

The Scottish Youth Football Association

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The Scottish Youth Football Association

DISCIPLINARY PROCEDURES

1. INTRODUCTION

The following Disciplinary Procedures shall apply to all football which is played under the jurisdiction of the Association involving a member club.

Match reports received relating to the participation of any member league, association, club, player or official in any other match shall be dealt with as considered appropriate in accordance with the Disciplinary Procedures.

These procedures will apply not just to reports by match officials relating to incidents and/or acts of misconduct occurring at a match but also to investigations of such incidents and acts which may be considered liable to bring the Scottish Youth FA into disrepute.

The following principles will be applied in relation to the penalties imposed for misconduct at matches: -

A. **Standard Offences:-** Suspensions for a number of matches (Match Suspensions) will be imposed based on the Association's Fixed Penalty Guidelines detailed in *Appendix 1*. These suspensions will apply until such times as a player's team has completed the requisite number of matches played in competitions which are scheduled by the relevant National, Regional, Association or League Secretary.

For all offences misconduct report forms will be forwarded by the relevant match official(s) in the first instance to the appropriate league or association, which shall be determined by the competition, in order that the appropriate suspension may be determined.

Match Suspensions cover all competitive games played by the club but do not include trial matches, friendly matches, tournaments, regional or national trial matches or schools football. Matches included under this suspension must be fixtures issued by either league, regional or national match secretaries. A match which is abandoned does not count as a completed match in terms of a player serving a suspension.

All Leagues and associations must keep records of match suspensions for accumulation purposes only. Refer to *Appendix 1*.

B. **Serious Offences:-** Suspensions for a period of time (Dated Suspensions) will be imposed based on the Association's Guidelines for Serious Offences detailed in *Appendix 2*. These suspensions will be forwarded to the Scottish Football Association for confirmation to all football.

For all offences misconduct report forms will be forwarded by the relevant match official(s) in the first instance to the appropriate league or association, which shall be determined by the competition, in order that the appropriate suspension may be determined. A report of all suspensions for a period of time (Dated Suspensions) will be made to the National Secretary of the Scottish Youth Football Association. The National Secretary will then refer all dated suspensions to the S. F.A. for confirmation and effect to all football.

Dated Suspensions imposed are from all football including trial matches, friendly matches, tournaments, regional or national trial matches or schools football.

2. REPORTING OF OFFENCES BY MATCH OFFICIALS

a) Cautionable Offences

- i) Referees will administer cautions in accordance with the Laws of the Game.

- ii) Referees and, where relevant and necessary, assistant referees must submit report forms to the appropriate league or association secretary, which shall be determined by the competition, stating details of the offence, such report forms should be received not later than the fifth day following the match.

b) Sending-off Offences

- i) Referees will administer sendings-off in accordance with the Laws of the Game.
- ii) Referees and, where relevant and necessary, assistant referees must submit report forms to the appropriate league or association secretary, which shall be determined by the competition, stating details of the offence, such report forms should be received not later than the fifth day following the match. In the case of a player who is sent off for receiving a second caution, the referee must report the two offences on individual report forms, which resulted in the player's dismissal.
- iii) If a referee considers that a player's sending-off is of a nature that may warrant consideration by a committee of the appropriate league, association or the Scottish Youth F. A., which shall be determined by the competition, he must submit report forms accompanied by a letter fully detailing the incident to the league or association secretary. A referee may also act in this regard upon the advices of an assistant referee and in such cases the assistant referee must submit report forms accompanied by a letter fully detailing the incident to the league or association secretary.

c) Incidents Occurring Before, During or After a Match

- i) Referees and, where relevant and necessary, assistant referees must submit report forms to the appropriate league or association secretary, which shall be determined by the competition, stating details of the offence or incident, and the party or parties alleged to have committed the offence, such report forms should be received not later than the fifth day following the match.
- ii) Where the incident involves a player and the offence is alleged to have been committed by a player, the referee is required to indicate whether he considers the offence to be one which would fall within the Association's Fixed Penalty Guidelines or if it is of a more serious nature.
- iii) All incidents, other than offences committed by a player or official, must be reported to the appropriate league or association secretary, which shall be determined by the competition, by the referee and, where relevant and necessary, the assistant referee(s), by means of a letter.

