Players associated with FA Premier League, Football League and Football Conference (National) Clubs

SEASON 2012-13

1. **REPORTING OF OFFENCES BY MATCH OFFICIALS** in all matches apart from those played in the FA Premier League, Football League, Football Conference (National), Football League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy and Play-offs (NFTM) and any match sanctioned or regarded by The Football Association as a Friendly Match.

FA Misconduct – Steps 1 (Conference National) and above.

Non First team misconduct dealt with by The Football Association will be limited to all Male open aged teams, Under 19s, Under 18s and Academy teams. All other cases will be dealt with by the Parent County Football Association of the Club.

- (a) **Caution Offences**
Referees must submit to The Association within two days of the match (Sundays not included) a Report stating the offences and giving a description of the incidents.
- (b) **Sending Off Offences**
Referees and Assistant Referees must submit to The Association within two days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s).
- (c) If a referee omits to show the appropriate card when taking action against a player, this does not nullify the caution or sending off offence. However, the attention of the Referee should be drawn to the correct procedure.

2. **CAUTION OFFENCES**

A player who has been cautioned in a NFTM, will be notified through his Club by The Association of the offence reported by the Referee, the total number of cautions recorded against the player under these procedures during the current Season and at the same time, will be advised of any punishment resulting from the accumulation of these cautions. An administration fee of £10.00 will be charged for the processing of each report. Any such punishment will take effect regardless of whether or not the notification of it from The Association is received before it is due to take effect in accordance with these Disciplinary Procedures.

3. **SENDING OFF OFFENCES**

A player who has been sent off in a NFTM under the provisions of Law 12 will be notified through his Club by The Association of the offence reported by the Referee, and at the same time advised that he will be subject to the agreed standard punishment (see Section 8). An administration fee of £10.00 will be charged for the processing of each report. Any such punishment will take effect regardless of whether or not the notification of it from The Association is received before it is due to take effect in accordance with these Disciplinary Procedures.

4. CLAIMS OF MISTAKEN IDENTITY

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a NFTM, the PLAYERS concerned and the CLUB must within three working days of the match submit in writing to The Football Regulatory Authority particulars upon which the claim is founded, including the right to claim Wrongful Dismissal. If The Football Regulatory Authority is satisfied that the claim warrants further investigation, a Regulatory Commission shall be convened and will meet within the 14 days before any automatic penalty is due to take effect. If the members of the appointed Regulatory Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current Procedures.

The relevant fee which MUST be included with the evidence is **£1,500 for FA Premier League Clubs, £750 for Football League Championship Clubs, £500 for Football League 1 Clubs, £350 for Football League 2 Clubs and £300 for Football Conference (National) Clubs**, which may be retained if the claim is deemed to be unfounded and be used in full or in part to cover any costs incurred by a Regulatory Commission. In the event of the fee not covering the amount of costs charged, an additional amount may be charged by the Regulatory Commission.

5. CLAIMS OF WRONGFUL DISMISSAL.

In the case of a claim of wrongful dismissal for offences with a penalty imposed under the Laws of the Game of an immediate dismissal (this excludes Law S6, the use of offensive or insulting or abusive language/gestures as well as Law S7 – receiving a second caution in the same match), evidence upon which the claim is founded, which must include a video and/or DVD recording showing the incident, must be submitted by the player concerned and his Club, together with the relevant fee and MUST be received by The Football Association by the close of business of the third **working** day following the match (as below). An indication by fax (0844 980 0626) or e-mail (disciplinary@thefa.com) on the first working day following the game is required to alert The Football Regulatory Authority that a claim is to be submitted.

Saturday	-	Wednesday
Sunday	-	Wednesday
Monday	-	Thursday
Tuesday	-	Friday
Wednesday	-	Monday
Thursday	-	Tuesday
Friday	-	Wednesday

(If Bank Holidays fall within the period, the appropriate number of extra days will be made available.)

Once the claim is lodged with The Football Association it will confirm that the video and/or DVD shows the incident as reported by the Referee/Assistant Referee and the claim has conformed with the criteria. The Club will then be advised whether the claim has been accepted or not.

An accepted claim is placed before a Regulatory Commission, to which the Club, player and Match Officials will NOT be invited to attend. They will be dealing only with the level of punishment, the dismissal from the Field of Play will always remain on the record of the Club and the player and be the subject of the administration fee.

