

Central Coast Football



**CENTRAL COAST
FOOTBALL**

DISCIPLINARY POLICY AND PROCESS MANUAL

2012

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Section 1

DISCIPLINARY POLICY

1.1.1 The Board of Directors of Central Coast Football (CCF) shall establish the policy and process to administer and manage the disciplinary function of CCF. Such policy and process will be hereinafter referred to as the Disciplinary Policy.

1.1.2 The Disciplinary Policy will cover all cautions and send offs of players and all incidents involving Players, Coaches, Managers, Match Officials, Club Officials, Spectators, Teams and any Matches under the jurisdiction of the CCF.

1.1.3 The Policy may be amended from time to time by the Board of Directors of CCF.

POLICY AND PROCESS RELATING TO CAUTIONS

1.2.1 Players participating in matches from time to time receive cautions (Yellow Cards) in accordance with the laws of the game as prescribed by FIFA.

1.2.2 An official caution is administered by the Referee showing the player a yellow card during the match and then recording the caution offence next to the players name on the team sheet at the conclusion of the match. There shall be no appeal against the receiving of a caution from the referee, except for mistaken identity at which time the offending player must be identified by the club and by the referee of the match.

1.2.3 Cautions will be entered into the CCF Database for record keeping.

1.2.4 After an individual player has received five (5) official cautions, the player shall serve a one (1) match suspension. The suspension shall be served in the in the clubs next competition match following notification from CCF. There shall be no appeal against a one (1) match suspension after receiving five (5) official cautions. No player shall stand down until they have been notified by CCF.

1.2.5 Any player who accumulates a further three (3) official cautions, making a total of eight (8) shall be suspended for a further two (2) matches. The player must serve the (2) match suspension in the clubs next (2) competition matches following the notification from CCF. No player shall stand down until notified by CCF.

1.2.6 Any player who accumulates more than eight (8) official cautions in any one season shall be called to appear before the Judiciary Committee, who may apply further penalty, bond, fine, or suspension for each official caution given to the player thereafter.

1.2.7 Cautions shall not carry over from season to season, however if a player receives the number of cautions required in 1.2.5 or 1.2.6 above to warrant a suspension the suspension shall carry over to the following season.

1.2.8 Any player who is dismissed from the field upon being cautioned for a second yellow card offence, the second yellow card during that game shall not be taken into account for the purpose of the accumulation of cautions for the application of suspensions.

POLICY AND PROCESS RELATING TO SEND OFFS

1.3.1 For the purpose of these regulations, reference to a player during a match includes a substitute or substituted player

1.3.2 A player shall be sent from the field (Red Card) in accordance with the laws of the game as prescribed by FIFA.

1.3.3 At the conclusion of a match the Referee will note players sent from the field on the team sheet and indicate the send off code beside the players name.

1.3.4 Clubs who have players sent from the field may have an offer of suspension sent to them, along with a copy of the referees report (except for players sent off for a second yellow card offence) by 5pm Tuesday each week following the match. Midweek games will be asap following the fixture.

1.3.5 CCF is under no obligation to make an offer of suspension and may refer the matter to be heard at the next Judiciary Hearing.

1.3.6 All offers of suspension will be based on the prescribed penalties in the table attached as Appendix 1 of this document. **All offers made by CCF already take into account leniency.**

1.3.7 Clubs have till 3pm Wednesday to advise that the player will not accept the offer and is requesting a Judiciary Hearing. Failure by the club to respond by 3pm Wednesday will indicate that the club and/or player have accepted the offer of suspension.

1.3.8 **If the player requests a Judiciary Hearing and is found guilty of the charge the prescribed penalty will be used as a minimum, the Judiciary Panel may impose more but not less than the Prescribed Penalty**

1.3.9 If the player requests a judiciary Hearing then the hearing will generally take place on the Thursday evening at a time and place to be advised. This may be varied by CCF, however CCF must convene the hearing within 7 days of the Thursday following the match.

1.3.10 The player or club may also request that the hearing be postponed from the Thursday, however the hearing must also take place within 7 days of the Thursday date on

which the hearing would have been scheduled. **Unless extenuating circumstances apply, the CCF shall be the judge as to whether these circumstances apply. CCF may request proof from the club or player for a delay.**

1.3.11 Where a hearing is postponed (as per 1.3.9 & 1.3.10) the player will be suspended from playing until the hearing is held provided it is held within the 7 day timeframe. **Unless extenuating circumstances apply and have been granted.**

1.3.12 Where a player fails to attend a hearing as per the timeframes above, the Judiciary Chairman has the power to hear the case ex-parte

1.3.13 The Judiciary panel has the power to apply sanctions in the form of Suspension, Bond, Suspended Sentence or other such penalty as deemed appropriate.

