**DISCIPLINARY PROCEDURES CONCERNING**

**FIELD OFFENCES**

**As set out in the schedule hereto for Team officials associated with Clubs participating in Senior and Reserve teams affiliated to leagues under the jurisdiction of the Central Wales Football Association**

**SEASON 2019/2020**

**1. REPORTING OF OFFENCES BY MATCH OFFICIALS**

(a) **Caution Offences**

Referees must submit to the Central Wales Football Association within 2 Business Days of the match a report stating the offence and giving a description of the incident.

(b) **Sending-off Offences**

Referees must submit a report to the Central Wales Football Association within 2 Business Days of the match stating the offence(s) and giving a description of the incident(s).

(c) If a referee omits to show the appropriate card when taking action against a team official, this will not nullify the caution or sending-off offence. However, the attention of the referee will be drawn to the correct procedure.

**2. CAUTION OFFENCES**

A team official who has been cautioned in any match will be notified through the team official’s club by this Association of:-

(a) the offence reported by the Referee;

(b) the total number of cautions recorded against the team official under these procedures during the current Season; and

(c) any punishment resulting from the accumulation of these cautions. Any such punishment will take effect regardless of whether or not the notification of it from this Association is received before it is due to take effect in accordance with these Disciplinary Procedures and clubs must therefore maintain their own records.

An administration fee of **£10.00** will be charged to the team official through the club for the cost of processing each report.

**3. SENDING-OFF OFFENCES**

A team official who has been sent-off in a match under the provisions of Law 12 will be notified through the team official’s club by this Association of:-

1. the offence reported by the referee;
2. That the team official will be subject to the agreed standard punishment (see Section 6). Any such punishment will take effect regardless of whether or not the notification of it from this Association is received before it is due to take effect in accordance with these Disciplinary Procedures and clubs must therefore maintain their own records.

An administration fee of **£10.00** will be charged to the team official through the club for the cost of processing each report.

**4. CLAIMS OF MISTAKEN IDENTITY**

(a) In the case of a claim of alleged mistaken identity concerning a team official cautioned or sent-off in a match, the club, on behalf of the team official, must:-

(i) By 2.00pm of the next Business Day following the day of the match submit in writing via e-mail (cwfadiscipline@gmail.com) to the Central Wales Football Association their intention to submit a claim and the particulars upon which the claim is founded.

(ii) By 2.00pm on the second Business Day following the day of the match, submit to the Central Wales Football Association written statements and evidence (including video/DVD where available) in support of the claim together with the relevant fee as set out in Appendix 1. A signed statement by the team official reported by the referee that they were not responsible for the offence reported and identifying specifically the name of the person responsible must be included. Where possible a written statement from the team official responsible for the offence should also be supplied.

(b) Should a club have two matches with no, or insufficient Business Days in between, a Claim of Mistaken Identity shall be notified and lodged with the Central Wales Football Association in accordance with the following procedure:-

(i) Where there are no Business Days between two matches, written notification of the club’s intent to make a claim must be e-mailed (cwfadiscipline@gmail.com) to Central Wales Football Association prior to the commencement of the second match.

(ii) Where there is just one Business Day between two matches, the timetable for notification as set out in 4(a)(i) hereabove, will still apply.

(iii) The submission of statements, evidence and the applicable fee must be lodged with the Central Wales Football Association by 2.00pm on the second Business Day as set out in 4(a)(ii) hereabove.

In respect of these specific circumstances, a team official will be eligible to participate in the second match, if, and only if, notification as set out in 4(b)(i) or 4(b)(ii) hereabove is appropriately submitted. A club will not be permitted to withdraw a claim once written notice to do so has been sent via e-mail to the Central Wales Football Association and therefore attention should be paid to 4(d)(ii) herebelow, in respect of claims which are believed to be frivolous or an abuse of process.

(c) Should a team official participate in a match without the appropriate notification having being lodged as set out hereabove, the Central Wales Football Association will prefer an appropriate charge of misconduct against the club and team official concerned for participating whilst under suspension.

(d) The decisions available to the Disciplinary Panel considering a Claim of Mistaken Identity are as follows:-

(i) The claim is rejected - the team official reported by the referee serves the standard punishment as set out in this Memorandum.

(ii) The claim is rejected and considered frivolous and/or an abuse of process - the Disciplinary Panel will have the discretion to increase the match suspension to up to twice that of the standard punishment.

(iii) The claim is successful - the standard punishment as set out in this Memorandum is transferred from the record of the team official reported by the referee to the appropriate identified offender.