3. CASES OF MISCONDUCT NOT REPORTED BY MATCH OFFICIALS.

In this section SYFA shall mean the Executive Committee of the SYFA, the General Purposes Committee of the SYFA, any other Standing Committee of the SYFA or any Region, League or Association.

Notwithstanding anything stipulated elsewhere herein, the SYFA (acting normally through the General Purposes Committee) retains discretion to investigate or delegate to an appropriate Region, League or Association for investigation, any case in which individuals, club's, league's or association's act of misconduct or the circumstances pertaining to such misconduct would appear in the opinion of the SYFA to bring the Association into disrepute.

The SYFA or its delegated Region, League or Association's discretion shall not be limited to incidents and acts of misconduct, which are the subjects of a report by a match official.

The SYFA or its delegated Region, League or Association shall have the power (but shall not be obliged) to investigate no matter how an alleged incident and/or act of misconduct has come to its notice.

The SYFA or its delegated Region, League or Association shall determine if a case is to be investigated and the individual or club called to appear before the committee.

Any Region, League or Association asked to investigate any alleged incident and/or act of misconduct on behalf of the SYFA shall at the conclusion of its investigation supply all documentation to the relevant Committee of the SYFA with a recommendation regarding any charges that they consider should be brought against any player, official, club, league, association or other individual. The General Purposes Committee to take such action, including the imposition of any additional or other penalties, as it considers may be merited.

If the General Purposes Committee investigates any alleged incident and/or act of misconduct they shall at the conclusion of its investigation supply all documentation to the Executive Committee with a recommendation regarding any charges that they consider should be brought against any player, official, club, league, association or other individual. The Executive Committee to take such action, including the imposition of any additional or other penalties, as it considers may be merited.

4. SERVING OF SUSPENSIONS

The Disciplinary Committee that imposes a match suspension will also confirm to the player and the player's registered club the details of any suspension which it has imposed on the player.

Any match suspension, or part thereof, which remains outstanding at the end of a season, or any extension of the season must be served at the commencement of the following season.

All match suspensions will commence on the earlier of:

- a) the Friday, which is at least 7 days after the date of the postmark on the written notification of the suspension to the player or official and their club or
- b) at the completion of any current suspension.

For disciplinary meetings that are held in either May or June any match or dated suspension imposed will commence on the last Friday in August of the following season. The exception being matches played in a summer league or association, where for disciplinary meetings that are held in September, any match or dated suspension imposed will commence on the last Friday in March of the following season.

The Disciplinary Committee that imposes a dated suspension will also confirm to the player or official and their registered club the details of any suspension which it has imposed on the player or official.

All dated suspensions will commence on the Friday, which is at least 7 days after the date of the postmark on the written notification of the suspension to the player or official and their club. All dated suspensions will have a start and a finish date. A player or official given a dated suspension shall be eligible to participate on the last date quoted in their period of suspension.

Appeal against a caution

A player cautioned has the right of appeal to the relevant committee of their league or association, which shall be determined by the competition. Any appeal against a caution must be lodged with the relevant secretary not later than 5pm on the third day after the day of the match (i.e. excluding the match day itself) and also excluding Sundays from the reckoning. An appeal to the SYFA must be accompanied by a deposit of £20 inclusive of Value Added Tax. Any cheque being made payable to the relevant league or association. The grounds of the appeal must be specifically set out in detail in the letter of appeal.

If an appeal is not lodged by 5pm on the relevant date, the player will be considered to have accepted the report and shall not be entitled to appeal against a suspension imposed in respect of accumulated cautions

on the grounds that any of the cautions was incorrectly issued. Any appeal will be heard in accordance with the guidelines for appeal procedures and the deposit may be forfeited by the player if the Committee hearing the appeal so decides in their absolute discretion.

5. INDIVIDUALS, PLAYERS, OFFICIALS, CLUBS, LEAGUES OR ASSOCIATIONS CALLED TO APPEAR BEFORE THE SYFA EXECUTIVE COMMITTEE OR ANY STANDING COMMITTEE OF THE SYFA WITH THE EXCEPTION OF THE APPEALS COMMITTEE AND APPEALS BOARD.

