

# **DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES**

**As set out in the schedule hereto for Players associated  
with Clubs affiliated to leagues under the jurisdiction of the  
North Wales Coast Football Association.**

**SEASON 2017/2018**

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

### **(a) Caution Offences**

Referees must submit to the North Wales Coast 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 North Wales Coast 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 player, 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 player who has been cautioned in any match will be notified through the player's club by this Association of:-

- (a) the offence reported by the Referee;
- (b) the total number of cautions recorded against the player 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** (youth and adult) and **£3.00** (juniors) will be charged to the player through the club for the cost of processing each report.

## **3. SENDING-OFF OFFENCES**

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

- (a) the offence reported by the referee;

- (b) That the player 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** (youth and adult) and **£3.00** (juniors) will be charged to the player 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 player cautioned or sent-off in a match, the club, on behalf of the player, must:-

- (i) By 2.00pm of the next Business Day following the day of the match submit via e-mail [nwcfadis@sky.com](mailto:nwcfadis@sky.com) to the North Wales Coast 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 North Wales Coast 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 player 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 player 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 North Wales Coast 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 to [nwcfadis@sky.com](mailto:nwcfadis@sky.com) at the North Wales Coast 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 North Wales Coast 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 player will be eligible to play 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 fax or e-mailed to [nwcfadis@sky.com](mailto:nwcfadis@sky.com) at the North Wales Coast 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 player play in a match without the appropriate notification having being lodged as set out hereabove, the North Wales Coast Football Association will prefer an appropriate charge of misconduct against the club and player concerned for playing 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 player 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 player 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 North Wales Coast 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 North Wales Coast 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**

- (a) A player and his club may seek to limit the disciplinary consequences of the dismissal of a player from the Field-of-Play by demonstrating to this Association that the dismissal was wrongful.
- (b) 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.
- (c) The club, on behalf of the player, must:-
  - (i) By 2.00pm of the next Business Day following the day of the match submit in writing via e-mail [nwcfadis@sky.com](mailto:nwcfadis@sky.com) to the North Wales Coast 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 play 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 player's dismissal from the field of play will remain on the record of the player 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, player 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 North Wales Coast 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 e-mailed to [nwcfadis@sky.com](mailto:nwcfadis@sky.com) at the North Wales Coast 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 North Wales Coast 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 player will be eligible to play 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 fax or e-mail to the North Wales Coast 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 player play in a match without the appropriate notification having being lodged as set out hereabove, the North Wales Coast Football Association will prefer an appropriate charge of misconduct against the club and player concerned for playing 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 player 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 player 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 North Wales Coast 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 player accumulates five (5) recorded cautions in any competition under the direct disciplinary jurisdiction of this Association between the opening day of the playing season and the **31<sup>st</sup> December** (inclusive) in the same season, the player will be suspended automatically on the 14<sup>th</sup> day following the date of the player's last offence from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next ONE (1) recognised senior team match in competitions under the direct jurisdiction of the North Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2017/2018 Season.
- (ii) If a player accumulates five (5) recorded cautions in any competition 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 player** will be **“warned as to his/her future conduct”**.
- (iii) A player who has already been subject to disciplinary action as a result of accumulating five (5) cautions and then goes on to accumulate a further five (5) cautions during the same season, will be subject to the following punishments:-
  - (a) If a player accumulates ten (10) cautions in any competition 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 player will be suspended automatically on the 14<sup>th</sup> day following the date of the player's last offence from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next TWO (2) recognised senior team matches in competitions under the direct jurisdiction of the North Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2016/2017 Season.
  - (b) If a player accumulates ten (10) cautions in any competition 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 player will be **“severely censured and warned as to his/her future conduct”**.
- (iv) If a player accumulates fifteen (15) recorded cautions in any competition 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 player will be suspended automatically on the 14<sup>th</sup> day following the date of the player's last offence from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next THREE (3) recognised senior team matches in competitions under the direct jurisdiction of the North

Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2017/2018 Season.

- (v) A player who has already been subject to disciplinary action as a result of accumulating five (5) cautions, ten (10) cautions and fifteen (15) cautions, and who goes on to record twenty (20) cautions in any competition 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 player in such manner as they deem fit. The same procedure will apply for every further five (5) cautions recorded against a player.
- (vi) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a MATCH SUSPENSION (see Section 8).
- (vii) The player must serve the suspension with the club at which the player 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) **Players Sent-off Under Law 12 (7)**

A player who is dismissed from the Field of Play for a second cautionable offence after having received a caution will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next ONE (1) recognised senior team match in competitions under the direct jurisdiction of the North Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2017/2018 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