The only decisions available to the members of the Regulatory Commission are:-

- (i) The punishment will remain with the fee being retained;

- (ii) The punishment will be withdrawn, the fee returned and that Section 8(f) of the procedure will not be invoked if the player is sent off again following the offence.

The relevant fees for players associated with **FA Premier League Clubs is £1,500, Football League Championship Clubs is £750, Football League 1 Clubs is £500, Football League 2 Clubs is £350 and Football Conference (National) Clubs is £300** and will be retained if the case is deemed to be unfounded and returned if any alterations are made to the offence or punishment.

DISMISSALS – EXCEPTIONAL CIRCUMSTANCES

Regulations 6 and 7 below are intended to apply only in truly exceptional circumstances. Regulatory Commissions considering cases under these Regulations will be specifically instructed to approach them in this way. It is envisaged that, in the vast majority of dismissals, the standard punishments set out in this Memorandum will be appropriate and will be applied.

The facilities available under Regulations 6 and 7 are provided only so exceptional cases may be rectified. They are not intended to encourage or lead to the systematic, regular review of standard punishments, and are reserved for truly exceptional cases.

6. DISMISSALS – CLAIMS THAT THE STANDARD PUNISHMENT IS CLEARLY EXCESSIVE

- (a) A Player and his Club may in very limited circumstances seek to limit the disciplinary consequences of the dismissal of a Player from the Field of Play by demonstrating to The Association that the circumstances of a particular dismissal were truly exceptional, such that the standard punishment applicable to that dismissal (as set out in section 8 below) would be clearly excessive. A claim cannot be brought under this regulation in respect of any dismissal which is the subject of a claim for wrongful dismissal under Regulation 5 above.
- (b) All players dismissed from the Field of Play shall be subject to at least a one match suspension, save for where a successful claim for wrongful dismissal is brought.
- (c) Claims that the standard punishment is clearly excessive brought under this Regulation may be lodged only for on-field offences which result in a sending off under Law 12(6) (offensive or insulting or abusive language/gestures) 12(1) (violent conduct), 12(2) (serious foul play) or 12(3) (spitting).
- (d) Any Claimant bringing a claim under this Regulation accepts that the sending off was correct according to the Laws of the Game and waives any right to challenge that sending off via a claim for wrongful dismissal under Regulation 5 above or by any other means whatsoever.
- (e) The Regulatory Commission that considers a claim of this type is concerned with only the question of whether the standard punishment should not be imposed in view of the truly exceptional facts of the case. This role is not to usurp the role of the Referee and the correctness of the dismissal from the Field of Play shall not be subject to any scrutiny by the Commission, will remain on the record of the Club and the Player, will remain the subject of the administration fee and will accrue the appropriate number of penalty points for a first team sending off.
- (f) The Club on behalf of the Player must, on the next working day following the game, notify The Association in writing (by fax or e-mail – Fax 0844 980 0626 or e-mail Disciplinary@TheFA.com) of their intention to submit a claim. The claim will NOT proceed if this deadline is not met. The evidence upon which the claim is founded (which must include a video and/or DVD recording showing the incident from all available angles), must be submitted by the Player concerned or his Club, together with the relevant fee, by the close of business of the third working day following the incident. The claim must explain why the case is truly

exceptional. The relevant fee, to be paid by cheque to The Football Association Limited, for clubs in each league is as follows:

FA Premier League	£1,500
Football League Championship	£750
Football League 1	£500
Football League 2	£350
Football Conference National Division	£300

- (g) The Claim will be determined based on video and/or DVD and written evidence only. The Match Officials, Club and Player are not entitled to be present or represented at the Regulatory Commission.
- (h) Players and Clubs should note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by The Association.
- (i) Once the claim is lodged with The Association it will confirm that the video and/or DVD shows the incident as reported by the Referee/Assistant Referee and the claim has conformed with the criteria.
- (j) If possible, prior to the commencement of the suspension, but in all cases before the second match that the Player would miss were the standard punishment to apply to the dismissal that is the subject of the claim, a Regulatory Commission will be convened to decide the matter on any relevant documentary and video and/or DVD evidence submitted. The following procedures will be used at a Commission unless the Commission thinks it appropriate to amend them:
- The Commission Secretary will produce:
- I.
 - (i) The Referee's report, reports from any other Match Official and any other evidence supporting the Referee's action.
 - (ii) All statements and video and other evidence provided in support of the claim, including details of the Player;
 - II. After considering the evidence, the Commission will decide whether the claim should be rejected or successful.
 - III. A claim will only be successful under this Regulation where a Claimant satisfies the Commission so that it is sure that –
 - (a) The circumstances of the dismissal under review are truly exceptional, such that the standard punishment should not be applied; and
 - (b) As a result of the truly exceptional circumstances the standard punishment would be clearly excessive.
 - IV. In considering the matters at III above, the Commission shall have regard to:
 - (a) The applicable Law(s) of the Game and any relevant FIFA instructions and/or guidelines;
 - (b) The nature of the dismissal offence, and in particular any intent, recklessness, negligence or other state of mind of the Player;
 - (c) Where applicable, the level of force used;
 - (d) Any injury to an opponent caused by the dismissal offence;
 - (e) Any other impact on the game in which the dismissal occurred;
 - (f) The prevalence of the type of offence in question in football generally;
 - (g) The wider interests of football in applying consistent punishments for dismissal offences.