- a) The Association will confirm in writing to any player, official, club, league or association at their previously notified address, and in the case of a player or official to his club that they are being called to appear before the Executive Committee, General Purposes Committee or Regional Executive Committee. They will be advised:-
 - i. of the reason for their citation.
 - ii. of the date, time and place of the committee meeting
 - iii. that they have the right to appear and make representations
 - iv. that in the case of a player he has the right to be accompanied by a parent or guardian and/or a registered club official who was a registered official of that club at the time of the alleged offence.

- b) The Association will confirm in writing to any individual at their previously notified address, and to their club, league or association's registered secretary at their previously notified address, that they are being called to appear before the Executive Committee, General Purposes Committee or Regional Executive Committee. They will be advised:-
 - i. of the reason for their citation,
 - ii. of the date, time and place of the committee meeting,
 - iii. that they have the right to appear and make representations,

- c) A copy of any report(s) submitted in connection with the case will be issued to the individual or club at their previously notified address, and the individual will be given the opportunity to respond in writing prior to the meeting. All written responses will be made available to all committee members and any other person who has been cited to the meeting. All letters must be lodged not less than 72 hours prior to the date of the meeting. Any individual or club will not be allowed to refer to any item of correspondence that has not been submitted in this fashion.

The Committee will be entitled to view, at its discretion, accredited video recordings of the misconduct under investigation. The viewing of such recordings will be carried out in the presence of committee members and any other person who has been cited to the meeting. The person or committee submitting video evidence will be responsible for supplying all equipment needed to view the recording. All Video recordings must be lodged not less than 72 hours prior to the date of the meeting. Any individual or club will not be allowed to refer to any video recording that has not been submitted in this fashion.

- d) In the event of an individual or club failing to attend a meeting and failing to submit a written application to have the case recited, the case will be dealt with by the committee in their absence, taking into consideration all the evidence available.

- e) The committee may require the referee and/or assistant referee/assistant referees or any other witness, to be in attendance at any such hearing. Any referee/assistant referee, so required, shall be entitled to travel expenses and may be accompanied by a colleague.

- f) All players may be accompanied by a registered club official, who was registered with the association at the time of the incident, and / or parent / guardian, if the player so wishes.

Players participating at 17's level or younger may have a registered club official, who was registered with the association at the time of the incident or parent / guardian speak on their behalf. Only in exceptional circumstances with the prior agreement of the relevant committee, will any person accompanying players at 19's or 21's be allowed to participate in the meeting. Club Officials shall not be entitled, except in exceptional circumstances with prior agreement with the relevant committee, to have another registered official present with them. Clubs shall be represented by a registered official and unless in exceptional circumstances by prior agreement with the relevant committee only one registered official shall represent a club and be entitled to speak on the club's behalf.

- g) The decision of the committee will normally be intimated to the individual or club at the meeting but may in certain circumstances not be so intimated. In either case, the decision will be confirmed by the Association, in writing, to the individual or club at the previously notified address. In the case of an individual the decision will also be intimated to his club.

6. APPEALS AGAINST A DECISION OF THE EXECUTIVE COMMITTEE, ANY STANDING COMMITTEE OF THE SYFA OR ANY LEAGUE, ASSOCIATION OR CLUB WITH THE EXCEPTION OF THE APPEALS COMMITTEE AND APPEALS BOARD.

Any individual, player, official or club who is disciplined by either the Executive Committee, any Standing Committee of the SYFA or any League, Association or Club, except the Appeals Committee and the Appeals Board, will have the right of appeal against the decision of that committee to the Appeals Committee of the Scottish Youth FA. The appellant will be advised of this right in the letter intimating or confirming the decision.

An appeal from any individual, player, registered official or club must be lodged by recorded delivery to the National Secretary of the Scottish Youth Football Association as per the Constitution. Each decision appealed against must be recorded on a separate letter of appeal and covered by separate appeal fees. Appeal fees are as follows:

A player may only appeal on his own behalf. A registered official may only appeal on his own behalf. A club may appeal on behalf of a player, a registered official or the club. A deposit shall be lodged with each appeal. In the case of a player lodging an appeal this shall be £30, and in the case of any other appellant lodging an appeal it shall be £60.00.