(e) Irrespective of the decision reached, the Disciplinary Panel shall have the discretion to either retain or return the fee submitted and if considered appropriate, make an order of costs against the claimant(s).

(f) A club failing to lodge a claim for mistaken identity may be charged with misconduct by the Central Wales Football Association if there is evidence that the club sought to gain an advantage by remaining silent on the matter.

(g) It is important to note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by the Central Wales Football Association.

(h) The decision of the Disciplinary Panel in relation to a Claim of Mistaken Identity is final and binding on all parties and not subject to appeal.

**5. CLAIMS OF WRONGFUL DISMISSAL**

1. A team official and his club may seek to limit the disciplinary consequences of the dismissal of a team official from the Field-of-Play by demonstrating to this Association that the dismissal was wrongful.
2. A Claim of Wrongful Dismissal may be lodged only for on-field offences which result in a sending-off, except for two cautions leading to a dismissal.
3. The club, on behalf of the team official, must:-
4. By 2.00pm of the next Business Day following the day of the match submit in writing via e-mail (cwfadiscipline@gmail.com) to the Central Wales Football Association their intention to submit a claim and the particulars upon which the claim is founded.

(ii) By 2.00pm of the second Business Day following the day of the match submit written statements and evidence (including a video/DVD of the incident where available) in support of the claim together with the relevant fee as set out in Appendix 1.

(d) A Disciplinary Panel will be convened as soon as is practically possible to decide the matter on any relevant documentary and video/DVD evidence submitted. The Disciplinary Panel considering a Claim of Wrongful Dismissal is concerned with only the question of whether any sanction of a suspension from participating is one which should be imposed in view of the facts of the case. It must be noted that in accordance with the Laws of the Game, the match referee’s decision is final and the team official’s dismissal from the field of play will remain on the record of the team official and the club. The offence will remain the subject of the administration fee and the club will accrue the appropriate number of penalty points for the sending-off. Consequently, the club, team official and match official(s) will not attend the meeting of the Disciplinary Panel when the matter is considered.

(e) Should a club have two matches with no, or insufficient Business Days in between, a Claim of Wrongful Dismissal shall be notified and lodged with the Central Wales Football Association in accordance with the following procedure:-

(i) Where there are no Business Days between two matches, written notification of the club’s intent to make a claim must be e-mailed (cwfadiscipline@gmail.com) to the Central Wales Football Association prior to the commencement of the second match.

(ii) Where there is just one Business Day between two matches, the timetable for notification as set out in 5(c)(i) hereabove, will still apply.

(iii) The submission of statements, evidence and the applicable fee must be lodged with the Central Wales Football Association by 2.00pm on the second Business Day as set out in 5(c)(ii) hereabove.

In respect of these specific circumstances, a team official will be eligible to participate in the second match, if, and only if, notification as set out in 5(e)(i) or 5(e)(ii) hereabove is appropriately submitted. A club will not be permitted to withdraw a claim once written notice to do so has been sent via e-mail to the Central Wales Football Association and therefore attention should be paid to 5(g)(ii) herebelow, in respect of claims which are believed to be frivolous or an abuse of process.

(f) Should a team official participate in a match without the appropriate notification having being lodged as set out hereabove, the Central Wales Football Association will prefer an appropriate charge of misconduct against the club and team official concerned for participating whilst under suspension.

(g) The decisions available to a Disciplinary Panel when considering a Claim of Wrongful Dismissal are as follows:-

(i) The claim is rejected - the team official serves the standard punishment as set out in this Memorandum.

(ii) The claim is rejected and considered frivolous and/or an abuse of process – the Panel will have the discretion to increase the match suspension beyond the standard punishment as set out in this Memorandum.

(iii) The claim is successful - the standard punishment as set out in this Memorandum is withdrawn and Section 6(f) will not be invoked in relation to this dismissal if the team official is sent-off again following the offence.

(h) Irrespective of the decision reached, the Disciplinary Panel shall have the discretion to either retain or return the fee submitted and if considered appropriate, make an order for costs against the claimant(s).

(i) It is important to note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by the Central Wales Football Association.

(j) The decision of the Disciplinary Panel in relation to a Claim of Wrongful Dismissal is final and binding on all parties and not subject to appeal.

**6. PUNISHMENTS**

(a) **Caution Offences**

(i) If a team official accumulates three (3) recorded cautions in Senior and/or Reserve Team Football under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **31st December** (inclusive)in the same season, the team official will be suspended automatically on the 14th day following the date of the team official’s last offence from all domestic Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) until such time as the team official has missed his/her club’s next ONE (1)recognisedsenior team matchin competitionsunder the direct jurisdiction of the Central Wales Football Association(see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season**.**

(ii) If a team official accumulates three (3) recorded cautions in Senior and/or Reserve Team Football under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and **the last day of the same season, the team official** will be **“warned as to his/her future conduct”**.