- V. If the Commission's decision is to reject the claim, it will, in every case, go on to consider whether or not the player's punishment should be increased. If the Commission considers that the rejected claim had no prospect of success and/or amounts to an abuse of process, the Commission shall have the discretion to increase the penalty up to twice the standard punishment set out in this Memorandum.

In all other cases where a claim is rejected, the Player reported by the Referee shall serve the standard punishment as set out in this Memorandum. In all cases where a claim is rejected the fee shall be retained.

- VI. If the Commission's decision is that the claim is successful, the standard punishment set out in the Memorandum is withdrawn.

The Commission will then decide on the punishment to be applied to the Player in respect of the dismissal. This shall be in all cases a suspension of at least one match.

In deciding on such punishment, the Commission shall have regard to:

- (a) The applicable Law(s) of the Game and any relevant FIFA instructions and/or guidelines;
- (b) The nature of the dismissal offence, and in particular any intent, recklessness, negligence or other state of mind of the Player;
- (c) Where applicable, the level of force used;
- (d) Any injury to an opponent caused by the dismissal offence;
- (e) Any other impact on the game in which the dismissal occurred;
- (f) The prevalence of the type of offence in question in football generally;
- (g) The wider interests of football in applying consistent punishments for dismissal offences.

The decision shall be conveyed to the Commission Secretary who shall prepare Minutes of the decision of the Commission and communicate the decision to the Club that day. The Club must provide the Commission with contact details. The fee shall be returned to the Club.

- (k) As a general guide, the following schedule will apply:

Match Day	Notice of Claim	Claim Lodged
Fri/Sat/Sun	Monday	Wednesday

- (l) In the event that a Club submits a notification of their intention to claim but fails to complete the claim or withdraws a complete claim prior to it being considered by a Regulatory Commission, and The Association believes that the notification or claim had no prospect of success or amounted to an abuse of process, The Association may issue a charge of misconduct under FA Rule E3.
- (m) The decision of the Disciplinary Commission in relation to a claim under this Regulation is final and binding on all parties and is not subject to appeal.

7. E3 CHARGE FOLLOWING A DISMISSAL WHERE STANDARD PUNISHMENT CLEARLY INSUFFICIENT

- (a) All players dismissed from the Field of Play shall be subject to at least a one match suspension, save only for where a successful claim for wrongful dismissal is brought.
- (b) A Player may be charged by The Association under Rule E3 in relation to certain on-field incidents for which the Player was dismissed, pursuant to Regulation 8(j) below, where The Association is satisfied that the standard punishment that would otherwise apply following the dismissal is clearly insufficient.