The letter of appeal must set out fully the facts or circumstances which are the grounds of appeal. Such letters will be copied to all members of the Committee and to the registered official of the body (committee) whose decision is appealed. In all other respects re procedures or the rights to be accompanied or have a registered official speak shall be as set down in section 5.

Appeals, which relate to any matter affecting the result of a cup-tie or which would interrupt the playing of a competition shall not be entertained as per the Articles of Association of the Scottish Football Association.

The appeals hearing shall not be conducted as a re-hearing of the case nor shall fresh evidence be submitted or heard except with the prior written permission of the Chairman of the Appeals Committee or the Chairman of the Appeals Board.

An Appeal may be withdrawn by the appellant prior to the hearing of the case by notifying the Association of such in writing. The Appeal will, upon the Association's receipt of such notification, be deemed to be abandoned and the original decision, against which the appellant initially took exception, will be regarded as final and binding. Upon the withdrawal of an Appeal, the Appeal deposit will be automatically forfeited. The Appellant may be held liable in all or part for the expenses of the Appeal procedure subject to the discretion of the Appeals Committee/Appeals Board.

7. PROCEDURES FOR LODGING AN APPEAL AGAINST A DECISION OF THE APPEALS COMMITTEE OR APPEALS BOARD OF THE SYFA.

Any individual, player, registered official or club who appears before the Scottish Youth FA Appeals Committee or Appeals Board will have the right of appeal against the decision of that committee to the Scottish Football Association's Appeals Committee. The appellant will be advised of this right at the meeting or, if the decision was, for any reason, not made known to them at such meeting, by letter intimating or confirming the decision.

An appeal from an individual or club against the decision of the Appeals Committee or Appeals Board of the Scottish Youth Football Association shall be conducted in accordance with the appeals procedures of the Scottish Football Association from time to time. In setting out the terms of Articles 134 and Article 134.1 of the Articles of Association of SFA, the SYFA intends to assist individuals or clubs to make such appeal, but it is the responsibility of the individual or the club concerned to check the validity of these references and to ensure that they comply in all respects with the Articles of Association of SFA.

EXTRACT FROM SFA ARTICLES OF ASSOCIATION

Appeals Procedures

134. The Association's structure for the hearing of appeals is as set out in this Article. The following provisions and procedures provide a means for the resolution of differences or questions arising from the observance and implementation of the Association's Articles, rules and decisions and the fact of membership of the Association shall constitute an agreement by a member that it, or any body or person interested through such member, shall submit all such differences or questions to the jurisdiction of the Association and shall not be permitted to take such differences or questions to a court of law.

The provisions for the hearing of appeals, as set out hereunder, shall also apply to any sub-committee established by the Appeals Committee from time to time. All references to Appeals Committee shall also mean a sub-committee of the Appeals Committee as the context so requires.

Appeals Committee

134.1 A player, official, referee, club, league or association has the right to appeal to the Appeals Committee against a decision of a club or any recognised football body which is imposed upon such person or body, provided that the appellant has exhausted such appeals proceedings as were available to the appellant consequent to the decision in question, unless a satisfactory reason is given for not having done so, and provided that the appeal to the Appeals Committee is not excluded in terms of Article 65. For the avoidance of doubt, an appeal by a player must be submitted either:

- a) by the player personally, in writing; or
- b) by the player's club, on the player's behalf, in writing with the reasons of appeal countersigned by the player.

An appeal hearing shall not be conducted as a re-hearing of the case except by way of an express submission on behalf of a party to the hearing and with the permission of the Chairman of the Appeals Committee.

Once an appeal has been validly submitted to the Secretary, the decision against which the appeal is submitted shall be set aside pending the hearing of the appeal unless the interests of justice dictate that the decision should be given effect. The original decision making body shall be entitled to make representations to the Secretary opposing such a setting aside of the decision. Such representation must be lodged in writing with the Secretary within 1 working day of the Secretary's receipt of the appeal submission. The representations shall be considered by the Secretary and the Chairman of the Appeals Committee, whose decision thereon shall be final and binding. In the absence of either the Secretary

and/or the Chairman of the Appeals Committee, the President and/or the First Vice-President shall be entitled to act as alternates in considering the representations.