1.3.14 A player who has been sent from the field will not participate in any match until the matter is heard at a hearing or if they chose to accept the offer of suspension until such time as the suspension is served.

RIGHTS OF APPEAL OF PLAYERS and SANCTIONED BY JUDICIARY PARTIES FOLLOWING SEND OFFS AND ALL AFFECTED PARTIES

1.4.1 Players sanctioned by the Judiciary Panel following a send off and all affected parties may appeal the decision of the Judiciary Panel within 7 days of receiving written notification of the decision of the Judiciary Panel.

1.4.2 All appeals must be lodged in writing by the Secretary of the club or affiliated body **on official letterhead** and must outline the grounds for the appeal and any evidence to be presented in support of the appeal. The application for appeal must also be accompanied by a payment of \$300 appeal fee. If the appeal is upheld the fee will be refunded.

1.4.3 Upon receiving completed request for appeal, CCF will set a date and time for the appeal to be heard within 14 days of the receipt of the request for appeal.

1.4.4 The CCF shall as soon as possible following receipt of a completed request for appeal, appoint an Independent Appeal Chairperson and panel of no less than two (2) people to hear the appeal and make a decision on the appeal.

1.4.5 The appeals Panel has the power to either reduce or increase any sentence being appealed against and to impose further penalties as they see fit.

1.4.6 The sanction imposed by the Judiciary Panel stands and is applied until such time as the appeal is determined.

1.4.7 Players have a further right of appeal to Sydney Branch of Football NSW. Such appeal must be lodged, along with the prescribed fee, with CCF within 7 days of notification of the result of the CCF Appeal or the right of appeal will be forfeited.

APPLICATION OF SUSPENSION RELATING TO SEND OFFS

1.5.1 Players are suspended for a number of matches, unless specified in which case the suspension shall be until a specified date.

1.5.2 **Where the suspension is in matches the player may not play in the next specified number of matches his team plays. This includes all competition matches sanctioned by CCF and its parent bodies. A match refers to the entire day on which the required match is played.**

1.5.3 Matches missed on the same day as the match in which the send off occurred will not count in determining sentences. Only matches played from the following day until date of hearing will be considered to form part of a suspension served.

1.5.4 Where a suspension specifies a date on which the suspension finishes, the player may not play in any match sanctioned by CCF or its parent bodies and any affiliate association until that date has passed, without the express written permission of the General Manager of CCF.

1.5.5 A sentence imposed as a result of send offs carry over from one year to the next. Players do not have to be registered in the following year for suspensions to expire.

1.5.6 Any person suspended by CCF is also suspended from the activities of all bodies affiliated to Football NSW and Northern NSW AND THE Football Federation of Australia, unless a specific ruling to the contrary is made by the Judiciary Panel or Appeals Committee. Any Player who plays while suspended will be asked to appear at a hearing of the Judiciary to determine further appropriate sanctions to be imposed.

Section 2

POLICY AND PROCESS RELATING TO OTHER INCIDENTS

2.1.1 The Board of CCF will establish the CCF Disciplinary Tribunal to investigate and hear formal disputes, complaints, incident reports and matters referred to it by the CCF relating to matters under the jurisdiction of CCF involving, players, coaches, managers, club officials, match officials and clubs and spectators.

2.1.2 The CCF will send all relevant information to the appointed Chairperson, who will then decide which parties are to be called to the hearing. CCF will also appoint no less than 2 other persons to form the Disciplinary Tribunal.

2.1.3 The Disciplinary Tribunal may be the same panel as used for the Judiciary Panel if the CCF so determine.

2.1.4 The Disciplinary Tribunal will have the power to impose sanctions on individuals, teams, clubs and organisations, including suspensions, fines or other penalties as it determines appropriate.

2.1.5 The Disciplinary Tribunal will keep record of hearings and decisions reached. Such records may be kept in the form of voice recording.

2.1.6 The Disciplinary Tribunal will have the power to summon persons to give evidence as it sees fit. The Disciplinary Tribunal may decide to still hear cases if summoned persons fail to attend.

2.1.7 Each person summoned will be given a minimum of 48 hours notice to attend. Failure to attend or provide adequate reason for non-attendance may forfeit an affected parties right of appeal.

2.1.8 The Disciplinary Tribunal will provide all determination in writing. Such determinations may be forwarded by CCF. All affected parties as determined by the Disciplinary Tribunal Hearing Chairperson will be sent copies of the determination within 5 working days of the hearing.