- (c) Charges may be brought under this Regulation only for on-field offences which have resulted in a sending off under Law 12(1) (violent conduct), Law 12(2) (serious foul play) or Law 12(3) (spitting).
- (d) Where The Association brings such a charge, a Referee's report showing that a Player was dismissed for violent conduct under Law 12(1), serious foul play under Law 12(2) or spitting under Law 12(3) shall be conclusive evidence that the player has breached the relevant Law and shall not be subject to challenge, save for where any such dismissal is subject to a claim for wrongful dismissal.
- (e) Charges brought under this Regulation shall be determined based on video and/or DVD and written evidence only. The Match Officials, Club and Player are not entitled to be present or represented at the Regulatory Commission.
- (f) If the Regulatory Commission decides that a charge brought under this Regulation has been proved, the Commission shall then consider only whether the standard punishment should be imposed, or whether that punishment should be increased.
- (g) The standard punishment shall be increased where The Association satisfies the Commission so that it is sure that:
 - (i) The circumstances of the dismissal under review are truly exceptional, such that the standard punishment should not be applied; and
 - (ii) The standard punishment would be clearly insufficient.
- (h) In considering the matters at (g) above, the Commission shall have regard to:
 - (a) The applicable Law(s) of the Game and any relevant FIFA instructions and/or guidelines;
 - (b) The nature of the dismissal offence, and particular any intent, recklessness, negligence or other state of mind of the Player;
 - (c) Where applicable, the level of force used;
 - (d) Any injury to an opponent caused by the dismissal offence;
 - (e) Any other impact on the game in which the dismissal occurred;
 - (f) The prevalence of the type of offence in question in football generally;
 - (g) The wider interests of football in applying consistent punishments for dismissal offences;
- (i) If the Commission is not satisfied of the matters at (g) above, the Commission shall deliberate no further on the charge and the Player shall serve the standard punishment;
- (j) If the Commission is satisfied of the matters at (g) above, the standard punishment set out in the Memorandum shall be withdrawn, and the Commission shall then consider, having regard to the matters at (h) above, the level of punishment that should apply.
- (k) Any punishment imposed by the Commission shall be limited to a suspension from playing a specified number of matches in addition to the standard punishment applicable to the relevant dismissal. The Commission shall not impose any other punishment on the Player.
- (l) Charges brought under this Regulation must be brought on the close of business of the third working day following the game in which the relevant dismissal occurred. Such a charge must include the evidence upon which the claim is founded (which must include the Referee's report and a video and/or DVD recording showing the incident from all available angles).
- (m) A Player must submit any Reply to the charge, including all evidence in support of that response, by 6pm on the second working day following the issue of the charge. If no Reply is received by The Association, the Commission shall consider the charge as if it had been denied by the Player.

- (n) If possible, prior to the commencement of the suspension but in all cases before the second match that the Player would miss were the standard punishment to apply to the dismissal that is the subject of the charge, a Regulatory Commission will be convened to decide the matter on any relevant documentary and video and/or DVD evidence submitted.

- (o) As a general guide, the following schedule will apply:

Match Day	Notice and Evidence of Charge	Reply
Fri/Sat/Sun	Wednesday	Friday

- (p) The following procedures will be used at a Commission unless the Commission thinks it appropriate to amend them:

The Commission Secretary will produce:

- (i) All evidence and submissions provided by The Association in support of the Charge;
 - (ii) The Reply and all evidence and submissions provided by the Player in response to the Charge.
- (q) The decision shall be conveyed to the Commission Secretary who shall prepare Minutes of the decision of the Commission and communicate the decision to the Club that day. The Club must provide the Commission with contact details.
- (r) The decision of the Regulatory Commission in relation to a charge under this Regulation is final and binding on all parties and is not subject to appeal.

8. PUNISHMENTS – Relating to Non-First Team Matches.

- (a) CAUTIONS ADMINISTERED ON THE FIELD OF PLAY

- (i) If a player accumulates five cautions in NFTM between the opening day of the Playing Season and 31 December (including any NFTM played on that day) in the same Season, he will be suspended automatically for a period covering: -

One Match

- (ii) If a player accumulates five cautions in NFTM between the opening day of the Playing Season and the last day of the same Season, he will be: -

“Warned as to his Future Conduct”

- (iii) A player who has already been subject to disciplinary action as a result of receiving five cautions and then goes on to receive a further five cautions during the same Season, will be subject to the following punishments: -

- (iv) If a player accumulates ten cautions in NFTM between the opening day of the Playing Season and the second Sunday of April in the same Season, he will be suspended automatically for a period covering: -

If, in the final match before the second Sunday of April, a player accumulates his tenth caution in NFTM since the opening day of the Playing season, and then receives a second caution in the same match and consequently is dismissed, the player will be suspended automatically from all NFTM commencing on the 14th day following the match in which he was sent off, until such time as THE CLUB has completed two matches in the competition as decided by The Football Association. This two match suspension will automatically apply in such cases, instead of the one match automatic suspension which would otherwise apply to a player who is sent off for receiving two cautions in the same match.

