



THE FOOTBALL ASSOCIATION

PERSONAL HEARING CHECKLIST FOR CHAIRMAN

NAME OF PERSON CHARGED:

CLUB:FC MISCONDUCT REPORT NO:

NAME (S) OF REFEREE (S):

NAME OF REPRESENTATIVE/WITNESS: 1.....

2. 3.

4. 5.

Time Hearing commenced	
1. Familiarise all with procedure – “This is a Disciplinary Commission and we are here to deal with ...etc.”	
2. Confirm names and introduce Commission Members:	

- | | |
|-------------------|--------------|
| 1.(CHAIRMAN) | 2. |
| 3. | 4. |
| 5. | 6.(SEC) |

3. Secretary reads the Referee’s report (s)/charge.	
4. Ensure the participant has seen a copy of the Referee’s report/charge.	
5. Ask if the Referee has anything to add, retract or change.	
6. Person/Club charged or representative may ask questions to Referee. These must be asked through the Chairman.	
7. Commission Members to ask questions to Referee.	
8. Any other Association witnesses to be called one at a time to present their evidence	
9. The person/club charged or representative may ask questions of these witnesses, through the Chairman.	
10. Commission Members ask questions of witnesses.	

SUBMISSION OF PERSON CHARGED:

11. Secretary to read out any submission by person/Club charged.	
12. Person/Club charged or representative to give evidence.	
13. Commission Members ask questions.	
14. The person/Club Charged or representative may call witnesses one at a time.	
15. The person/Club charged or representative may ask questions of their witnesses.	
16. Commission Members ask questions of witnesses	
17. Secretary to read any further submissions received that have not yet been presented.	
18. Ensure that the person/Club charged is satisfied that they have had a fair hearing and that all evidence has been heard, as they will not have a further opportunity to present any new evidence. Finally give the person/Club charged the opportunity to sum their case up.	

Time presentation of evidence concluded

19. Thank Referee(s) for their attendance and ask them to leave.	
20. All except the Commission Members and the Secretary to leave room.	

Time Appellant called back

21. Case not proved – Call back person/Club charged and representative. Secretary to announce decision and advise that all monies (Personal Hearing fee and admin fees) will be returned. Hearing is now declared closed.	
22. Case Proved – Call back person/Club charged and representative. Secretary to announce decision.	
23. Secretary to read discipline record from previous 5 years.	

24. Person/Club charged or representative may then enter a plea of Mitigation.	
25. Person/Club charged to leave the room whilst decision is made.	
Time Appellant leaves room	
26. Commission to consider appropriate sanction	
Time Appellant recalled	
27. Person/Club charged is recalled and the sanction is announced. Remind parties of their Right of Appeal to the FA. Advise that everything will be confirmed in writing.	
Time Hearing concluded	

PERSON /CLUB CHARGE:

Suspension period: as from

Costs: YES/NO Points: Fine £:

Other Punishment:

REASONS:

The Disciplinary Commission smay be required to attend a Board of Appeal at The Football Association where they may be required to confirm the reasons for their decision including details of: -

- a) The findings of fact made by it; and
- b) The reasons for its decision finding the Charge(s) proved; and
- c) The reasons for any penalty or order.

Please complete:

- a)
- b)
- c)

Signed:(CHAIRMAN)

Name In Capitals: (CHAIRMAN) Date: