

# **Gwent County Football Association Handbook**



## **Disciplinary Procedures 2016/2017**

## **DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES**

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

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

Referees must submit to the Gwent County Football Association within 2 days of the match (Sundays not included) a Report stating the offence and giving a description of the incident.

#### **b) Sending Off Offences**

Referees must submit to the Gwent County Football association within 2 days of the match (Sundays not included) a Report stating the offence(s) and giving a description of the incident(s).

### **2 CAUTION OFFENCES**

A player who has been cautioned in any match will be notified through their Club by this Association, of the offence reported by the Referee. An administration fee as laid down by the Football Association of Wales will be charged for the processing of each report. It will be the responsibility of the club to collect the administration fee from the player.

### **3 SENDING OFF OFFENCES**

#### **a) Notification**

A player who has been sent off in a match under the provisions of Law 12 will be notified through their Club by this Association of the offence reported by the Referee, and at the same time will be advised that he/she will be subject to the agreed standard punishment (see Section 4). An administration fee as laid down by the Football Association of Wales will be charged for the processing of each report.

#### **b) Claims of Mistaken Identity**

In the case of a claim of alleged mistaken identity concerning a player cautioned or sent off in a match, the player concerned and their Club must within **THREE DAYS** of the said match submit in writing to this Association, particulars upon which the claim is founded. If the disciplinary Secretary of the Gwent County Football Association, or his nominees, are satisfied that the claim warrants further investigation, A Disciplinary Commission shall be convened and will meet within fourteen (14) days before any automatic penalty is due to take effect. If the members of the appointed Commission are satisfied that mistaken identity has been proved in a case, the record of the offence will be transferred to the appropriate offender, who will be subject to disciplinary action in accordance with the provisions of the current procedures.

#### **c) Claims of Wrongful Dismissal**

In a case of a claim for wrongful dismissal, evidence upon which the claim is founded must be submitted by the player concerned and their Club and be

received by this Association within **THREE DAYS** of the match, together with the relevant fee of £50.00. If the Disciplinary Secretary of the Gwent County Football Association, or his nominees, **are not satisfied** that the claim warrants further investigation the Match Officials' decision of the punishment will remain. If the Disciplinary Secretary of the Gwent County Football Association, or his nominees, **are satisfied**, that the claim does warrant further investigation, they may in the first instance forward the evidence to the Match Official concerned who will be asked to review the evidence and inform the Gwent County Football Association if he/she concedes the Player should not have been sent from the field of play. If the Match Official **does** indicate that he/she was incorrect in the action taken, the offence can be reduced to a caution or expunged from the record of the Player and Club.

If the Match Official, after reviewing the evidence, is still of the opinion that their decision was correct, the Disciplinary Secretary, or his nominees can:-

- i. Confirm the decision and the punishment awarded or
- ii. Ask three members of a Disciplinary Commission to sit and meet with the Player, a representative of the Club, the Match Official(s) and any person deemed necessary within fourteen (14) days before any automatic penalty is due to take effect.

If after presentation of all the relevant evidence:-

- i) The Match Official(s) concede the Player should not have been sent from the Field of Play, or
- ii) The Members of the disciplinary Commissions are of the opinion that the evidence indicates that special consideration should be given in the matter,

The Commission shall have the discretion to decide what action, if any, be taken in the matter.

The relevant fee which is referred to above and which must be included with the submitted evidence is as per the current appeal fees as set out in the Gwent County Football Association Rule 49.

This fee may be forfeited if the claim is deemed to be unfounded or is dismissed by a Disciplinary Commission.

#### **4. PUNISHMENTS**

##### **A) Caution Offences**

Each caution will be recorded against the Player and used according to the procedure in (B)

##### **B) Players Accumulating Cautions**

- i. If a player accumulates five (5) cautions in any competition under the direct disciplinary jurisdiction of this Association between the

opening day of the season and the **31st December** (inclusive) in the same season the player will be automatically suspended for a period covering **One (1) Senior Team Match**.