Two Matches

- (v) If a player accumulates ten cautions in NFTM between the opening day of the Playing Season and the last day of the same Season, he will be: -

“Severely Censured and Warned as to his future Conduct”

- (vi) If a player accumulates 15 cautions in NFTM between the opening date of the Playing Season and the last day of the same Season, he will be suspended automatically for a period covering:-

Three Matches

- (vii) A player who has already been subject to disciplinary action as a result of receiving five, ten and 15 cautions, and who goes on to receive 20 cautions in NFTM in the same Season, shall be required to attend a meeting of a Regulatory Commission, within 14 days of the date of the last caution. The members of a Regulatory Commission shall have the power to deal with the player in such manner as they deem fit. The same procedure will apply for every further five cautions received by a player.
- (viii) Any period of suspension arising from cautions shall commence on the 14th day following the date of his last offence. The suspension will cover all matches (excluding The FA Premier League, The Football League, The Football Conference (National), Football League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy and Play-offs and any match sanctioned or regarded by The Football Association as a Friendly Match) until such time as THE CLUB has completed the number of matches appropriate to the punishment in the competition as decided by The Football Association during the period covered by the date of the opening match in The FA Premier League or The Football League or The Football Conference (National) and ending with the final match in which THE CLUB is playing in a competition sanctioned by The Football Association or an affiliated County Association.
- (ix) Any period of suspension or part thereof which remains outstanding at the end of a Season must be served at the commencement of the next following Season.

(b) PLAYERS SENT OFF UNDER LAW 12 (1), (2) and (3)

A Player who is dismissed from the Field of Play for Violent Conduct, Serious Foul Play or spitting at an opponent or any other person, whether he has previously been cautioned in the match or not, will be suspended automatically from all Non-First Team matches commencing on the 14th day following the match in which he was sent off until such time as his Club has completed its next three matches in approved Competitions.

(c) PLAYERS SENT OFF UNDER LAW 12 (7)

Subject to the provision of 8(a)(iv) above, a player who is dismissed from the Field of Play for receiving a second caution in the same match will be suspended automatically from all Non-First Team Matches commencing on the 14th day following the match in which he was sent off, until such time as THE CLUB has completed one match in the competition as decided by The Football Association.

(d) PLAYERS SENT OFF UNDER LAW 12 (4) and (5)

A player who is dismissed from the Field of Play for denying a goal or an obvious goalscoring opportunity by physical means or by handling the ball, will be suspended automatically from all Non-First Team Matches commencing on the 14th day following the match in which he was sent off, until such time as THE CLUB has completed one match in the competition as decided by The Football Association.

(e) PLAYERS SENT OFF UNDER LAW 12 (6)

A player who is dismissed from the Field of Play for using offensive or insulting or abusive language/gestures whether he has previously been cautioned in the match or not, will be suspended automatically from all Non-First Team Matches commencing on the 14th day following the match in which he was sent off, until such time as THE CLUB has completed two matches in the competition as decided by The Football Association.

- (f) PLAYERS SENT OFF UNDER LAW 12 (1), (2), (3), (4), (5), (6) and (7) above.

The terms of the suspension will be from all Non-First Team matches (excluding The FA Premier League, The Football League, The Football Conference, Football League Cup, FA Challenge Cup, FA Challenge Trophy, Football League Trophy and Play-offs) during the period covered by the opening date in The FA Premier League, The Football League and The Football Conference (National) and ending with the final match in which THE CLUB is playing in a competition sanctioned by The Football Association or an affiliated County Association.

- (g) ADDITIONAL SENDINGS OFF

Players 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 dismissed for a third time in the same Season will be suspended for an extra two matches, and so on. A Regulatory Commission when dealing with a Claim of Wrongful Dismissal (Section 5) has the power not to invoke a future one match suspension if it so decides.

For the purposes of this regulation a previous dismissal in a first team competitive match or suspension under Schedule A to these Regulations arising out of a first team competitive match will only be taken into account where it was for violent conduct, serious foul play or spitting.

- (h) OUTSTANDING SUSPENSIONS

Any suspension or part thereof which remains outstanding at the end of a Season resulting from these Disciplinary Procedures, must be served at the commencement of the next following Season within the terms of these Disciplinary Procedures [Section 8(a) to (g)], subject to age restrictions.

- (i) PLAYERS MOVING BETWEEN CLUBS

Where a Player moves between Clubs at a time when he is subject to a suspension from playing resulting from either these Disciplinary Procedures or any charge of Misconduct, the following shall apply –

- (a) Until the Player moves, the suspension shall be served by reference to matches completed by the Club that the Player moves from;
- (b) Where the Club that the player moves to competes at the same level as the Club that the player moves from, any remaining period of suspension at the time that the Player moves shall be served by reference to matches completed by the Club that the Player moves to;
- (c) Where the Club that the player moves to competes at a different level from the Club that the player moves from, any remaining period of suspension at the time that the Player moves shall continue to be served by reference to matches completed by the Club that the Player moves from.

