



SURREY COUNTY FA  
FOUNDED 1877

## DISCIPLINARY NEWSLETTER – JULY 2008

Yet another busy season over!! Senior clubs playing at step 5/6 have adapted well to match based suspensions. The FA is continuing to monitor the system for possible introduction at Step 7 for season 2009-2010.

Club accounts - club accounts are required for most existing clubs. If you are including a boys, girls or women's team with your adult male accounts could you please make this clear at the top of your return. These must be submitted to County Office no later than 1<sup>st</sup> September 2008 or alternatively a request to be exempted. Clubs that do not send in Club accounts or a request for exemption WILL be fined.

Player Lists – A reminder to adult clubs that we require a list of all players registered for the new season to include player name, address and date of birth. We do require a full list of all players for your club; any lists with only a handful of names will be sent back and should be returned when you have your full complement of registered players. Lists must be returned no later than Friday 31<sup>st</sup> October 2008. Player lists received after this date will be liable for a fine. WE DO NOT INSIST ON PLAYER LISTS FOR YOUTH TEAMS; HOWEVER IF YOU WISH TO SUBMIT A LIST THIS WOULD HELP GREATLY TO KEEP OUR PLAYER RECORDS UP TO DATE FOR YOUR CLUB AND IMPROVE THE ADMINISTRATION PROCESS. The information is for administrative purposes only.

Abandoned matches – Sadly there was over 60 abandoned matches in Surrey during the 2007/2008 season. We remind clubs that if a match is abandoned due to misconduct the club must provide their written version of events within 7 days of the match. Failure to do so will incur a fine of £50. It is intended that this will speed up the resolving of the issues that arise when matches are abandoned, especially cup matches.

### Reminders for Disciplinary Procedures

- Clubs and players are requested to submit reasons for requesting a Personal Hearing.
- If you are charged with an offence and are refuting this charge you must request a personal hearing.
- Continuous misconduct e.g. 2, 3 or 4 send-offs in the same season will attract a 'standard' punishment regardless of the severity of the offences.
- Players receiving 5/10/15 cautions will now receive an automatic punishment as at steps 5/6. There will be no appeal against this charge.
- If a club has not received a notification of an offence that was committed please contact County Office staff to determine if the charge has been raised, please do not assume that 'a report has not been sent in'.

### Discipline Procedures – General

Although the procedures are generally followed by clubs, some points do require clarification regarding the return of paperwork, time deadlines etc.

- Cautions no longer require the player's signature; the pro-forma's can be signed and returned by the club secretary. Club secretaries must inform the players of any cautions issued. Please be aware that we do in all cases require the correct player details i.e. name, address and date of birth. ANY FORMS RECEIVED WITHOUT THIS INFORMATION WILL BE RETURNED and may be subject to late fines.
- Sendings Off/Misconduct Charges require both the person charged and the club secretary to sign with the selected option clearly identified. ANY FORMS NOT COMPLETED CORRECTLY WILL BE RETURNED and may be subject to late fines. We understand that there will be occasions when it is not possible to obtain the signature of the person charged and return the form within the prescribed timescale. When this occurs, the reason must be given when returning the form – under no circumstances must the secretary or other person forge the signature of a person charged as this is likely to lead to further charge(s). In all such instances the person charged must be made aware of the charges and/or any suspension and/or fine even if they have left the club.
- Return of paperwork – return dates are clearly stated on all pro-formas so please ensure that paperwork and monies are returned by the due date. If you have a genuine reason for not returning the forms on time, please telephone the discipline department and we shall endeavour to help where ever possible. If you are

going on holiday please give us the details to include a temporary secretary who can deal with matters in your absence.

- Late fines –If paperwork is not returned by the date required and we have not been previously notified – **LATE FINES WILL AUTOMATICALLY BE ISSUED.** A fine of £20 will be added to the original administration charge and if payment is still not received after 7 days, a further £20 fine will be added and the club (and player if appropriate) will be suspended until the case is closed. The computer software that facilitates the administration of fines is provided and maintained by the FA and because of this staff are unable to simply use discretionary powers in removing or reducing late fines – in fact we have to request the FA to make any adjustments and provide a written reason for doing so. This consumes a lot of time and so it is in the club's own interest to reply to the initial charge promptly.
- Personal Hearings – If a personal hearing is required, please be aware that the charges must be responded to by the return date. If received at County Office after this date the participant/club will forfeit their right for a personal hearing and the case will either be heard as a non-personal hearing or recommended punishment imposed. Clubs that postpone a personal hearing after accepting a date will be charged an additional administration fee of £10.
- Debt Recovery Procedure – Please be aware that the timescale for recovery of monies from players and others is governed by FA Rule. If you feel that you may have a problem collecting any monies please contact the discipline department as soon as possible. Clarity of what can be claimed for together with the procedure can be found in the County Handbook (page 83 of 2007-8 handbook).
- Youth players – If a player aged under 18 is in full time education the full name and address of the school or college must be given or the form may be returned for correct completion and/or a late fine of £20 imposed.

Finally, to end on a lighter note, the discipline department would like to thank the many club secretaries that have co-operated throughout the season. We know you have a difficult job and would like you to know that we are here to help. Have a good summer and enjoy the brief break.

Fiona, Stelio and Anna - Disciplinary Department