



**ENGLAND  
FOOTBALL**

# **NOTTINGHAMSHIRE FA PERSONAL HEARING GUIDANCE**

## **ATTENDEES:**

- Charged Participant/Club: May also bring someone along for support, although they cannot speak. A representative may lead the case for a charged Participant/Club, however.
- Witness of Charged Party
- Match Official
- County FA Witness: Victim or Witness to an incident, where your submission may have been relied on by the County FA to raise a charge
- Chairperson, two Disciplinary Panel Members (Wing Members) and Secretary to the Disciplinary Panel

Any U18 attendees must be accompanied by an appropriate adult.

## **PROCEDURES:**

- Introductions
- Panel and Charged Party asking questions of County FA Witnesses, one at a time. Once County FA Witnesses have completed questioning, they can leave the hearing. The same process then takes place with any Match Officials in attendance.
- Charged Party submissions and questioning
- Charged Party then bring in their witnesses to the hearing, one by one, to be questioned by the Disciplinary Panel. Once these witnesses have given evidence, they may leave the hearing.
- Charged Party closing statements
- Disciplinary Panel decide on the charges being found 'proven' or 'not proven' based on the balance of probability
  - If not proven, the Charged Party is free to leave
  - If proven, the Secretary will read the previous offence history (5 years) of the Charged Party, and the Charged Party will be asked if they wish to submit one final plea of leniency to the Disciplinary Panel for consideration
- Disciplinary Panel decide on sanction, which is then communicated out to the Charged Party within 24 hours of the hearing



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## **APPEALS:**

- Where a charge is found 'proven', only the Charged Party or The FA have the right to appeal, which is detailed in the charge letter sent with sanction
- Intention to appeals must be submitted within 14 days of the outcome being sent (date Written Reasons received for Serious Cases)

## **U18'S AT PERSONAL HEARINGS:**

- Must be accompanied by an appropriate Adult
- If U12, you do not attend a hearing, your written submissions will be all that is viewed and considered
- Aged 12-15: Will only attend a hearing virtually
- Aged 16-17: May attend in person, but may still deliver submissions virtually if appropriate
- During the personal hearing, if U18 is in attendance, the only people in the hearing room when the U18 delivers evidence will be the Chair, Wing Members, Secretary, and appropriate adult (only Chair on camera/able to speak to the U18 and will ask any pre-sent questions to the U18).

***Nottinghamshire FA plan to continue with having 100% of our Personal Hearings delivered virtually, via Microsoft Teams***

## **MISCELLANEOUS POINTS:**

- When on a virtual Personal Hearing, you must be alone in a room away from noise (unless U18 with an appropriate adult)
- Ensure that you have all relevant paperwork to hand for the hearing:
  - o If part of a Club, your Club Secretary will have been given all paperwork to distribute to relevant parties
  - o If a Match Official, you will be sent your submissions for the case in question by the County FA
- It is important to remember that FA cases are decided on the balance of probabilities, which is a much lower threshold than criminal cases
- Following the completion of a Personal Hearing, the Charged Party will be sent a form to complete for feedback on the process
- Reasonable adjustments will be made where necessary in line with the Equality Act 2010. If this is relevant to you, please let the County FA know at the earliest available opportunity.