For the purposes of this section, Clubs compete at three different levels. Each level is comprised as follows –

- (i) The Premier League, Football League and Football Conference (National);
- (ii) The Football Conference (North and South Divisions), the Isthmian League, the Northern Premier League and the Southern League;
- (iii) Steps 5 to 7 of the National League System, or any other league outside of the National League System which operates a match-based disciplinary system.

This section applies to all moves by Players between Clubs which are completed and evidenced to the satisfaction of the Association, however they occur.

This includes, but is not limited to, all transfers, loans and the expiration of loans, and Players whose registration is cancelled by the Club that the Player moves from, where that Player is subsequently registered by the Club that the Player moves to.

(j) **RULE E3 OF THE ASSOCIATION**

A charge of Misconduct (as defined in and) pursuant to Rule E3 of the Rules of The Association may be brought against a Player in relation to an incident whether or not the same incident has been dealt with by the referee and / or pursuant to this Memorandum.

In deciding whether or not to bring a charge under this regulation, The Association will have particular (but not exclusive) regard to the following –

- (a) Any applicable Law(s) of the Game or Rules and Regulations or FIFA instructions and/or guidelines;
- (b) The nature of the incident, and in particular any intent, recklessness, negligence or other state of mind of the Player;
- (c) Where applicable, the level of force used;
- (d) Any injury to any Participant caused by the incident;
- (e) Any other impact on the game in which the incident occurred;
- (f) The prevalence of the type of incident in question in football generally;
- (g) The wider interests of football in applying consistent sanctions.

A Regulatory Commission considering a charge under Rule E3 in such circumstances shall have regard to any punishment imposed under this Memorandum for the same incident when considering any punishment under Regulation 8.1 (Penalties) of the Regulations for Football Association Disciplinary Action.

(k) **PAYMENT TO PLAYERS UNDER SUSPENSION**

Clubs must not pay a player more than his basic wage during the period of a suspension.

(l) **CLUBS IMPOSING FINES**

The responsibility for fining players for field offences is left with the Club, who must notify The Football Association, without delay, the details of the fine in each case.

Clubs are required to submit a nil return for any offence under the Field Discipline Guidelines issued by the Professional Football Negotiating Consultative Committee. (PFNCC) for which a player was not fined.

(m) **RE-ARRANGED MATCHES**

A Regulatory Commission shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the Club with a view to enabling the player to complete his suspension and thus qualify him to play in a specific match.

(n) **COLLECTION OF ADMINISTRATION FEES**

It will be the responsibility of the Club Secretary to collect the £10.00 administration fees from the players concerned and forward them to The Football Association when requested so to do.

9. ASSAULTS ON MATCH OFFICIALS

1. In addition to assisting a Match Official who has reported an assault against him, The Football Association or appropriate Affiliated Association shall without delay investigate the Official's report and if, after such investigation, the Chairman and the Secretary of the Association or their nominees are satisfied that a prima facie case can be made out against the alleged offender shall take such steps as are necessary to ensure that a charge is preferred and that a Regulatory Commission appointed from Senior Members meet to

consider the charge within 28 days of the date of the charge letter. The alleged offender shall not participate in any football activity from the date he is notified of the charge, until a Regulatory Commission has heard and adjudicated on the matter.

2. There shall be three categories of assault:-
 - (a) COMMON ASSAULTS - for instance, jostling, holding, pushing
 - (b) ASSAULTS CAUSING BODILY HARM - for instance, more forceful degrees of the above
 - (c) ASSAULTS CAUSING SERIOUS BODILY HARM - for instance, where serious harm is caused, such as severe bruising or a broken nose
3. All assaults on Match Officials in the above three categories must be reported to The Football Association within 14 days of the completion of a case that has been proved, along with the decision of the Regulatory Commission.

10. DISPUTES AND CLAIMS

Any dispute or claim arising from the application of a suspension affecting Non-First Team matches will only be dealt with on correspondence by members of a Regulatory Commission and must be received by The Football Association within three days of the suspension notice being received by the Club. The direct fax line to the Disciplinary Department is 0844 980 0626. At no time will a suspension start date be deferred. The level in which a player enters the procedures following a transfer from a league outside the procedure will be decided by The Football Association.