



**ENGLAND  
FOOTBALL**

# **NOTTINGHAMSHIRE FA**

## **RESPONDING TO MISCONDUCT CHARGES**

### **WHEN RESPONDING TO CHARGES BROUGHT ABOUT BY THE COUNTY FA, THE CHARGED PARTY HAVE 4 OPTIONS:**

- **CORRESPONDENCE:**
  - Accept – The case will be dealt with on papers alone, with all mitigation sent after charging included in the 'response to charge' section. Attendance of charged party not required.
  - Deny – The case will be dealt with on papers alone, with all mitigation sent after charging included in the 'response to charge' section. Attendance of charged party not required.
- **PERSONAL HEARING:**
  - Verbal Plea – One individual from the Charged Party may attend to provide all mitigation to the charge as it has been accepted, support may also attend but may not speak.
  - Personal Hearing – Charged party, County Witnesses and Charged Party witnesses all in attendance, with the process outlined in the **Personal Hearing Guidance** document being observed.

### **HOW TO RESPOND TO MISCONDUCT CHARGES:**

When a charge is raised by the County FA, the case pack so far and charge letter will be sent to the Club Secretary of the Charged Party, with deadlines for response also being detailed:

- 7 days for abandoned matches (from date of charge)
- 14 days for all other matches (from date of charge)

The Club Secretary can then log into the Whole Game System, go onto the 'Club Discipline' tab on the left and click into the Misconduct charge on the page which comes up (Misconduct charges are identifiable as their case numbers end in an 'M'). Here they will be presented with the four responses listed above to choose from and respond to the Charge. **It used to be a requirement that the charge letter was printed off, completed, and posted to the County FA's Offices, however this is no longer required and responding in the Whole Game System is sufficient.**

*If you do not respond to a charge in the required timeframe, your response will be considered as 'Deny-Correspondence' as set out above. If you have any questions regarding this process, please email [Discipline@NottinghamshireFA.com](mailto:Discipline@NottinghamshireFA.com)*

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