(iii) A team official who has already been subject to disciplinary action as a result of accumulating three (3) cautions and then goes on to accumulate a further three (3) cautions during the same season, will be subject to the following punishments:-

(a) If a team official accumulates six (6) cautions in Senior and/or Reserve Team Football under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **second Sunday of April** in the same season, the team official will be suspended automatically on the 14th day following the date of the team official’s last offence from all domestic Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) until such time as the team official has missed his/her club’s next TWO (2)recognised **s**enior team matches in competitions under the direct jurisdiction of the Central Wales Football Association(see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season.

(b) If a team official accumulates six (6) cautions in Senior and/or Reserve Team Football under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **last day of the same season,** the team official will be **“severely censured and warned as to his/her future conduct”**.

(iv) If a team official accumulates nine (9) recorded cautions in Senior and/or Reserve Team Football under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **last day of the same season,** the team official will be suspended automatically on the 14th day following the date of the team official’s last offence from all domestic Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) until such time as the team official has missed his/her club’s next THREE (3)recognised senior team matchesin competitions under the direct jurisdiction of the Central Wales Football Association(see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season**.**

(v) A team official who has already been subject to disciplinary action as a result of accumulating three (3) cautions, six (6) cautions and nine (9) cautions, and who goes on to record twelve (12) cautions in Senior and/or Reserve Team Football under the direct disciplinary jurisdiction of this Association in the same season, shall be required to attend a meeting of a Disciplinary Panel when requested to do so. The members of the Panel shall have the power to deal with the team official in such manner as they deem fit. The same procedure will apply for every further three (3) cautions recorded against a team official.

(vi) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a TOUCHLINE SUSPENSION (see Section 9).

(vii) The team official must serve the suspension with the club at which the team official committed the suspension offence.

(viii) Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season.

(b) **Sending Off resulting in a One Match Suspension**

Any team official dismissed from the Technical Area for one of the reasons listed below will be suspended automatically **with immediate effect** from all domestic Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) until such time as the team official has missed his/her club's next ONE (1**)** recognised Senior Team match in competitions under the direct jurisdiction of the Central Wales Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 9).

• delaying the restart of play by the opposing team e.g. holding onto the ball, kicking the ball away, obstructing the movement of a player

• receiving a second caution in the same match

• using unauthorised electronic or communication equipment and/or behaving in an inappropriate manner as the result of using electronic or communication equipment

The team official must serve the suspension with the club at which the team official committed the suspension offence.

(c) **Sending Off resulting in a Two Match Suspension**

Any team official dismissed from the Technical Area for one of the reasons listed below will be suspended automatically **with immediate effect** from all domestic Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) until such time as the team official has missed his/her club's next TWO (2**)** recognised Senior Team matches in competitions under the direct jurisdiction of the Central Wales Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 9).

• deliberately leaving the technical area to:

* + 1. show dissent towards, or remonstrate with, a match official; and/or
    2. act in a provocative or inflammatory manner; and/or
    3. enter the opposing technical area in an aggressive or confrontational manner.

• using offensive, insulting or abusive language and/or gestures

• entering the field of play to confront a match official (including at half-time and full-time)

• entering the video operation room (VOR)

• entering the field of play to interfere with play, an opposing player or match official

The team official must serve the suspension with the club at which the team official committed the suspension offence.

(d) **Sending Off resulting in a Three Match Suspension**

Any team official dismissed from the Technical Area for one of the reasons listed below will be suspended automatically **with immediate effect** from all domestic Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) until such time as the team official has missed his/her club's next THREE (3**)** recognised Senior Team matches in competitions under the direct jurisdiction of the Central Wales Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 9).

• deliberately throwing/kicking an object onto the field of play

• physical or aggressive behaviour (including spitting or biting) towards an opposing player, substitute, team official, match official, spectator or any other person (e.g. ball boy/girl, security or competition official etc.)

• violent conduct

The team official must serve the suspension with the club at which the team official committed the suspension offence.