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

(c) **Players Sent-off Under Law 12 (4) and (5)**

A player who is dismissed from the Field of Play for denying a goal or an obvious goal scoring opportunity by physical means or by handling the ball, will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next ONE (1) recognised senior team match in competitions under the direct jurisdiction of the North Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2017/2018 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

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

(d) **Players Sent-off Under Law 12 (6)**

A player who is dismissed from the Field of Play for using offensive, insulting or abusive language/gestures, whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time the player has missed

his/her club's next TWO (2) recognised senior team matches in competitions under the direct jurisdiction of the North Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2017/2018 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

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

(e) **Players Sent-off Under Law 12 (1) (2) and (3)**

A player who is dismissed from the Field of play for Violent Conduct, Serious Foul Play or Spitting at an opponent or any other person whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all domestic league and cup matches and friendly matches until such time as the player has missed his/her club's next THREE (3) recognised senior team matches in competitions under the direct jurisdiction of the North Wales Coast Football Association (see Appendix 2) during the period covered by its opening match and final match of the 2017/2018 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 8).

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

(f) **Additional Sendings-off**

Players 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 player 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 player committed the suspension offence, except that:-

- (i) A player may request the consent of the North Wales Coast Football Association to transfer an outstanding suspension to either the reserve team (second team) or youth team of the club with which the player committed the offence on the condition that the Senior Team of the club has completed all of its domestic fixtures (league and cup competitions) at the end of a season before that of the player's reserve team (second team) or youth team.
- (ii) When requesting a transfer of a suspension, a player must be able to demonstrate that they have played for the reserve team (second team) or youth team of the club during the current season by providing the appropriate team sheets from a minimum of 3 (three) competitive matches.
- (iii) Upon receipt of the information requested in (ii) hereabove, the North Wales Coast Football Association will determine whether or not it is appropriate to transfer the suspension and will communicate (written or electronic) to the

player and club detailing the decision. This decision will be final and not subject to appeal.

- (iv) A player may also obtain consent from the North Wales Coast 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 player must put a request in writing to the North Wales Coast Football Association which should include the following:
  - (a) Registration details of the club the player has signed for at the commencement of the new season.
  - (b) A letter of support from the club the suspension is being transferred to.
- (v) Upon receipt of the information requested in (g)(iv) hereabove, the North Wales Coast Football Association will determine whether or not it is appropriate to transfer the suspension and will communicate (written or electronic) to the player and clubs the decision. This decision will be final and not subject to appeal.
- (vi) A suspension may only be transferred to a player's reserve team (second team) or youth team once during a season.

(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 player commits an act of misconduct and/or a sending-off offence under Law 12 (1), (2), (3), (4), (5) or (6) of the Laws of the Game whilst on the field of play which is not seen by the match officials but caught on video;

the North Wales Coast Football Association reserves the right to prefer an appropriate charge of misconduct against the player in accordance with one or more of the provisions under Rule [2.1].

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) **Payment To Players Under Suspension**

Clubs must not pay a player more than their basic wage during the period of a suspension.

(j) **Clubs Imposing Fines**

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

(k) **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 player to complete their suspension and thus qualify them to play 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.

(1) **Collection of Administration Fees**

It will be the responsibility of the club to collect the administration fees from the players concerned. The North Wales Coast 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 North Wales Coast Football Association imposing a suspension on part or all of the club's football activities under the jurisdiction of the North Wales Coast 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 North Wales Coast Football Association.

Any club experiencing difficulties in obtaining monies owed by players of the club may refer such matters to the North Wales Coast Football Association.

**7. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR PLAYERS**

- (a) Any club whose players 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 players to violate the Laws of the Game in contravention of Rule [2.1.1]. 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 players under Section 6(j) 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 Sending-off under Law 12 (4) (5) & (7)	- 10 Points
For Sending-off under Law 12 (1) (2) (3) & (6)	- 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 North Wales Coast Football Association reserves the right to prefer a charge against a club at any time during the season arising from field offences committed by players of the club.

- d. Fines to be considered as follows:

Total Penalty Points between	76 – 100	=	Warning
	101 – 125	=	£25 fine
	126 – 150	=	£35 fine
	151 – 175	=	£45 fine
	176 – 200	=	£55 fine
	over 200	=	£65 fine

- e. The number of Senior Teams (maximum two) run by a club will be taken into account when arriving at the final Penalty Points total.
- f. Clubs who total more than 150 Penalty Points in two consecutive seasons will receive an additional fine of £20.00.
- g. Clubs who total more than 150 Penalty Points in three consecutive seasons will receive an additional fine of £40.00
- h. Clubs who total more than 150 Penalty Points in four consecutive seasons will receive an additional fine of £40.00 and be brought before a Disciplinary Commission for possible further punishment.