



Role Profile

Job Title:	Independent Football Discipline Commission Member		
Reports To:	Chair of Discipline	Jobs Reporting into the Job Holder:	N/A
1. Job Purpose			
<p>All County Football Associations are required to form Discipline Commission's that adjudicate on disciplinary charges brought against football participants.</p> <p>Each Commission is constituted with a Chairperson, a County FA Committee Member and an Independent Commission Member should also sit on the Commission, with further support from a qualified Commission Secretary.</p> <p>Independent Members cannot be selected from the County FA staff or Committee Members.</p> <p>On completion of cases the Chairperson is required to provide written reasons for all decisions, which are then approved by all Members of that Commission.</p>			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> • To sit on Discipline Commissions at grassroots cases as appointed by North Riding FA, in accordance with FA Disciplinary procedures • To assist the Chairman in the delivery of written reasons on all cases as required by the Chairman • To attend training and achieve the required pass mark on the assessments • To act as an advocate for North Riding FA, promoting a culture of respect and championing inclusion and anti-discrimination across football. 			
3. Knowledge/Experience/Technical Skills/Behaviours			
Essential:-		Desirable:-	
<ul style="list-style-type: none"> • Strong interpersonal and influencing skills. • Proven track record of collaborative working. • Aware and respectful of English Football's Inclusion and Anti-Discrimination Action work. • Understanding of sport and football at all levels. • Patience and diplomacy. 		<ul style="list-style-type: none"> • A sound knowledge of judicial processes and preferably within a sporting context. • A working knowledge of the Equality Act 2010 and the protected characteristics. 	

<ul style="list-style-type: none"> • Respect for confidentiality. 	
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Teamwork • Trust • Honesty/Integrity • Drive/Commitment • Leadership 	
<p><u>Further Information</u></p> <p><i>a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?</i> NO</p> <p>Where the answer to the above question is YES the following wording will be included in any advertisement “As this role involves direct access to young persons under the age of eighteen, 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. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	Steven Wade – Chief Executive Officer
Date	21st June 2021

This job 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 job.