- ii. If a player accumulates five (5) cautions in any competition under the direct disciplinary jurisdiction of this Association between the opening day of the season and the last day of the same season the player will be **warned as to their future conduct**.
- iii. A player who has been already subject to disciplinary action as a result of accumulating five (5) cautions and then goes on to accumulate ten (10) 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 season and the **second Sunday in April** in the same season, the player will be suspended automatically for a period covering **Two (2) Senior Team Matches**.
  - 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 season and the **last day of the same season**, the player will be **severely censured and warned as to their future conduct**.
- iv. If a player accumulates fifteen (15) cautions in any competition under the direct disciplinary jurisdiction of this Association between the opening day of the season and the **last day of the same season**, the player will be suspended automatically for **Three (3) Senior Team Matches**.
- 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 accumulate twenty (20) cautions in any competition under the direct disciplinary jurisdiction 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 player in such manner as they deem fit. The same procedure will apply for every further five (5) cautions recorded against the player.
- vi. Any period of suspension arising from the accumulation of cautions shall commence on the **14<sup>th</sup> day** following the date of the player's last offence. The suspension shall cover all domestic leagues, cup and friendly matches until such time as the players clubs recognised **Senior Team** has completed the number of matches appropriate to the punishment in **Approved Competitions** (see Appendix 5) during the period covered by the opening match and final match of the season.

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

- vii. Any period of suspension or part thereof which remains outstanding at the end of the season must be served at the commencement of the following season.

**C) 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 immediately be suspended automatically **with immediate effect** from all **domestic league, cup and friendly matches** following the match in which the player was sent off, until such time as the players Clubs most **Senior Team** that is governed by this Association, has completed **1 MATCH** in **Approved Competitions** (see Appendix 5).

**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 whether the player has previously been cautioned or not, will be suspended automatically **with immediate effect** from all **domestic league, cup and friendly matches** following the match in which the player was sent off, until such time as the players Clubs' most **Senior Team** that is governed by this Association, has completed **2 MATCHES** in **Approved Competitions** (see Appendix 5).

**E) 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, cup and friendly matches** following the match in which the player was sent off, until such time as the players Clubs most **Senior Team** that is governed by this Association, has completed **1 MATCH** in **Approved Competitions** (see Appendix 5).

**F) 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 the player has previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all **domestic league, cup and friendly matches** following the match in which the players was sent off, until such time as the players Clubs most Senior Team that is governed by this Association, has completed **3 MATCHES** in **Approved Competitions** (see Appendix 5).

**G) Additional Sending Offs**

Players dismissed from the field of play for a second time in the same season will be suspended for **1 EXTRA MATCH**.

A player dismissed for a third time in the same season will be suspended for an **EXTRA 2 MATCHES** and so on.

**H) 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 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 condition that the Senior Team of the club has completed all of its domestic fixtures (league & cup competitions) at the end of the 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 three (3) competitive matches.
- iii. Upon receipt of the information requested in (ii) here above, the Association will determine whether or not it is appropriate to transfer the suspension and will write to the player detailing the decision. This decision will be final and not subject to appeal.
- iv. A player may also receive obtain consent form the Association to transfer a suspension outstanding from the previous season to their new club at the commencement of the following season. To obtain consent, a player must put a request in writing to the 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 id being transferred to.
- v. Upon receipt of the information requested in (H iv) here above, the 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. The decision will be final and not subject to appeal.

- vi. A suspension may only be transferred to a players reserve team (second team) or youth team once during the season. The outstanding suspension, with the consent of the Gwent County Football Association, may be transferred to a players' new club if applicable.

**I) G.C.F.A Rule 37**

In special cases where a Match Officials' report indicates a serious breach of the laws of the Game, the Gwent County Football Association reserves the right to prefer an appropriate charge against the player in accordance with G.C.F.A. Rule 37.

When dealing with such a case, the Commission may take into account any automatic punishment imposed under the procedures.

**J) Playing Whilst Under Suspension**

A player found guilty of playing whilst under suspension will be subject to double the original suspension for every game played and the Club will be charged with Bringing the Game into Disrepute.

**In all cases suspension means from all football activities.**

**K) Re-Arranged Matches**

A Commission 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 him/her to play in a specific match.

**L) Collection of Administration Fees**

It will be the responsibility of the Club Secretary to collect and pay the administration fees when returning the Disciplinary Report Form. Any club failing to pay the administration fee within 10 days will be fined the sum of £25.00

**M) Definition of Most Senior Team**

The most senior team of a Club commences from the Gwent County Football Association League down.

**PLEASE NOTE:**

1. A player automatically suspended as a result of on-field offences (sending-off/cautions) whilst participating in 'Saturday League Football' shall be suspended only from 'Saturday League Football' matches. The player shall be permitted to participate in 'Sunday League Football'. The player remains under suspension from 'Saturday League Football' until the club at which he/she

committed the suspension offence has played the number of games specified in the disciplinary notice.