134.1.1 Procedures for Lodging an Appeal

An appeal from a player, official, referee, club, league or association must be dispatched by recorded delivery letter to the Secretary within 7 days after the date of the meeting at which the decision appealed against was taken unless for any reason it was not made known to the appellant at such meeting, in which case it must be dispatched by recorded delivery letter to the Secretary within 7 days after the date on which the decision was intimated by recorded delivery letter to the person or body concerned. A deposit shall be lodged with each appeal. In the case of a player or referee this shall be £50, (which shall also apply in the event of a player's club lodging an appeal on the player's behalf), and in the case of any other appellant it shall be £100. At the Appeals Committee's discretion, the deposit will be forfeited if the appeal is dismissed.

134.1.2 Statement of Grounds for Appeal

In lodging an appeal the appellant shall state fully in writing the grounds for the appeal.

134.1.3 Composition of the Appeals Committee

The Appeals Committee shall consist of members of the Council in conformity with the Standing Orders of the Association.

134.1.4 Powers of the Appeals Committee

The Appeals Committee shall have the power to:-

- (1) affirm the decision of the body whose decision is appealed against;
- (2) uphold the appeal by setting aside the decision appealed against and quashing any penalty imposed;
- (3) uphold the appeal in part by setting aside part only of the decision appealed against;
- (4) substitute for the decision appealed against a decision to find the appellant guilty of a lesser offence and/or to impose a lesser penalty or penalties in respect thereof;
- (5) refer the case, or any part of it, back to the body whose decision is appealed against;
- (6) take any step which, in the exercise of its discretion, the Appeals Committee considers it would be appropriate to take in order to deal justly with the case in question.

If the appeal is unsuccessful, the appellant may be held liable in all or part of the expenses of the meeting, or of the other party (parties), subject to the discretion of the Appeals Committee.

An appeal may be withdrawn by an appellant prior to the hearing of the case by notifying the Association of such in writing. The appeal will, upon the Association's receipt of such notification, be deemed to be abandoned and the original decision, against which the appellant initially took exception, will be regarded as final and binding. Upon the withdrawal of an appeal, the appeal deposit will be automatically forfeited. The appellant may be held liable in all or part for the expenses of the appeal procedure subject to the discretion of the Appeals Committee.

134.1.5 Decisions of the Appeals Committee

The decision of the Appeals Committee shall be final and binding on all parties concerned.

The Association’s administration shall provide the secretariat of the Appeals Committee.

APPENDIX 1

FIXED PENALTY GUIDELINES FOR STANDARD OFFENCES

Code	Offence	Suspension
A1	Serious Foul Play	3 Games
A2	Violent Conduct	
	Adopting a threatening or aggressive attitude	3 Games
	Punching an opponent / attempting to punch	4 Games
	Kicking an opponent / attempting to kick	4 Games
	Pushing an opponent	3 Games
	Striking an opponent / attempting to strike	4 Games
A4	Denies a goal or goal scoring opportunity by deliberately handling the ball	1 Game
A5	Denies a goal or goal scoring opportunity to an opponent moving towards the player’s goal by an offence punishable by a free kick or penalty kick	1 Game
A6	Offensive, insulting or abusive language	2 Games
A7	Receiving a second caution in the same match	1 Game

Note: Any player who has accumulated suspensions of 10 or more games in the current season will not be offered the option of the Fixed Penalty Suspensions but will be called before the relevant committee for any subsequent referee reports.

Please note – In addition to the above guidelines the secretaries of local leagues/associations will record single cautions incurred by players during matches. A player will be subject to the application of the following suspensions for every set of four cautions accumulated during the course of the playing season. The record will be maintained on a seasonal basis only. Cautions for one playing season will not be carried forward to the next season.