(e) **Sending’s Off not detailed**

1. Any team official dismissed from the Technical Area for a reason not set out in section 6(b), (c) & (d), will be suspended automatically **with immediate effect** from all Senior and Reserve league matches, Senior and Reserve cup matches and Senior and Reserve Open Friendly Matches (see section 9) for ONE (1)recognised Senior Team match in competitions under the direct jurisdiction of the Central Wales Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2019/2020 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 9).
2. The dismissal will then be subject for review by a Disciplinary Panel of the Central Wales Football Association. The Disciplinary Panel shall have the power to determine:
3. A one Match Suspension as set out in 6(e)(i) shall suffice and there should be no further suspension; or
4. That the standard one Match Suspension as set out in 6(e)(i) is insufficient and the Panel will have the power to increase the Match Suspension.
5. The club or team official will not be permitted to submit any evidence for the Disciplinary Panel’s considerations and the matter will be considered solely on the match official(s) sending off report. Should a club require a Disciplinary Panel to consider the validity of the suspension resulting from the sending off, then they must submit a Claim of Mistaken Identity and/or a Claim of Wrongful Dismissal as set out in Section 4 and 5. In this procedure set out in 6(e), the Disciplinary Panel will only confine themselves to the level of sanction imposed from the dismissal.
6. Should a club lodge a Claim of Mistaken Identity then the same Disciplinary Panel will consider the sanction.
7. Should a club lodge a Claim of Wrongful Dismissal and the claim is rejected as set out under section 5(g)(i) & (ii), then the same Disciplinary Panel will consider the sanction.
8. The decision of the Disciplinary Panel in relation to this procedure is final and binding on all parties and not subject to appeal.

(f) **Additional Sendings-off**

Team officials dismissed from the field of play for a second time in the same Season, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match.

A team official dismissed for a third time in the same Season will be suspended for an extra two matches, and so on.

(g) **Outstanding Suspensions**

Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season with the club at which the team official committed the suspension offence, except that:-

(i) A team official may request the consent from the Central Wales Football Association to transfer a suspension outstanding from the previous season to their new club at the commencement of the next following season. To obtain consent, a team official must put a request in writing to the Central Wales Football Association which should include the following:

(a) Details of the club the team official has signed for at the commencement of the new season.

(b) A letter of support from the club the suspension is being transferred to.

(ii) Upon receipt of the information requested in 6(g)(i) hereabove, the Central Wales Football Association will determine whether or not it is appropriate to transfer the suspension and will communicate (written or electronic) to the team official and clubs the decision. This decision will be final and not subject to appeal.

(h) **Rule 24**

In special cases where:-

(i) a match official's report indicates a serious breach of the Laws of the Game, or

(ii) a team official commits an act of misconduct and/or a sending-off offence as set out in the Laws of the Game whilst on the field of play and/or in the Technical Area which is not seen by the match officials but caught on video;

the Central Wales Football Association reserves the right to prefer an appropriate charge of misconduct against the team official in accordance with one or more of the provisions under Rule 126.

When dealing with a case under (h)(i) hereabove, the Disciplinary Panel may take into account any automatic punishment imposed under the Procedures.

When dealing with a case under (h)(ii) hereabove, confirmation by the match officials that they did not see the incident in question shall be conclusive evidence of that fact.

(i) **Clubs Imposing Fines**

Clubs may fine team officials for on-field offences but must notify the Central Wales Football Association, without delay, the details of the fine in each case.

(j) **Re-Arranged Matches**

A Disciplinary Panel shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the club with a view to enabling the team official to complete their suspension and thus qualify them to participate in a specific match. The decision of the Disciplinary Panel in relation to re-arranged matches is final and binding on all parties and not subject to appeal.

(k) **Collection of Administration Fees**

It will be the responsibility of the club to collect the administration fees from the team officials concerned. The Central Wales Football Association will invoice clubs periodically throughout the season for their accrued administration fees. Failure by a club to pay an invoice within **21 calendar days will** result in the Central Wales Football Association imposing a suspension on part or all of the club’s football activities under the jurisdiction of the Central Wales Football Association until such time as the outstanding amount has been paid in full. Any club experiencing difficulty meeting the 21-day limit should contact the Central Wales Football Association.

Any club experiencing difficulties in obtaining monies owed by team officials of the club may refer such matters to the Central Wales Football Association.

**7. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR TEAM OFFICIALS**

1. Any club whose team officials accumulate a total number of Penalty Points during a season, and that total is considered to be appreciably above the average number of points in the same league, may be required to appear before a Disciplinary Panel and shall be liable to be warned and/or fined for having permitted its team officials to violate the Laws of the Game in contravention of Rule 91.1.1. In addition, the Panel shall be entitled to make an order as to costs against the club. Any action taken by the club to discipline its team officials under Section 6(i) will be taken into consideration by the Panel in its findings.

In so far as this Regulation shall apply, the following Penalty Points will be recorded against a club:-

For all recorded cautions - 4 Points

For Sendings-off resulting in a one Match Suspension - 10 Points

For Sendings-off resulting in all other Match Suspensions - 12 Points

(b) A club required to appear before a Disciplinary Panel shall be represented by at least one of its Directors/Officials and the Manager.