RIGHTS OF APPEAL OF AFFECTED PARTIES FOLLOWING DISCIPLINARY TRIBUNAL DETERMINATION

2.2.1 Any affected party (as determined by the Chairperson of the Disciplinary Tribunal) has the right to appeal.

2.2.2 Any party notified of the determination of the Disciplinary Tribunal may appeal the decision of the Disciplinary Tribunal within 7 days of receiving written notification of the decision of the Disciplinary Tribunal.

2.2.3 All appeals must be in writing by the Secretary of the club or affiliated body or by the individual affected and must outline the grounds of appeal and any evidence to be presented in support of the appeal. The application for appeal must also be accompanied by a payment of a \$300 appeal fee. If the appeal is upheld the fee will be refunded.

2.2.4 Upon receiving a completed request for appeal, CCF will set a date and time for the appeal to be heard within 14 days of the receipt of the request for appeal.

2.2.5 The CCF shall as soon as possible following receipt of a completed request for appeal, appoint an Independent Appeal Chairperson, who will be sent all relevant evidence for determination of parties to call in for the Appeals Panel and CCF will also appoint a panel of no less than 2 other people to hear the appeal and make a decision on the appeal.

2.2.6 The Appeals Panel has the power to either reduce or increase any sentence being appealed against and to impose further penalties as they see fit.

2.2.7 The sanction imposed by the Disciplinary Tribunal stands and is applied until such time as the appeal is determined.

2.2.8 Affected Parties have a further right of appeal to Sydney Branch of Football NSW. Such appeal must be lodged, along with the prescribed fee, with CCF within 7 days of notification of the result of the appeal or the right to appeal will be forfeited.

Section 3

POLICY AND PROCESS RELATING TO ALL HEARINGS

This policy is to be used for all hearings of all CCF Tribunals including Judiciary Panels, Disciplinary Tribunal and Appeals Panels.

3.1.1 All hearings of CCF Tribunals will be recorded using either voice recording or written minute taking.

3.1.2 The Chairperson of the hearing must identify themselves and the Panel members for the hearing and ask all attendees, including witnesses to identify themselves.

3.1.3 Any written submissions must be sent to CCF a minimum of 24 hours prior to the hearing. The Chairperson has the power to admit into evidence any written submissions presented after this time at their sole discretion.

3.1.4 All affected parties will be entitled to a copy of all reports and submissions made to any tribunal of CCF.

3.1.5 At all Tribunal hearings the initial report or complaint will be read and any other submissions will be tabled as read.

3.1.6 Following the reading of any reports or complaints the Chairperson may ask certain witnesses to leave the room during the cross examination at the Tribunals sole discretion. Any accused party has the right to remain in the room for the entire hearing and hear all evidence. All parties will leave the room during Tribunal deliberations.

3.1.7 Legal Representation is not permitted at any Tribunal conducted by CCF.

3.1.8 Any accused party must have the opportunity to state their case either verbally or in writing.

3.1.9 If any accused party fails to attend a Tribunal hearing, after being given notice then the tribunal may still hear the case in their absence and make a determination based on the evidence at hand.

3.1.10 Any accused party is entitled to receive procedural fairness. Therefore they are entitled to hear all evidence, receive copies of all written statements and reports and to be told the exact charge that they have been asked to appear under.

Appendix 1

Schedule of Penalties

The following guidelines are to be used by CCF Tribunals

Section A Offences by players against other players or any other person.

Sending Off Offences (In accordance with the guidelines of FIFA Law 12)

Offence Code	Prescribed Penalty	CCF Offer	Maximum
(a) R1 Serious Foul Play	2 matches	1 Match	12 Matches
R1 Expanded			
Violent Tackle from behind that endangers the safety of an opponent	3 matches	2 Matches	10 Matches
Rugby Tackle	2 matches	1 match	8 Matches
Violent charging	2 matches	1 match	8 matches
"Over the ball tackle"	2 matches	1 match	12 matches
(b) R2 Violent Conduct			
R2 Expanded			
Head butting	5 matches	4 matches	2 years
Punching/Fighting	4 matches	3 matches	8 matches
Kicking	3 matches	2 matches	12 matches
Elbowing to the head	4 matches	3 matches	16 matches
Elbowing to the body	2 matches	1 match	10 matches
(c) R3 Spitting	Citing	No Offer	2 years
(d) R4 Sabotaging an obvious goal scoring opportunity (handball)	1 Match	No Offer	4 matches
(e) R5 Sabotaging an obvious goal scoring opportunity (holding, tripping impeding)	1 match	No Offer	6 matches
(f) R6 Using offensive, insulting or abusive language	2 Matches	1 match	8 matches
R6 Expanded			
Making offensive, insulting or abusive gestures	4 matches	3 matches	20 matches
Indecent actions	4 matches	3 matches	20 matches
R7 Second Caution	1 match	No Offer	