2. A player automatically suspended as a result of on-field offences (sending-off/cautions) whilst participating in 'Sunday League Football' shall be suspended only from 'Sunday League Football' matches. The player shall be permitted to participate in 'Saturday League Football'. The player remains under suspension from 'Sunday League Football' until the club at which he/she committed the suspension offence has played the number of games specified in the disciplinary notice.
3. A player automatically suspended as a result of on-field offences (sending-off/cautions) whilst participating in 'Junior League Football' shall be suspended only from 'Junior League Football' matches. The player shall be permitted to participate in 'Academy Football'. The player remains under suspension from 'Junior League Football' until the club at which he/she committed the suspension offence has played the number of games specified in the disciplinary notice.
4. A player automatically suspended as a result of on-field offences (sending-off/cautions) whilst participating in 'Youth League Football' shall be suspended only from 'Youth League Football' matches. The player shall be permitted to participate in all other Football. The player remains under suspension from 'Youth League Football' until the club at which he/she committed the suspension offence has played the number of games specified in the disciplinary notice.
5. A player automatically suspended as a result of on-field offences (sending-off/cautions) whilst participating in 'Academy Football' shall be suspended only from 'Academy Football' matches. The player shall be permitted to participate in 'Junior League Football'. The player remains under suspension from 'Academy Football' until the club at which he/she committed the suspension offence has played the number of games specified in the disciplinary notice.
6. A participant (player/club official) suspended by a disciplinary panel/commission as a result of a proven charge of misconduct, shall be suspended from 'Sunday League Football' **and/or** Saturday Football'; Youth League, Junior League **and/or** Academy Football as determined by the disciplinary panel/commission.

## 5. APPENDIX

### **Approved Competitions.**

#### **Leagues:**

Gwent County A F League  
East Gwent A F League  
Gwent Central A F League  
Newport & District A F League  
North Gwent A F League  
North Gwent Sunday A F League  
East Gwent Junior League  
Islwyn Junior League  
Newport District Junior League  
Torfaen Junior League  
Gwent County Junior Youth League  
South West Counties Youth League

#### **Cup Competitions:**

Gwent County F A Amateur Cup  
Gwent County F A Senior Cup  
Gwent County F A League Challenge Cup  
All Affiliated District League Challenge Cups  
Under 14 Junior Cup  
All Affiliated Junior Youth League Challenge Cups  
Any sanctioned Competitions

**REGULATIONS GOVERNING  
ASSAULTS ON MATCH OFFICIALS**  
**These Regulations shall apply at all levels of the game**

**1. PREFERRING A CHARGE**

- 1.1 Upon receipt of a report from a match official detailing an alleged assault against him/her, the Gwent County Football Association will, without delay:
  - 1.1.1 investigate the official's report and if the we are satisfied that a prima facie case of assault of a match official can be made out against the alleged offender, the Association shall;
  - 1.1.2 take the necessary steps to prefer an appropriate charge of misconduct against the alleged offender. Details of the charge shall be addressed specifically to the alleged offender and be sent by First Class post to the alleged offender's home address; and
  - 1.1.3 forward a copy of the charge by First Class post to the alleged offender's club and the relevant League.
- 1.2 Where the Association is in receipt of a report from a Match Official detailing that an alleged assault has occurred pursuant to Section 3B (Assault whether or not causing bodily harm) or Section 3C (Assault Causing Serious Bodily Harm), the Association shall impose an immediate interim suspension on the alleged offender concerned upon invoking Regulation 1.1 here above.
- 1.3 Where the Association is not in receipt of a report from the Match Official but is in receipt of information (whether verbally or in writing) that an assault pursuant to Section 3B (Assault whether or not causing bodily harm) or Section 3C (Assault Causing Serious Bodily Harm) has occurred, the Association may impose an immediate interim suspension on the alleged offender.
- 1.4 In deciding to adopt this course of action, the Association must:-
  - 1.4.1 contact the alleged offender's club and establish, without delay, address and telephone contact details of the alleged offender; the club should also be informed of the suspension at this time;
  - 1.4.2 contact the alleged offender directly, confirming the suspension and reasons for this course of action.
  - 1.4.3 A written report of the incident must be received from the match official concerned within two (2) Business Days of the match and forwarded, with a letter setting the details of the charge of misconduct, to the alleged offender concerned as detailed under Regulation 1.1 here above.
  - 1.4.4 If the match official's report is NOT received within two (2) Business Days of the match, the authority must lift the suspension by means of contacting the club and alleged offender directly and make appropriate enquiries with the

match official(s) concerned. This action should be confirmed in writing to all parties.