Accumulation of cautions:	4 cautions	2 Games
	second 4 cautions	4 Games
	third 4 cautions	6 Games

APPENDIX 2

GUIDELINES FOR SERIOUS OFFENCES

Introduction

Although these guidelines should be applied where applicable it should be appreciated that they are guidelines and cases of indiscipline should be dealt with through the discretion of the committee considering a particular case. In cases of a serious nature where Associations or Leagues choose not to implement the guidelines they must include a letter of explanation containing the reasons why they have reached their decision, with their suspension sheets.

Please note that when submitting **dated** suspensions it is necessary to include a copy of the referee's report relevant to the suspension and that the nature of the offence "violent conduct" must be detailed to indicate punching or kicking opponent etc.

Should you require any further advice or information on the Guidelines for Serious Offences or the submission of suspension sheets please contact the –

**National Secretary,
Hampden Park, Glasgow, G42 9BF
Tel – 0141.620.4590 – Fax – 0141.620.4591**

CODE	OFFENCE	PLAYERS
SO1	Referee assault Players up to and including 17 level Must be a dated suspension with a maximum suspension of 2 years Players at 19 & 21 level Must be a dated suspension with a maximum suspension of 5 years	
SO2	Physically threatening the referee – attempting to lay hands on the referee Players up to and including 17 level Maximum suspension 6 months Players at 19 & 21 level Maximum suspension 1 year	
SO3	Verbally threatening the referee Players up to and including 17 level Maximum suspension 2 months Players at 19 & 21 level Maximum suspension 4 months	
SO4	Physical assault on club officials Players up to and including 17 level Maximum suspension 6 months Players at 19 & 21 level Maximum suspension 1 Year	
SO5	Serious violent conduct e.g. – when a player is seriously injured, can take no further part in the game and requires specialist / medical treatment Players up to and including 17 level Maximum suspension 1 year Players at 19 & 21 level Maximum suspension 2 years	

SO6	Headbutting Committees should use their discretion after considering all evidence in such cases as “Attempted Headbutting” or “Head to Head confrontation” or “Eyeball to Eyeball stance” Players up to and including 17 level Maximum suspension 12 months Players at 19 & 21 level Maximum suspension 2 years
SO7	Spitting Spitting on or at a referee to be considered as referee assault, refer to S01 In all other cases involving a player Players up to and including 17 level Maximum suspension 6 months Players at 19 & 21 level Maximum suspension 12 months
SO8	Deliberately playing while under suspension, using an assumed name Players up to and including 17 level Maximum suspension 6 months Players at 19 & 21 level Maximum suspension 12 months
SO9	Deliberately playing or participating while under suspension Players up to and including 17 level Maximum suspension 3 months Players at 19 & 21 level Maximum suspension 6 months
SO10	Deliberately and knowingly playing as an overage player Players up to and including 17 level Maximum suspension 12 months Players at 19 & 21 level Maximum suspension 18 months

All players who are suspended may make application in writing to the National Secretary to have the remainder of their suspension reviewed. This will only be considered after serving two thirds of their suspension. All applications must clearly state their reasons for having the suspension reviewed and must be accompanied by a non-returnable administration fee of £20.00 inclusive of VAT.

CODE	OFFENCE	OFFICIALS
SO20	Referee assault Must be a dated suspension with a maximum suspension of 10 years	
SO21	Physically threatening the referee – attempting to lay hands on the referee Maximum suspension 2 years	
SO22	Verbally threatening the referee Maximum suspension 6 months	
SO23	Physical assault on any official Maximum suspension 5 Years	

- SO24 Spitting**
Spitting on or at a referee to be considered as referee assault, refer to S020
In all other cases involving an official
Maximum suspension 2 years
- SO25 Deliberately and knowingly playing a player under an assumed name**
Maximum sentence expulsion from membership of the Association
- SO26 Deliberately and knowingly playing a suspended player**
Maximum suspension 2 years
- SO27 Deliberately participating while under suspension**
Maximum suspension 2 years
- SO28 Deliberately and knowingly playing overage player/s**
Maximum sentence expulsion from membership of the Association
- SO29 Physical assault on a player by an adult**
Physical assault on a player up to and including 17 level
For breach of the Player Protection Policy of the Association the Official will be expelled from membership and will be reported to the Disqualified from working with children list
Physical assault on a player at 19 & 21 level
Maximum sentence expulsion from membership of the Association

All officials who are suspended may make application in writing to the National Secretary to have the remainder of their suspension reviewed. This will only be considered after serving two thirds of their suspension. All applications must clearly state their reasons for having the suspension reviewed and must be accompanied by a non-returnable administration fee of £20.00 inclusive of VAT.