(c) The Central Wales Football Association reserves the right to prefer a charge against a club at any time during the season arising from field offences committed by team officials of the club.

**8 SUSPENSIONS IMPOSED UNDER THESE REGULATIONS**

Any suspension imposed may only be served with the club at which the team official committed the offence. Should a team official transfer or register for a new club prior to the commencement of the suspension or during the period of the suspension, the team official will not be eligible to participate for their new club until such time as the club with which the team official committed the suspension offence has completed the required number of matches in competitions approved by the Central Wales Football Association.

9 **DEFINITIONS**

i. **BUSINESS DAY**

Any day of the week except a Saturday or Sunday or public bank holiday in Wales

**ii. CLOSED FRIENDLY MATCH**

A game of Association Football which is not an Official Match which is played between two (2) teams (whether or not from different Clubs) but is not made open for the public to attend.

**iii. MATCH SUSPENSION**

A Match Suspension is a ban on taking part in a match and on attending it in the area immediately surrounding the field-of-play. A Match Suspension may be imposed on a team official or an official.

The area immediately surrounding the field-of-play includes:-

1. The field-of-play.

2. The dressing rooms and their immediate area.

3. The tunnel and/or private way leading from the dressing rooms to the field-ofplay.

4. The dugouts, benches and technical areas.

5. The prohibited area in the vicinity of the touchline and goal lines.

The team official or official under a Match Suspension is prohibited from contact with match officials, team officials and club officials, as well as giving any media interviews, before, during and after the match.

A Match Suspension does not prohibit a team official or official from attending or taking part in a Closed Friendly Match or a club organised private training session. However, a team official or official is prohibited from attending or taking part in an Open Friendly Match.

A club who permits a team official or an official to attend any ground whilst serving a Match Suspension will be responsible for ensuring the terms of the suspension are adhered to.

**iv. OPEN FRIENDLY MATCH**

A game of Association Football which is not an Official Match which is played between two (2) teams (whether or not from different Clubs) and is made open to the public to attend.

v. TOUCHLINE SUSPENSION

A Touchline Suspension is a ban from any immediate contact with players, club officials and match officials participating in a match for the duration of the match. A Touchline Suspension may be imposed on a player and an official. A Touchline Suspension prohibits an individual from:-

1. Attending the dugouts and technical areas before, during and after the match.
2. Entering the field-of-play and the prohibited area in the vicinity of the touchline and goal lines.
3. Coaching or issuing instructions for the duration of the game.
4. Engaging the match officials whilst they are on the field-of-play or in the tunnel and/or private way leading from the dressing rooms to the field-of-play.

The player or official under a Touchline Suspension is permitted to attend the team changing room pre-match, at half-time and post-match. Furthermore, the individual is permitted to approach the match officials pre-match or post-match whilst they are in their dressing room and provided the match officials are agreeable to the approach.

The Central Wales Football Association is aware that due to the nature of many grounds, the individual under a Touchline Suspension may stand behind the perimeter barrier surrounding the field-of-play but still remain sufficiently close enough to the field-of-play to allow them to continue coaching or issue instructions to the coaching / technical staff. This will be considered as a breach of the Touchline Suspension and will result in the Central Wales Football Association preferring charges of misconduct against the club and player or official who is under the suspension.

Where a stand exists within the ground, the Central Wales Football Association requires the player or official to sit in the stand away from the field-of-play.

For the duration of the game, a player or official under a Touchline Suspension is NOT PERMITTED to communicate with the coaching / technical staff via radio or other electronic communication and is prohibited from having personal contact with any such persons.

# APPENDIX 1

Fees applicable when making a Claim of Mistaken Identity or a Claim of Wrongful Dismissal

|  |  |
| --- | --- |
| **For teams playing in:-** | **£ Fee payable** |
| Cambrian Tyres League | £50.00 |
| JT Hughes Montgomeryshire Amateur League | £50.00 |
| Watson Associates Mid Wales League South | £50.00 |
| Costcutter Ceredigion League | £50.00 |
| Ceredigion Ladies League | £50.00 |

**Appendix 2**

* The Cambrian Tyres League and its cup competitions
* The JT Hughes Montgomeryshire Amateur League and its cup competitions
* The Watson Associates Mid Wales League South and its cup competitions
* The Costcutter Ceredigion Ladies League and its cup competitions
* The Ceredigion Ladies League and its cup competitions
* The Central Wales Senior Cup
* The Central Wales Ladies Challenge Cup
* The J Emrys Morgan Cup