Appendix 1

Schedule of Penalties

The following guidelines are to be used by CCF Tribunals

Section B Offences by players and team officials against match officials

Note: Players include substitutes. Team officials comprise coaches, managers, trainers and any other person permitted in the technical area

Sending Off Offences (In accordance with the guidelines of FIFA Law 12)

Offence Code	Prescribed Penalty	CCF Offer	Maximum
(h)R2 Threatening or intimidating a referee or assistant referee by word or action	12 matches	11 Matches	Life
Tripping a referee or assistant or assistant referee	1 year	No Offer	Life
Pushing a referee or assistant referee with an open hand, shoulder or hip	1 year	No Offer	Life
Striking a referee or assistant referee with the ball or other object	1 year	No Offer	Life
Punching, kicking or elbowing a referee or assistant referee	Life	No Offer	Life
(i) R2 Spitting	8 matches	7 matches	Life
(j) R6 Using offensive, insulting or abusive language to a referee or assistant referee	3 matches	2 matches	12 matches
Making offensive, insulting or abusive gestures	4 matches	3 matches	20 matches

Section C Other offences by players and or officials

(k) Inciting the crowd	10 matches	9 matches	6 years
(l) Attacking or fighting with spectators	1 year	No Offer	Life
(m) Bringing the game into disrepute	6 matches	5 matches	Life
(n) Deliberately misleading any tribunal or CCF	10 matches	No Offer	2 years
(o) Spitting at or onto spectators	8 matches	7 matches	Life

Note: The above sentences are guidelines only and any CCF Tribunal reserves the right to vary penalties as it feels appropriate

Section 4

PROTESTS AND DISPUTES PROCESS

4.1.1 The Board CCF will appoint a protest and disputes (P&D) panel. The P&D panel will investigate and make determinations in relation to protests and disputes lodged in writing by the club secretary regarding, but not limited to, the following:

- i. Match Results.
- ii. Eligibility of Players.
- iii. Outcomes of Matches as result of abandonment.
- iv. Outcomes of matches due to error in law by referees.
- iv. Other matters as determined by the board from time to time.

4.1.2 If a coach or manager considers that his team would have a valid protest the Manager should advise his Club Secretary to enable the Secretary to notify CCF in writing within 48 hours, of the match with details of the dispute together with details of any supporting evidence.

The manager or any other person is not to argue or dispute the matter with the referee after the match.

4.1.3 The P&D panel will investigate and if necessary hold hearings to determine the outcome of the Protest and may impose penalties and/or sanctions including but not limited to:

- (i) Financial penalties in the form of fines, bonds or other such guarantees, sureties or payments
- (ii) Loss of points
- (iii) Suspension and/or expulsion from any competition
- (iv) Reversal of the result of a match
- (v) Any other penalty as determined by the P&D panel

RIGHTS OF APPEAL OF AFFECTED PARTIES FOLLOWING PROTESTS AND DISPUTES DETERMINATION

4.2.1 Any affected party (as determined by the Chairperson of the Protest and Disputes Panel) has the right to appeal.

4.2.2 Any party notified of the determination of the P&D panel may appeal the decision within 7 days of receiving written notification of the decision of the P&D panel.

4.2.3 All appeals must be in writing by the Secretary of the club or affiliated body or by the individual affected and must outline the grounds of appeal and any evidence to be presented in support of the appeal. The application for appeal must also be accompanied by a payment of a \$300 appeal fee. If the appeal is upheld the fee will be refunded.

4.2.4 Upon receiving a completed request for appeal, CCF will set a date and time for the appeal to be heard within 14 days of the receipt of the request for appeal.

4.2.5 CCF shall as soon as possible following receipt of a completed request for appeal, appoint an Independent Appeal Chairperson, who will be sent all relevant evidence for determination of parties to call in for the Appeals Panel and CCF will also appoint a panel of no less than 2 other people to hear the appeal and make a decision on the appeal.

4.2.6 The Appeals Panel has the power to either reduce or increase the penalty being appealed against and to impose further penalties as they see fit.

4.2.7 The sanction imposed by the P&D panel stands and is applied until such time as the appeal is determined.

4.2.8 Affected Parties have a further right of appeal to Sydney Branch of Football NSW. Such appeal must be lodged, along with the prescribed fee, with CCF within 7 days of notification of the result of the appeal or the right to appeal will be forfeited.