**Application Pack for**

**Independent Discipline Panel Member**

Dear Applicant,

Hertfordshire FA’s Council agreed that in order to ensure that the County’s Discipline Panels are as independent and diverse as possible to reflect the changes in today’s society, plans were approved to have an application process for all members (Council/ Independent) in order to sit on Commissions for Disciplinary Hearings.

Hertfordshire FA are looking for members from the Football Community to create an Panel of ‘Football People’ to complement the existing Council and Independent members which we currently have on board.

County’s Discipline Panels incorporate independent and diverse panel members to reflect the changes in today’s society, with a variety of backgrounds and to be reflective of the local community and local football teams.

The role is voluntary. Training will be given and all panel members will be required to undertake mandatory training and complete an assessment prior to being appointed to any panel. We would recommend that any selected candidate observes at least 2 hearings before taking the assessment.

If you are interested and would like to apply for a position on the Panel, please complete the application form and return it by email.

We look forward to receiving your application.

Kind regards,

Lauren Halsey

Head of Football Services

**Guidance on How to Apply**

If you are interested in applying to be a member of the Hertfordshire County FA Independent Discipline Panel, please complete the application form and return it by email.

The appointments are on a voluntary basis although expenses will be paid in line with the Hertfordshire FA expenses policy.

If you feel you require more information about the role or need assistance with your application, please do hesitate to contact Lauren Halsey. Conversations will be both informal and confidential.

We will be in touch with shortlisted candidates to provide further information.

**Independent Discipline Panel Member – The Role**

To deal with disciplinary procedures in accordance with the Rules and Regulations of The FA and of the Hertfordshire County FA and have an understanding of the Regulations of The FA and Hertfordshire County FA relating to Discipline, although training will be given.

To represent the Association at meetings and seminars of The FA and other organisations relevant to discipline as and when required. Attending training on an annual basis.

To remember at all times that the cases that you will be dealing with require you to remain confidential at all times.

Understand Hertfordshire FA’s commitment to safeguarding of young children and vulnerable adults.

**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.
* Understanding of football at all levels.
* Patience and diplomacy.
* Knowledge of judicial processes would be desirable but not essential.

Independent Discipline Panel Members Details

|  |  |
| --- | --- |
| Name |  |
| DOB |  |
| Address |  |
| Telephone | Home:- |
| Mobile:- |
| E-Mail | Home:- |
| Work:- |

## Availability

Generally speaking, please indicate for each day you are likely to be   
Available or Not Available in the daytime and evening.

|  |  |  |
| --- | --- | --- |
|  | **Daytime**  **(Please state ‘Available’  or ‘Not Available’)** | **Evening**  **(Please state ‘Available’  or ‘Not Available’)** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

**Non Personal via WebEx**

(Need access to computer with Speaker & Microphone/Headphones or iPad/Tablet)

|  |  |  |
| --- | --- | --- |
| Friday @10am |  | (State ‘Available’ or ‘Not Available’) |

**Independent Discipline Panel Members Conflict of Interest Form**

Please list the Clubs you are involved with for this season

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please list the Leagues you are involved with for this season (Officer/Management Committee/Clubs participate in)

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name: Date:

Please attach any additional Clubs/Leagues on a separate piece of paper.

If there are any changes to this list during the season please advise Lauren Halsey.

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| **Please tell us how you meet the personal characteristics as set out previously (use a separate sheet if required)** |
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| --- |
| **Please tell us how you have been involved in football currently or in the past** |
|  |

|  |
| --- |
| **Please tell us your reasons/motivations for wanting to be on this Panel (use a separate sheet if required)** |
|  |

**Please return your completed form to:**

[lauren.halsey@hertfordshirefa.com](mailto:lauren.halsey@hertfordshirefa.com)