



Bedfordshire Football Association

***Independent Membership to Discipline
Commissions***

Prospective Member

Application Pack

The FA have stated that all County FA's must have an independent member on all Disciplinary Panels from January 2018 therefore as a result BFA is looking for a group of committed individuals across the Country with a variety of backgrounds and to be reflective of the local community and local football teams. Applicants need to be independent from The FA and County FA Council – training will be provided.

The County seek to have disciplinary matters dealt with in the following format.

- a. A Chair
- b. One member can be sourced from its council
- c. One member to be an independent
- d. A Commission Secretary to support the panel.

If you are interested and would like to apply for the position as an independent member, please complete the application form and return it by email or post along with your current curriculum vitae

Details of where you should send your application back to can be found on the application form.

Thank you for your interest and we look forward to receiving your application.

Alan Young

Chief Executive

Bedfordshire FA

How to apply

If you are interested in applying to be a Member of Bedfordshire FA's Independent Disciplinary Panel, please complete the application form and return it by email along with your current CV to: Alan Young at Bedfordshire FA: alan.young@bedfordshirefa.com – with **'INDEPENDENT'** in the subject line.

Alternatively, post your application and CV to:

Alan Young, **'INDEPENDENT'**, Bedfordshire FA, Century House, Skimpot Road, Dunstable, Bedfordshire, LU5 4JU

We would also appreciate if you could kindly complete the diversity monitoring form. This form is completely optional however, it offers us with an opportunity to track the breadth and depth of applications from different parts of the community.

The appointments are on a voluntary basis although expenses will be paid in line with the Bedfordshire FA's volunteer expenses policy.

If you feel require more information about the role, please do not hesitate to contact Alan Young, Chief Executive at Bedfordshire FA: 01582 567711. Conversations will be both informal and confidential.

Bedfordshire FA, Century House, Skimpot Road, Dunstable, Bedfordshire, LU5 4JU

Bedfordshire FA is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Independent Members - Role Profile

Members of the Bedfordshire FA Independent Disciplinary panel will assist the panels that adjudicate on disciplinary charges against participants for breaches of discipline throughout the game.

Most cases would be heard in an oral hearing although the facility exists for Participants to elect for such matters to be considered on papers only.

A Disciplinary Panel will consist of:

- a) A Chairman
- b) 1 Member of the Somerset Council
- c) 1 independent member
- d) A Commission Secretary to support the panel.

Main Accountabilities

- To attend annual training
- To assist in Discipline Commissions at local County Associations, when appointed, in accordance with FA Disciplinary procedures
- To assist the Chairman of the delivery of written judgements on all cases as required by the Chairman on serious cases.

Personal Characteristics

The key qualities required are:

- Ability to work collaboratively together and with the football bodies, across all the equality strands.
- Strong interpersonal and influencing skills.
- Ideally knowledge of the FA disciplinary process but not essential
- Understanding of sport and football at all levels.
- Patience, diplomacy and confidentiality

Name: _____

(please print)

Application Form: Member of the County Association “Independent” members

Skills, qualities, knowledge and experience of members

Members of the Bedfordshire FA “independent” Disciplinary Panel will assist in the panels that adjudicate on disciplinary charges against participants for breaches of discipline

Members of the Bedfordshire FA “ independent” Disciplinary Panel will be expected to assist in the management of such cases within The FA disciplinary framework and assist in providing written judgements on serious cases.

Personal Characteristics

The key qualities required are:

- Ability to work collaboratively together and with the football bodies, across all the equality strands
- Strong interpersonal and influencing skills
- Ideally knowledge of the FA disciplinary process but not essential
- Understanding of sport and football at all levels.
- Patience, diplomacy and confidentiality.

Please tell us how you meet the person specification as set out above

(use a separate sheet if required)

Please tell us your reasons/motivations for wanting to be on this Panel

(use a separate sheet if required)

In addition please attach an up to date CV and return this along with your completed form to:

alan.young@bedfordshirefa.com – with **'INDEPENDENT'** in the subject line.

Alternatively, post your application and CV to:

Alan Young, **'INDEPENDENT'**, Bedfordshire FA, Century House, Skimpot Road, Dunstable,
Bedfordshire, LU5 4JU

DIVERSITY MONITORING FORM - INDEPENDENT DISCIPLINARY PANEL

The FA is required to compile anonymous information on those individuals accessing its services and activities.

Diversity monitoring is the process of gathering and analysing data on people's characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows The FA to understand the makeup of those accessing its programmes within affiliated football and meet the needs of individuals if activities need adapting.

Anyone involved with affiliated football are encouraged to respond to the questions about themselves, however, participation is entirely optional and you are not obliged to self declare your characteristics. Participation however, provides us with a clear picture of the makeup of those involved with our programmes and the information we receive is only used for monitoring and statistical purposes only. Please note the form is detachable and is not traceable to an individual. Please tick as appropriate and return

Male Female

AGE

16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

ETHNICITY

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are from the 2011 census.*

White

British English Scottish Welsh Irish Gypsy or Irish Traveller
Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian
Mixed background Mixed other background

Asian

British-Indian Indian British-Pakistani Pakistani British-Bangladeshi
Bangladeshi British-Chinese Chinese Any other Asian background

Black

Black Caribbean Caribbean British African African
British Other Any other Black background

Other Background Other **Prefer not to disclose my ethnic origin**

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down’s syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition?

Yes No

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind/partially sighted Deaf/hard of hearing Physical disability Learning disability
Communication barriers Experience of mental and emotional distress Prefer not to say

RELIGION or BELIEF

How would you describe the religion to which you feel you belong?

Christian Buddhist Hindu Jewish Muslim
Mormonism Sikh Atheist No Religion/Faith Jehovah’s Witnesses
Other faith background Prefer not to say

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual/Straight Gay Man Gay Woman/Lesbian Bisexual Other Prefer not to say