



Role Title:	CFA Independent Disciplinary Panel Member	Reports To:	CFA Chair of Discipline Committee CFA CEO
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Role Purpose:
 CFA Independent Disciplinary Panel Members are to assist in the adjudication of disciplinary charges against participants for breaches of discipline within football.

Principal Accountabilities/Responsibilities: In addition to those responsibilities outlined in the respective roles. A CFA Referee Working Party Member is expected:

- To represent the County FA in a positive manner at all times
- To attend and/or complete training as required. All panel members must complete an online assessment, this has become mandatory and further guidance will be given prior to undertaking the assessment.
- To complete 'cascade training'. This is a safeguarding briefing detailing the roles and procedures of Safeguarding within the County FA and explains the responsibilities and expectations that may be placed upon any individuals undertaking a role on behalf of the County FA. All new panel members must complete within three months of undertaking the role. This will be arranged with the County FA Designated Safeguarding Officer.
- To be available for Discipline Commissions (usually held on a weekday evening). A Commission is usually convened weekly, but each panel member would not be expected to commit to attending more than once every month, although it can be more frequent if individuals are willing to do so.
- To read in advance of the hearing the papers for the charge(s) and to ensure the Individual or Club charged has a fair hearing, and the opportunity to state their case.
- To be competent and confident in assessing evidence and deciding the credibility and reliability of witnesses.
- To follow and implement FA rules and procedures when hearing charges and making decisions. Full knowledge is not required, but a willingness to comply is.
- To assist the Commission Chair in producing Written Reasons following a Commission when necessary.
- To ensure discretion and confidentiality. Information may be acquired whilst undertaking this role that should remain confidential. The confidentiality agreement must be complied with, and any papers received (hard copy or electronic) must be destroyed and/or deleted as soon as practically possible following the Commission, or on completion of the Written Reasons if required.
- To declare any conflicts of interest before hearing a charge, which could include being a player/manager who competes in the same League as the individual/team charged, a referee who officiates in the same League, or a club official with a team in the same League. If unsure, please contact the office for advice.
- To follow FA and CFA Safeguarding policies, procedures and best practice recommendations (as detailed within S+CFA Safeguarding Handbook)
- To Sign a committee and Safeguarding Code of conduct



- To maintain an in date and accepted FA CRC and FA Safeguarding Children Workshop (where applicable).
- To use the required communication channels when undertaking roles associated with a panel member, specifically if communicating with U18's.
- To, always, act in an appropriate way, promptly reporting any concerns about safeguarding or the protection of children and young people and adults at risk directly to the CFA Designated Safeguarding Officer (or deputy) or statutory organisation as required.
- To use the whistleblowing policy if required to ensure the integrity of processes and safeguarding of children and young people
- To attend all relevant training as specified by The FA and CFA on an annual basis
- To agree to abide by the Expenses Procedure as amended from time to time and must ensure that your expense claims are reasonable, accurate and honest and that you do not use The CFA's resources for your own, your family or friends' gain
- To maintain an appropriate standard of dress and personal appearance whilst on CFA Business and to conduct themselves in a professional manner.
- To treat others with respect and dignity (including but not limited to The CFA Staff) and must not bully, harass, victimise or discriminate against any person(s) or do anything which would cause you or The CFA to breach any of the equality enactments
- To always act in the Best Interest of the game and The CFA and shall not act in any manner which is improper or brings the game into disrepute or use any one, or a combination of violent conduct, serious foul play, threatening, abusive, indecent or insulting behaviour.
- To not carry out any act of discrimination by reason of ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, age, pregnancy, maternity, marital status or civil partnership, unless otherwise permitted by law and The Rules or regulations of the FA.

Knowledge/Experience/Technical Skills/Behaviours	
Knowledge/Experience/Technical Skills	
Essential	Desirable
<ul style="list-style-type: none"> ● Applicants must have a flexible approach to this volunteer role and be committed to attending meetings or web conferences ● Applicants must have a collaborative approach when working with others ● Applicants must have high levels of integrity ● Applicants must clearly demonstrate strong communications skills and the ability to influence others 	<ul style="list-style-type: none"> ● An interest in sport and an enthusiasm to be involved ● Experience of using IT systems; email & word and video conferencing software ● An understanding of the organisation of football



<ul style="list-style-type: none"> Applicants should be able to demonstrate patience & diplomacy 	
Values	
<ul style="list-style-type: none"> Connecting – with our members in an approachable and flexible manner to suit our grassroots community Supporting – our members in an honest, equal and fair way Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do. 	
<p>Further Information As this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.</p>	
Completed by Name/Role:	Ben Snowdon (CEO)
Signature:	<i>Ben Snowdon</i>
Date:	Sept 2019
Signed by Role Holder:	
Printed Name:	
Date:	

This role description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the role.