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CAUTIONS

If a player is cautioned during a match, they will be notified through their club by their County FA.

An administration fee of £10 will be charged for the processing of each caution.

Players won't be suspended for being cautioned, they may only become suspended if the £10 administration charge is not paid, or they accumulate 5, 10 or 15 cautions during set periods outlined below.

NUMBER OF CAUTIONS	DATE RECEIVED BY	PUNISHMENT
5	31 st December	1 Match Suspension / £25
10	Second Sunday in April	2 Match Suspension / £25
15	Last day of the Season	3 Match Suspension / £25
For every 5 cautions they receive after, they will be charged with continuing misconduct		

DISMISSALS

A player that has been sent off in a match will be notified from their County FA, it will be shown as a 'Standard Charge', at the same time it will inform you of the player's automatic suspension.

The suspension will automatically take place 7 days from the date of the offence. This is the case whether or not the club has received notification from the County FA.

If the Club Secretary has not received notification 7 days after the match, at the latest, please contact the Discipline Department to ensure the relevant reports have been received.

Depending on what the dismissal was for will depend on how many matches and what the fine is for the player. Please see table below for full detail of matches and fines.

If a player is sent off for the second time in the same season, they will serve an additional suspension if the offence is in the same category.

STANDARD CHARGES	BELOW NLS		STEP 5 - 7	
	FINE	MATCHES	FINE	MATCHES
Serious Foul Play	£35	3	£50	3
Violent Conduct	£35	3	£50	3
Spitting	£50	6	£60	6
Denying a Goal Scoring Opportunity	£25	1	£30	1
Abusive/Offensive Language	£35	2	£40	2
2 nd Caution	£25	1	£30	1



MISCONDUCT CHARGES

A Misconduct Charge is issued where an incident reported does not fall under standard dismissal offences or is a serious offence.

Anyone that has an involvement in football can be charged; player, manager, coach, officials etc. If the individual does not have an involvement in football e.g. a spectator, then the club they are connected to may receive a club misconduct charge.

If a participant receives a misconduct charge it is the Secretaries responsibility to make the individual aware of the charge. The participant must then plead either Guilty or Not Guilty, and whether they want a Personal Hearing (participant attends), Verbal Plea for Leniency (participant attends or a Non-Personal Hearing (participant doesn't attend). See the title Hearings for an overview of each.

	BELOW NLS	STEP 5 - 7
PLEA	CHARGE	CHARGE
Not Guilty - Personal Hearing	£40	£60
Not Guilty - Non Personal	£10	£10
Guilty - Plea for Leniency	£40	£60
Guilty - Non Personal	£10	£10

The participant's response must be back at the County FA within the deadline given. Failure to do so may result in the request for a Personal Hearing or Plea for Leniency being refused.

Participant will normally have **14 days** to respond to the charge. If the club or participant is charged with a serious offence or playing whilst under suspension a response will be needed within **7 days**.

If the County FA fails to receive a response the charge will be passed to the Disciplinary Commission to be dealt with, they will consider the charge as a not guilty plea.

The result of a misconduct charge can be appealed, but this must be made directly to The FA. Details of how to do this are under Appeals.



HEARINGS

Personal Hearings

A Personal Hearing maybe requested if an individual or club are pleading Not Guilty to any part of the charge. This gives the accused the opportunity to put their case in front a discipline chairman and two commission members, and the referee and/or complainant.

Verbal Plea

A Verbal Plea for Leniency may be requested if an individual or club are pleading Guilty to a charge, but would like to put their place in front of the committee verbally, rather than on paper.

Non-Personals

There is an option to have your case heard without being present at a hearing. This is for whether the participant is pleading Guilty or Not Guilty. You can send in evidence and supporting documentation whether you are pleading Guilty or Not Guilty. The case will then be dealt with by a committee who sit once a fortnight during the playing season.

FRIENDLY FOOTBALL

Any player sent off in a friendly fixture is suspended immediately for 1 match irrespective of the offence committed. The fine for the offence will be the standard fine for the offence committed.

Any player sent off in the last friendly fixture of the season will automatically have the suspension carried over to the following season.

Players will not be suspended from their competitive fixtures.

MISSING NOTIFICATIONS

If you have not received paperwork or notification of any yellow or red cards it is the clubs responsibility to make the County FA aware of this. The County FA should be made aware if you haven't received the paperwork within 7 days of the game.

Please make the County FA aware by emailing the fixture, date, referee's name and names of any players that were cautioned or sent off in the game.

All sending off suspensions will begin 7 days after the offence whether paperwork has been received or not. Non-receipt of paperwork is not valid defence if the club is charged with playing whilst under suspension.



SUSPENSIONS

All suspensions will begin 7 days after the offence whether notification has been received or not.

Club Secretaries will be notified of how many matches a player will need to miss, this depends on the type of sending off, detailed under the heading 'Dismissals'.

There are 7 categories for match based discipline; Saturday, Sunday, Midweek, Veterans, School, Representative and Friendly.

Suspensions are from the day type of football only, and therefore a player dismissed from Saturday football can still play Sunday Football and vice versa. For misconduct charges, suspensions are from All Football.

Qualifying matches

Qualifying matches for both red cards and misconducts are based on the **team** fixtures that the player was playing for at the time they were sent off.