## **2. CONDUCT OF THE HEARING**

- 2.1 A disciplinary body of the Association must be convened within fourteen (14) Business Days as of the date of the letter detailing the charge of misconduct against the alleged offender.
- 2.2 The alleged offender shall be given a minimum notice of seven (7) Business Days to attend the convened disciplinary body's hearing.
- 2.3 The hearing shall be conducted in accordance with the relevant rules of the Association.
- 2.4 Having considered all the evidence available, the disciplinary body shall decide one of the following:-
  - 2.4.1 The alleged offender is not guilty of misconduct
  - 2.4.2 The alleged offender is guilty of misconduct defined under Association Rule 37.
  - 2.4.3 The alleged offender is guilty of misconduct and such conduct falls within the definition of Category A (Technical Assault) of these Regulations detailed in Section 3 here below.
  - 2.4.4 The alleged offender is guilty of misconduct and such conduct falls within the definition of Category B (Assault whether or not causing bodily harm) of these Regulations detailed in Section 3 here below.
  - 2.4.5 The alleged offender is guilty of misconduct and such conduct falls within the definition of Category C (Assault causing serious bodily harm) of these Regulations detailed in Section 3 here below.
- 2.5 In relation to a finding under Regulation 2.4.1, 2.4.2 and 2.4.3 here above, the disciplinary body will lift any interim suspension imposed, under Regulation 1.2 with immediate effect, and inform the alleged offender accordingly at the conclusion of the hearing.
- 2.6 If the alleged offender is found guilty of misconduct as set out under Regulation 2.4.2, 2.4.3, 2.4.4 or 2.4.5 here above, the disciplinary body will request mitigating factors and due consideration will be given to these factors when considering the level of penalty or sanction to impose.
- 2.7 In relation to a finding under Regulation 2.4.2, 2.4.3, 2.4.4 and 2.4.5 here above, the disciplinary body when deciding the penalty or sanction must give consideration to the matches missed by the alleged offender as a result any interim suspension imposed.

- 2.8 In relation to a finding under Regulations 2.4.2, 2.4.3, 2.4.4 and 2.4.5 here above, any period of suspension imposed by the disciplinary body must commence from the date of the interim suspension.
- 2.9 Where a suspension is imposed as a result of a finding under Regulation 2.4.2, 2.4.3, 2.4.4 or 2.4.5 here above, the disciplinary body shall consider the 'Category of Suspension' (as defined by the FAW Regulations) to be served.
- 2.10 Where practicably possible, the disciplinary body shall inform the alleged offender of the penalty or sanction imposed at the conclusion of the hearing.
- 2.11 Whether or not the penalty or sanction is given at the conclusion of the hearing, the disciplinary body will confirm their decision and penalty or sanctions imposed in writing to the alleged offender within three (3) Business Days as of the date of the hearing.
- 2.12 A copy of the decision relating to the hearing must be forwarded to the Football Association of Wales within three (3) Business Days as of the date of the hearing.

### **3. CATEGORIES OF ASSAULT**

- 3A. **Technical Assault** (where there is no element of contact between the offender and match official)
- 3A.1 A Technical Assault will occur where:
- 3A.1.1. An individual uses words or actions that are intended to intimidate and/or threaten the official; and
- 3A.1.2. The intimidation and/or threat is one of a violent nature; and
- 3A.1.3. The individual was within a close proximity to the official at the time of the intimidation and/or threatening behaviour; and
- 3A.1.4. The words or actions used caused the official to feel intimidated, threatened and/or fearful of the use of violence by the individual.
- 3A.2 A Technical Assault will occur regardless of whether the individual intended to carry out the threats.
- 3A.3 Actions intending to intimidate and/or threaten the official will also include careless actions which will include, but is not limited to, the throwing or kicking of objects or substances or spitting towards the match official but where no contact is made with the said official.
- 3A.4 When considering proximity under 3A.1.3, the disciplinary body will consider whether the individual made an attempt to advance towards the official in order to intimidate and/or threaten.
- 3B. **Assault** (whether or not causing bodily harm)

3B.1 An assault in accordance with this category is defined as any circumstance of an inappropriate nature where physical contact is made with an official whether or not any injury results.

3B.2 This category also includes, but is not limited to, the throwing or kicking of objects or substances or spitting towards the match official where the said object or substance or spit makes contact with the match official.

3C. **Assault Causing Serious Bodily Harm**

3C.1 An assault shall be regarded as causing serious bodily harm if the official suffers any serious injury, including but not limited to injury to limbs, bones or senses, cuts, bruises, burns or concussion.

