



# Berks & Bucks FA

## Disciplinary Commissioner Information Guide and Application Form

Berks & Bucks FA  
Stratton Court  
Kimber Road  
Abingdon  
OX14 1SG

01235 544890

Discipline@  
Berks-BucksFA.com

# Berks & Bucks FA

## Disciplinary Commissions

---



Thank you for your interest in becoming a Berks & Bucks FA disciplinary panel member.

Disciplinary panels are convened when Players, Officials, Clubs or Leagues have been charged with an act of misconduct by the County Football Association under FA Regulations. The hearing provides the opportunity for a commission to consider the evidence provided (either via correspondence or through verbal testimony) and determine whether the charge is found proven and what sanctions - if any - should be imposed. Disciplinary panels are made up of a Chair and two panel members, supported by a trained Secretary. Further information on each role can be found in this pack.

Berks & Bucks FA is committed to promoting inclusion, professionalism and transparency across all aspects of our operations, and as such we are looking to expand our pool of disciplinary commissioners to better represent football in Berkshire and Buckinghamshire and take advantage of the experience, passion and diversity of our local community. Commissions may be required to meet in person to consider testimony presented by witnesses and the individual charged or may meet electronically through a web conference. Personal hearings are held on weekday evenings, usually at our headquarters in Abingdon. Our online hearings are usually held on a Friday morning, although at busy periods of the season additional evening meetings may be required. In general, we would expect most commission members to sit on one online panel per month and attend one or two evening commissions per season.

If you are interested in serving on a disciplinary commission and would like to apply for a position, please complete the application form and return it by email or post along with your current CV. Please ensure that when completing the application form you highlight which role you are applying for and ensure that you are eligible to sit for the chosen role (criteria can be found within the application form). Your appointment to any discipline panel is subject to completion of the application form, specific training for the role you are appointed to and on-going personal development as directed by the County Discipline Committee. By virtue of your appointment, you will also be deemed to agree to the Berks & Bucks FA Code of Conduct.

Please note that whilst this is a voluntary role (with reasonable expenses paid) you will be required to complete annual training and attend a minimum number of hearings each season to remain eligible to sit as a discipline committee member. If you wish to sit as a commissioner for serious level offences, you will be provided further training to obtain additional qualifications.

All completed applications should be emailed to Alastair Kay, Football Services Manager, at [Alastair.Kay@Berks-BuckFA.com](mailto:Alastair.Kay@Berks-BuckFA.com) or can be posted to 1<sup>st</sup> Floor Stratton Court, Kimber Road, Abingdon, Oxfordshire, OX14 1SG. Please mark the envelope Private and Confidential.

More information on The FA and County FA disciplinary procedures can be found on our website at <http://www.berks-bucksfa.com/about/rules-and-regulations/discipline>.

Many thanks once again for expressing an interest in joining the team.

Thanks,

A handwritten signature in black ink, appearing to be 'Alastair Kay', written over a horizontal line.

Alastair Kay  
Football Services Manager  
Berks & Bucks Football Association

# Berks & Bucks FA

## Disciplinary Commissions

---



### **Role Profile:      Chairperson**

#### *Main Accountabilities*

- To lead and direct disciplinary hearings, including management of other panel members.
- To ask relevant and effective questions to those in attendance to gather evidence.
- To administer sanctions using FA discipline guidelines in collaboration with other panel members.
- To provide written reasons for all decisions relating to relevant serious offences.
- To be accountable for decisions made at discipline hearings, representing the commission in any appeal proceedings.
- To act as an advocate for The FA, promoting a culture of respect and inclusion, championing anti-discrimination across football.
- To attend annual FA chairperson training.

#### *Personal Characteristics*

- Feel comfortable in leadership role.
- Experience of working in high pressure and tense environments.
- Have confidence in public speaking.
- Ability to work collaboratively with others.
- Extensive knowledge of the football judicial processes.
- Strong interpersonal and influencing skills.
- Understanding of football at all levels.
- Patience and diplomacy.
- Able to abide by strict confidentiality guidelines.

# Berks & Bucks FA

## Disciplinary Commissions

---



### **Role Profile: Secretary**

#### *Main Responsibilities*

- To ensure all hearings are held in a fair and timely manner and in accordance with FA regulations.
- To collate and administer paperwork deemed necessary for the hearing and ensure this available at the correct times during the hearing.
- To brief all participants attending personal hearings on the procedure and their rights and responsibilities.
- Assist the Chairperson in providing written reasons relating to relevant serious offences.
- To ensure all evidence is presented to the panel as required.
- To act as a resource to the disciplinary panel on FA regulations and precedents, and ensure all required documents are considered by the commission.
- Act as an advocate for The FA, promoting a culture of respect and inclusion, championing anti-discrimination across football.
- To attend annual FA secretary training.

#### *Personal Characteristics*

- Experience of working in high pressure and tense environments.
- Extensive knowledge of the football judicial processes.
- Strong interpersonal and influencing skills.
- Understanding of football at all levels.
- Ability to work collaboratively with others.
- Patience and diplomacy.
- Able to abide by strict confidentiality guidelines.

# Berks & Bucks FA

## Disciplinary Commissions

---



### **Role Profile: Panel Member**

#### *Main Accountabilities*

- Attend County FA disciplinary commissions when appointed and act in accordance with FA Disciplinary procedures.
- Ask relevant and effective questions to those in attendance to gather evidence.
- Administer sanctions using FA discipline guidelines in collaboration with other panel members.
- Assist the Chairperson in providing written reasons relating to relevant serious offences.
- Act as an advocate for The FA, promoting a culture of respect for inclusion and championing inclusion and anti-discrimination across football.
- Attend annual FA panel member training.

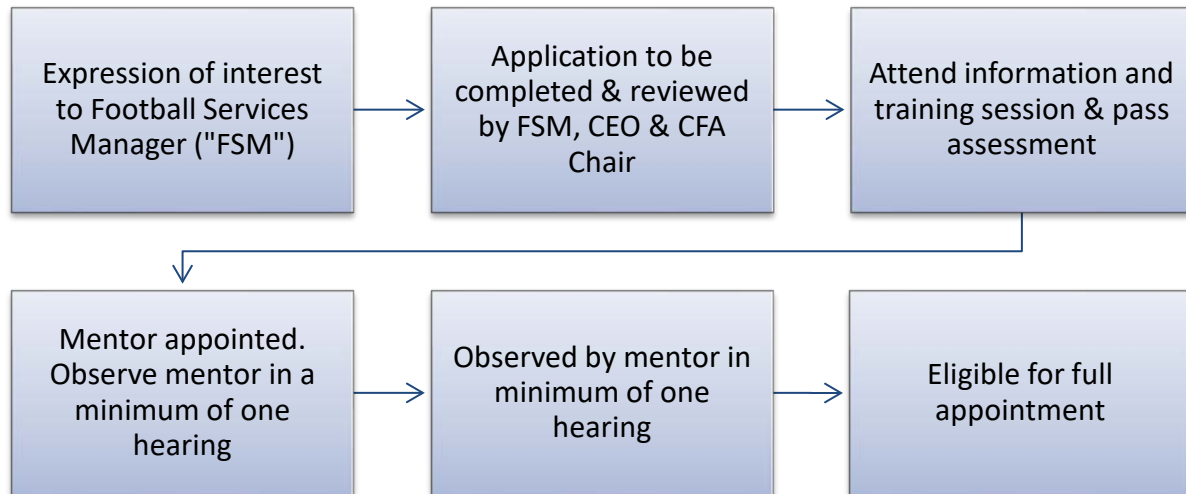
#### *Personal Characteristics*

- Ability to work collaboratively with others.
- Awareness of football or similar governance procedures.
- Strong interpersonal and influencing skills.
- Understanding of football at all levels.
- Patience and diplomacy.
- Be able to abide by strict confidentiality guidelines.
- Feel comfortable in leadership role.
- Have confidence in public speaking.

# Berks & Bucks FA Disciplinary Commissions



## Commission Member Development Programme



All members must attend a minimum of three hearings (online or personal) per year to retain membership.

# Application Form

## Disciplinary Commission Member



Please read the role profiles section of this application form before completing your application to ensure that you are applying only for the role relevant to your experience.

Role (please circle/delete as appropriate):

CHAIR | SECRETARY | PANEL MEMBER | USHER

### **Personal Details**

Full name:

Full address:

Post Code:

Email:

Phone (home):

Phone (mobile):

Are you currently in employment? (Yes|No|Retired)

If yes please provide details about your work commitments and your job title....

Please provide details of how you heard about this role?

**Applicant Experience/History**

What is your understanding of the role of an appointed discipline commission member?

Please tell us about any experience(s) (professional and/or personal) that you think make you suitable to a role on a discipline commission.



Please indicate if you wish to be considered for the following types of hearing:

Online commissions Yes / No  
(Broadband internet connection required)

Anti-discrimination hearings Yes / No  
(Further training required)

Hearings involving minors Yes / No

To attend hearings involving minors, you will be required to complete the following:

- FA safeguarding course (unless you have completed in previous role)
- Complete an FA criminal records check (at the cost of the County FA)
- Complete additional training provided by The FA

If you have completed a DBS check through The FA, or attended an FA safeguarding course please provide your FAN Number \_\_\_\_\_

I confirm that the information provided is correct.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_