*For example, if a player has a 3 match ban from their Saturday club, Duncan Close United Reserves, only Duncan Close United Reserves matches will count for the player's suspension. **NOT** the first teams or any other teams within the club, the player will not be able to play Saturday football until the 3 games have been served.*

If a game is abandoned the fixture will **not count towards clearing a player of suspension**, as it is not a completed fixture. However, any yellow or red cards that are issued in the fixture will still be processed.

If you are unaware of your fixture when responding to the case, make sure these are updated to either on the Whole Game System or County FA when fixtures have been announced. **If you do not update the fixtures the player will remain suspended until the fixture has been updated.**

PLAYER DETAILS

Even if a case has been paid for, if we do not have the player date of birth and address the case will remain open until these have been received.

This may result in both the player and the team becoming suspended.

We won't ask for player details every time, only if it is a new player created on our system. The paperwork will make you aware if you need to submit the player details.

To make the County FA aware of player details, this can either be done, by email, over the phone or written on the paperwork when returned.



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MULTI-PLAYER MISCONDUCT

Any club that has six or more individual players cautioned or dismissed from the field of play in the same match will be automatically fined as per the table below. Each time this happens the fine will increase.

	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE	4TH OFFENCE
STEP 5 & 6	£150	£300	£450	£600
STEP 7	£75	£150	£225	£300
NON NLS	Warned	£25	£50	£75

There is no appeal process against a Multi-Player Misconduct charge. However, in exceptional circumstances, a plea for mitigation can be put forward to the disciplinary commission. This is not a process to deny the charge, but just for mitigation.

RESPECT SANCTIONS

RESPECT Sanctions are used to help improve discipline and behaviours on and off the pitch. Charges for RESPECT Sanctions are automatically raised if a Club exceeds a threshold. Sanctions are listed in the table below.

Offences that contribute to the automatic charges are:

- Cautions for Dissent (C2)
- Dismissal for Offensive, insulting and/or abusive language (S6)
- Misconduct Charges (E3)

	STAGE 1 (6 OFFENCES)	STAGE 2 (10 OFFENCES)	STAGE 3 (15 OFFENCES)	STAGE 4 (20 OFFENCES)
STEP 5	Warned	£150	£300	E20 Club Charge
STEP 6 & 7	Warned	£75	£150	E20 Club Charge
NON NLS	Warned	£50	£100	E20 Club Charge

Any teams exceeding Stage 4 will receive an automatic charge of FA Rule E20 - Failure to control Players for each subsequent 5 qualifying offences.

There is no appeal permitted to lodge an appeal. A plea of mitigation can be written for a disciplinary commission to consider if a club reaches Stage 2 or 3.



POOR DISCIPLINARY RECORD

There are a number of reasons that could contribute to a Club's Poor Disciplinary Record. This includes; number of discipline cases, abandoned matches and repetition of particular offences.

Each offence has an automatic standard penalty point attributed to it;

CAUTIONS		DISMISSALS		MISCONDUCT CHARGES
CODE	POINTS	CODE	POINTS	
C1	1	S1	5	
C2	2	S2	6	
C3	1	S3	7	
C4	1	S4	3	
C5	1	S5	3	
C6	1	S6	4	
C7	1	S7	3	

5 points per case, unless increased by the Disciplinary Commission.

A charge under the FA Rule E20 would automatically be raised against a club in the following circumstances:

- A team's points tally reaches 75 points
- Any team within the Club reaches Stage 4 of the RESPECT Sanction process
- A club has 2 proven cases of games being abandoned as result of misconduct
- A club has 4 or more incidents of violent conduct
- A club has 2 or more E3(2) charges raised against any Player in 12 months

A charge under any of the above conditions can be raised at any stage during the season. The sanction for any of these charges would be at the discretion of the Disciplinary Commission.



APPEALS

There are only two ways to appeal; Wrongful Dismissal or Mistaken Identity.

If you want to appeal; the County FA must be notified of your intention to appeal **by 5pm two working days** after the offence date. The appeal fee and any evidence you are submitting must be received at **by 5pm four working days** after the offence date.

For Step 5-7 clubs the appeal fee is £50, for clubs outside the National League System and Youth the fee is £30 (this will be returned if the appeal is successful).

DAY OF DISMISSAL	NOTIFICATION OF INTENTION TO APPEAL	APPEAL FEE AND EVIDENCE
Saturday	Tuesday	Thursday
Sunday	Tuesday	Thursday
Monday	Wednesday	Friday
Tuesday	Thursday	Monday
Wednesday	Friday	Tuesday
Thursday	Monday	Wednesday
Friday	Tuesday	Thursday

If bank holidays fall within this period, the appropriate number of extra days will be made available.

These time limits are strict, claims received late will not be considered

Claim for Wrongful Dismissal

A dismissal for **Use of offensive language/gestures** and a dismissal for receiving a **second caution in the same match** is **not** within the criteria for the claim. A successful claim will need to demonstrate that the Match Official made an obvious error in dismissing the player. Providing video footage is no longer mandatory, but can be used.

Claim for Mistaken Identity

Claims for mistaken identity can be used if the referee sends off or cautions the wrong player. The club must submit written reasons to the County FA, along with the name of the player which should've been sent off by the Match Official.

Misconduct Appeals

You are able to appeal the result of a misconduct charge, but this must be made directly to The FA. There is no limitation on the club appealing a decision, but appeals must be made within 3 days of the hearing date. Full details of appealing will be on the result notification on the Whole Game System.



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