3C.2 Serious bodily harm may occur whether or not the Official requires medical treatment or first aid but shall not include harm which at the reasonable discretion of the disciplinary body is deemed bodily harm of a minor nature falling within Category B above.

4. **RECOMMENDED SANCTIONS**

4A. **Technical Assault**

A maximum of 182 days suspension from football (the 'Category of Suspension' to be determined by the disciplinary body) and a minimum fine of £50.00.

4B. **Assault** (whether or not causing bodily harm)

A maximum of two years suspension from football (the 'Category of Suspension' to be determined by the disciplinary body) and a minimum fine of £75.00.

4C. **Assault causing Serious Bodily Harm**

A Sine Die suspension from ALL FOOTBALL RELATED ACTIVITY with no review to be considered under a period of 5 years and a minimum fine of £100.00.

5. **AGGRAVATING AND MITIGATING FACTORS**

5.1 When determining the penalty or sanction to be imposed under Regulation 4A, 4B or 4C here above, consideration should be given to:-

5.1.1 aggravating factors - these may include (but not limited to):- the level of the game the alleged offender participates, the seniority of the alleged offender within the club, the length of the incident, the requirement for others to prevent an escalation of the incident, the impact on the match official, the severity of the incident and previous disciplinary record;

5.1.2 mitigating factors - these may include (but not limited to):- the remorsefulness of the alleged offender, acceptance of the charge of

misconduct, post incident behaviour of the alleged offender, the length of the incident, lack of involvement from any other party to stop the incident and previous disciplinary record.

**6. MISCELLANEOUS**

- 6.1 Any penalty or sanction imposed in accordance with these Regulations is subject to appeal as set out under FAW Rule 44.
- 6.2 A suspension from football imposed in the case of a disciplinary body's finding under Regulation 2.4.4 or 2.4.5 here above, shall remain in place until such time as an appeals body determines otherwise. Except that, an appellant may submit a written application to the appointed chairman of an appeals body convened to consider an appeal for the penalty or sanction imposed to be set aside whilst the appeal hearing is pending.
- 6.3 The decision of the chairman of an appeals body relating to any such application under Regulation 6.2 shall be final and binding on all parties and not subject to further appeal.

**All correspondence relating to on-field offences must be sent to the  
Disciplinary Secretary of the  
GWENT COUNTY FOOTBALL ASSOCIATION**

**All correspondence relating to misconduct must be sent to the  
Secretary of the  
GWENT COUNTY FOOTBALL ASSOCIATION**

# REFEREES WANTED



Throughout the Country local football depends on the service of keen, dedicated people who make a vast contribution to the national game as referees, enabling players to more easily enjoy their matches.

## **CAN YOU HELP?**

Every year more clubs registered with the Gwent County Football Association. There are more and more matches to which referees must be appointed.

## **CAN YOU HELP?**

If you have played the game at any level you will know how important it is to have a qualified referee present.

## **CAN YOU HELP?**

If you are physically fit, with good eyesight and are at least fourteen years of age and willing to attend a local course of instruction, in preparation for a straight forward examination.

## **WILL YOU HELP?**

If are interested in accepting the challenge of refereeing local football matches:

## **PLEASE CONTACT:**

J. Williams  
"Denbigh"  
Monmouth Road Raglan  
Gwent. NP15 2LA  
01291 691 893  
john\_williams423@btinternet.com

**Notes / Amendments**

## **Notes / Amendments**



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, income, and any other financial activities. The document also highlights the need for regular reconciliation to identify any discrepancies between the recorded amounts and the actual bank statements or receipts.

In addition, the document provides a detailed overview of the accounting cycle, which consists of eight steps: identifying the accounting cycle, analyzing the source documents, journalizing the transactions, posting to the ledger, preparing a trial balance, adjusting the accounts, preparing financial statements, and closing the books. Each step is explained in detail, with examples and practical tips to help the reader understand the process.

The document also covers the preparation of financial statements, including the income statement, balance sheet, and statement of cash flows. It explains how these statements are derived from the accounting records and how they provide a comprehensive view of the company's financial performance and position.

Furthermore, the document discusses the importance of internal controls and the role of the auditor. It explains how internal controls help to prevent and detect errors and fraud, and how the auditor's role is to provide an independent opinion on the fairness and accuracy of the financial statements.

The document also includes a section on the use of accounting software, which can greatly simplify the accounting process and reduce the risk of errors. It discusses the benefits of using software and provides a list of recommended software options.

Finally, the document concludes with a summary of the key points and a list of references. It emphasizes that accounting is a vital part of any business and that a solid understanding of the principles and practices of accounting is essential for success.