

# **CENTRAL COAST FOOTBALL**



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FOOTBALL**

**DISCIPLINARY POLICY AND  
PROCESS MANUAL**

**2011**

This Policy document has been adopted for use and supersedes any other document as of 29<sup>th</sup> April 2011 following approval of the Board of Directors of Central Coast Football Ltd

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## **DISCIPLINARY POLICY**

- 1.1 The Board of Directors of Central Coast Football (CCF) shall establish the policy and process required to administer and manage the disciplinary function of Central Coast Football. Such policy and process will be hereinafter referred to as the Disciplinary Policy.
- 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 Matches under the jurisdiction of CCF.
- 1.3 The Policy may be amended from time to time by the Board of Directors of CCF.

## **POLICY AND PROCESS RELATING TO CAUTIONS**

- 2.1 Players participating in matches may from time to time receive cautions (Yellow Cards) in accordance with the laws of the game as prescribed by FIFA.
- 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.
- 2.3 Cautions will be entered into the CCF Database for record keeping.
- 2.4 After an individual player has received five (5) official cautions, the player shall serve a one (1) fixture suspension. The suspension shall be served in the competition fixture following notification from CCF. There shall be no appeal against a one (1) fixture suspension after receiving five (5) official cautions. No Player shall stand down until notified by CCF.
- 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) fixtures The player must serve the two (2) fixture suspension in the club's next two (2) competition fixtures following the notification from CCF. No Player shall stand down until notified by CCF.
- 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.
- 2.7 Cautions shall not carry over from season to season, however if a player receives the number of cautions required in 2.5 or 2.6. above to warrant a suspension the suspension shall carry over to the following season.
- 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**

- 3.1 For the purpose of these Regulations, reference to a player during a match includes a substitute and a substituted player.
- 3.2 A player shall be sent from the field (Red Card) in accordance with the laws of the game as prescribed by FIFA.
- 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.
- 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 referee's report (except for Players sent off for R7 offences) by 5pm Tuesday each week following the Match.

- 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.
- 3.6 All offers of Suspension will be based on the prescribed penalties in the table attached as Appendix 1 of this document.
- 3.7 Clubs have until 5pm Wednesday to advise that the player will not accept the offer and request a Judiciary Hearing. Failure by the club to respond by 5pm Wednesday will indicate that the club and/or player have accepted the offer of suspension.
- 3.8 If the player elects to have a 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.
- 3.9 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.
- 3.10 Where a hearing is postponed up to 7 days (as per 3.8 & 3.90 above) the player will be suspended from playing until the hearing is held provided it is held within the 7 Day timeframe.
- 3.11 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.
- 3.12 The Judiciary panel has the power to apply sanction in the form of Suspension, Bond, Suspended sentence or other such penalty as deemed appropriate.
- 3.13 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 choose to accept the offer of suspension until such time as the suspension is served.

## **RIGHTS OF APPEAL OF PLAYERS SANCTIONED BY JUDICIARY FOLLOWING SEND OFFS**

- 4.1 Players sanctioned by the Judiciary Panel following a send off may appeal the decision of the Judiciary Panel within 7 Days of receiving written notification of the decision of the Judiciary Panel.
- 4.2 All appeals must be lodged in writing by the Secretary of the club or affiliated body 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.
- 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,
- 4.4 The Board of 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 2 other people to hear the appeal and make a decision on the appeal.
- 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.
- 4.6 The sanction imposed by the Judiciary Panel stands and is applied until such time as the appeal is determined.
- 4.7 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 CCF Appeal or the right to appeal will be forfeited.

## **APPLICATION OF SUSPENSION RELATING TO SEND OFFS**

- 5.1 Players are suspended for a number of **matches** unless specified in which case the suspension shall be until a specified date
- 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.
- 5.3 Suspensions must be served in the equivalent match to that in which the send off occurred. For example, if a player is sent off in a Premier League Reserve Grade match, irrespective of whether that is their regular grade, the player must miss the next Reserve Grade match.
- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 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.

## **POLICY AND PROCESS RELATING TO OTHER INCIDENTS**

- 6.1 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 Board of Directors relating to matters under the jurisdiction of CCF involving, players, coaches, managers, club officials, match officials and clubs and spectators.
- 6.2 The Disciplinary Tribunal may be the same panel as used for the Judiciary Panel if the Board of Directors of CCF so determine.
- 6.3 The Disciplinary Tribunal will have the power to impose sanctions on individuals , teams, clubs and organizations including suspensions, fines or other penalties as it determines appropriate
- 6.4 The Disciplinary Tribunal will keep a record of hearings and decisions reached. Such records may be kept in the form of voice recording.
- 6.5 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.
- 6.6 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 if one exists.
- 6.7 The Disciplinary Tribunal will provide all determinations in writing. Such determinations may be forwarded by CCF Office staff. A copy may be requested by any affected party following the hearing within 5 days of the hearing. The Disciplinary Tribunal Chairman shall have the sole right to determine who is an affected party.

