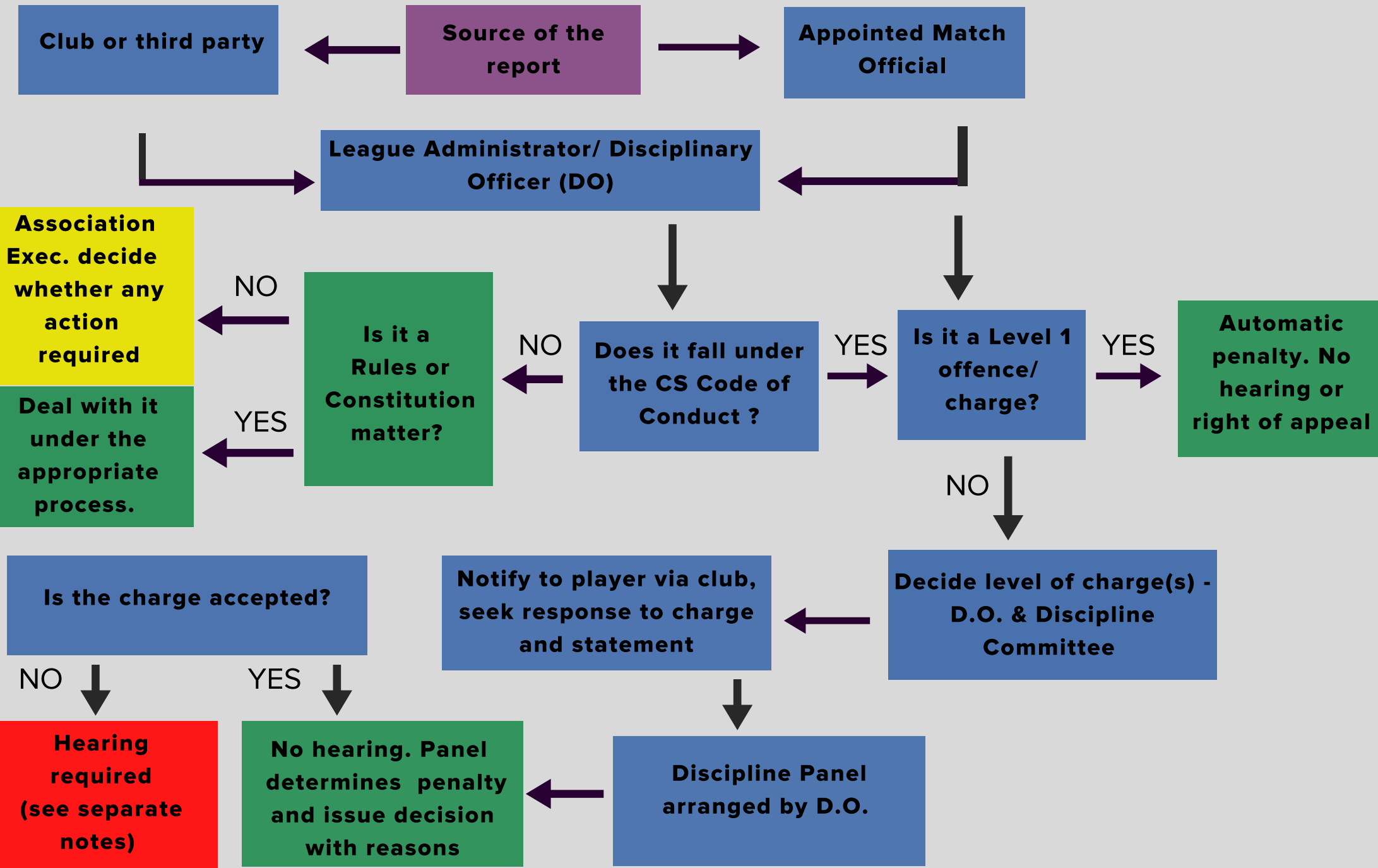


DEALING WITH REPORTS DISCIPLINARY PROCEDURE FLOWCHART



*These notes are intended as a brief summary of suggested good practice and not as a wholly prescriptive process.

HEARING

- The Discipline Officer (DO, who could be the Secretary, Administrator or a separate person) is responsible for administering the whole process including a hearing if required. The DO will liaise with the Chair of the Disciplinary Committee (DC) in determining the charge level.
- Where a hearing is required, the default position is to do this “virtually”, as soon as possible and within 14 days of the report unless there are exceptional circumstances. The DC Chair will have the final decision on this. All written representations including witness/match official statements must be received no later than 48 hours before a hearing.
- The Discipline Officer should arrange the Panel, taking account of any conflicts, and ensure they receive all relevant papers. Clarification should be sought from the player if they intend to bring any witnesses; the Chair of the Panel should consider whether any written or oral evidence from the officials is necessary.
- A hearing is not a court of law, and the decision of the Chair of the Panel on its procedure shall be final, subject to basic principles of fairness and natural justice being followed.
- A formal minute of the hearing must be taken and it should be agreed in advance who will do this. The minute should include:
 - The charge and its level per the Code of Conduct
 - A summary of the evidence presented and the facts as determined by the Panel based on the evidence submitted
 - The decision, with reasons, and the penalty imposed.
 - The standard of proof should be balance of probability
- The Panel may decide having considered the evidence to substitute a reduced Level and Charge provided it relates to similar conduct breach.
- The Chair or agreed person should intimate the decision and confirm right to appeal, which should be time limited. The DO should record the outcome and ensure it is notified to relevant parties.

APPEALS

- The appeal must be in writing, and state whether the appeal is against the verdict or the penalty and state the grounds for appeal.
- An appeal should be considered by a completely different panel to those who have made the original decision.
- The appeal should not be a re-run of the original case but should be based on one or more of the following principles :-
 - The original decision was based on a material misunderstanding of the facts or was one that no reasonable Panel could have arrived at.
 - New evidence, which could not reasonably have been made available at the time of the original decision, is now available
 - There was fundamental procedural error in applying the Code of Conduct or the Association Rules, or no reasoning provided for the original decision.