## **RIGHTS OF APPEAL OF AFFECTED PARTIES FOLLOWING DISCIPLINARY TRIBUNAL DETERMINATION**

- 7.1 Any party affected by the determination of the Disciplinary Tribunal has the right of appeal.
- 7.2 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.
- 7.3 Any other affected party has 5 days to request written notification of a determination of Disciplinary Tribunal. Following this the affected party then has 7 Days to lodge and appeal.
- 7.4 All appeals must be lodged in writing by the Secretary of the club or affiliated body or by the individual affected and must outline the grounds for 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.
- 7.5 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.
- 7.6 The Board of 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 2 other people to hear the appeal and make a decision on the appeal.
- 7.7 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.
- 7.8 The sanction imposed by the Disciplinary Tribunal stands and is applied until such time as the appeal is determined.
- 7.9 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 CCF appeal or the right to appeal will be forfeited.

## **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

- 8.1 All hearings of CCF Tribunals will be recorded using either voice recording or written minute taking.
- 8.2 The Chairperson of the hearing must identify themselves and the Panel members for the hearing and ask all attendees, including witnesses to identify themselves and the relationship to the particular case.
- 8.3 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.
- 8.4 All affected parties will be entitled to a copy of all reports and submissions made to any tribunal of CCF.
- 8.5 At all Tribunal hearings the initial report or complaint will be read and all other submissions will be tabled as read.
- 8.6 Following the introductions and outlining of charges the Chairperson may ask certain witnesses to leave the room, before the reading of any reports or complaints and during cross examination at the Tribunals, at their 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.
- 8.7 Legal Representation is not permitted at any Tribunal or Hearing conducted by CCF. However each player appearing must have club representation. This should not

preclude clubs officials who are members of the legal profession from acting in the role of club official at any hearing

- 8.8 Any accused party must have the opportunity to state their case either verbally or in writing.
- 8.9 If any accused party fails to attend a Tribunal 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.
- 8.10 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 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:

**i. SECTION 'A' - Offences by players against other players or any other person.**

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

<i>Offence Codes</i>	<i>Prescribed Penalty</i>	<i>Minimum Penalty</i>	<i>Maximum</i>
(a) R1 – Serious Foul Play	Two (2) Fixtures		Twelve (12) Fixtures
R1 – Expanded:			
(a) - Violent tackle from behind that endangers the safety of an opponent	Three (3) Fixtures		Ten (10) Fixtures
(b) (i) - Rugby tackle	Two (2) Fixtures		Eight (8) Fixtures
(b) (ii) - Violent charging	Two (2) Fixtures		Eight (8) Fixtures
(b) (iii) - “Over the ball” tackle	Two (2) Fixtures		Twelve (12) Fixtures
(b) R2 – Violent Conduct			
R2 – Expanded:			
(a) (i) - Head butting	Five (5) Fixtures		Two (2) Years
(a) (ii) - Punching/Fighting	Four (4) Fixtures		Eight (8) Fixtures
(a) (ii) - Kicking	Three (3) Fixtures		Twelve (12) Fixtures
(b) (i) - Elbowing to the head	Four (4) Fixtures		Sixteen (16) Fixtures
(b) (ii) - Elbowing to the body	Two (2) Fixtures		Ten (10) Fixtures
(c) R3 – Spitting	CITED	Eight (8) Fixtures	One (1) Year
(d) R4 – Sabotaging an obvious goal scoring opportunity (handball)	One (1) Fixture		Four (4) Fixtures
(e) R5 – Sabotaging an obvious goal scoring opportunity (holding, tripping, impeding)	One (1) Fixture		Six (6) Fixtures
(f) R6 – Using offensive, insulting or abusive language	Two (2) Fixtures		Eight (8) Fixtures
R6 – Expanded:			

(a) - Making offensive, insulting or abusive gestures	Four (4) Fixtures		Twenty (20) Fixtures
(a) (i) – Indecent actions	Four (4) Fixtures		Twenty (20) Fixtures
(g) R7 – Second caution	One (1) Fixture		

**ii. SECTION ‘B’ - Offences by players and team officials against match officials.**

Note: Players includes named substitutes. Team officials comprise coaches, managers, trainers, and any other person permitted in the Technical Area.

<i>Offence Codes</i>	<i>Minimum</i>	<i>Maximum</i>
(h) R2 – Threatening or intimidating a referee or assistant referee by word or action	Twelve (12) Fixtures	Life
(h) (i) – Tripping a referee or assistant referee	One (1) Year	Life
(h) (ii) – Pushing with an open hand, or shoulder, hip	One (1) Year	Life
(h) (iii) – Striking with the ball or other object	One (1) Year	Life
(h) (iv) – Punching, kicking or elbowing	Life	Life
(i) R2 – Spitting	Eight (8) Fixtures	Life
(j) R6 – Using offensive, insulting or abusive language	Three (3) Fixtures	Twelve (12) Fixtures
(j) (i) – Making offensive, insulting or abusive gestures	Four (4) Fixtures	Twenty (20) Fixtures

**iii. SECTION ‘C’ – Other offences by players and/or officials.**

<i>Offence Codes</i>	<i>Minimum</i>	<i>Maximum</i>
(k) Inciting the crowd	Ten (10) Fixtures	Six (6) Years
(l) Attacking or fighting with spectators	One (1) Year	Life
(m) Bringing the game into disrepute	Six (6) Fixtures	Life
(n) Deliberately misleading any Tribunal or CCF	Ten (10) Fixtures	Two (2) Years
(o) Spitting at or onto spectators	Eight (8) Fixtures	Life

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