All officials who are expelled from membership may make application in writing to the National Secretary after a period of 5 years to have their expulsion reviewed. All applications must clearly state their reasons for having the suspension reviewed and must be accompanied by a non-returnable administration fee of £20.00 inclusive of VAT.

CODE	OFFENCE	CLUBS
S030	Bringing the game into disrepute due to the conduct of the club's player(s) Expulsion of club from membership of the SYFA Or A fine not exceeding £500 and deduction of up to 10 league points or dismissed from the cup competition	
S031	Bringing the game into disrepute due to the conduct of the club's official(s) Expulsion of club from membership of the SYFA Or A fine not exceeding £500 and deduction of up to 10 league points or dismissed from the cup competition	
S032	Bringing the game into disrepute due to the conduct of the club's supporters Expulsion of club from membership of the SYFA Or A fine not exceeding £500 and deduction of up to 10 league points or dismissed from the cup competition	

APPENDIX 3

GUIDELINES FOR ADMINISTRATION OF DISCIPLINARY PROCEDURES

Standard Offences – Cautionable

1. National Secretary or League Secretary receives referee's misconduct report.
2. If in Scottish Cup-tie then the National Secretary will send the caution to the club's League Secretary.
3. The League Secretary will check for previous cautions and administer accordingly
4. If a suspension is imposed, this will be recorded by the relevant committee.
5. The League Secretary will also inform the player's club and the player of the suspension.

Standard Offences – Sending Off Offences

1. National Secretary or League Secretary receives referee's misconduct report.
2. National Secretary or League Secretary decides if the referee's misconduct report constitutes a Standard or Serious Offence.
3. Dependent on the competition the relevant Secretary will send a fixed penalty option letter, a return slip and a copy of the Referee's misconduct report to the player involved.
4. The player involved should discuss the correspondence with his club and if under 17 with at least one parent or guardian and agree or not agree to accept the fixed penalty, which will be recorded on the initial letter.
5. If the player accepts the fixed penalty he should sign and return Option 1 of the return slip within 7 days. Any player under 17 returning an Option 1 slip should have the slip counter signed by a parent or guardian of the player confirming waiver of the right to a hearing or appeal.
6. If the player does not accept the fixed penalty he should sign and return Option 2 of the return slip within 7 days.
7. If the player does not respond within 7 days he will be deemed to have accepted Option 1 of the return slip.
8. If the player accepts Option 1 of the return slip or does not reply within 7 days the suspension recorded on the letter will be imposed. His club will be sent a letter confirming his suspension and the relevant fine inclusive of administration fee imposed.
9. Players accepting Option 1 or failing to reply within 7 days will have no right of appeal.
10. If the player accepts Option 2 of the return slip he will be cited in writing to appear before the relevant committee.

All players may be accompanied by a registered club official, who was registered with the association at the time of the incident, and / or parent / guardian, if the player so wishes. Players participating at 17's level or younger may have a registered club official, who was registered with the association at the time of the incident or parent / guardian speak on their behalf. Only in exceptional circumstances with the prior agreement of the relevant committee, will any person accompanying players at 19's or 21's be allowed to participate in the meeting. Club Officials shall not be entitled, except in exceptional circumstances

with prior agreement with the relevant committee, to have another registered official present with them. Clubs shall be represented by a registered official and unless in exceptional circumstances by prior agreement with the relevant committee only one registered official shall represent a club and be entitled to speak on the club's behalf. Referees may be accompanied by a member of the Referee's Association.

Any decision of the committee will be forwarded to the player and his club.

11. Players dealt with under Option 2. The relevant secretary must inform them of their right of appeal. The right of appeal against a decision taken by a League / Association, SYFA Executive Committee or SYFA Standing Committee, except for the Appeals Committee or Appeals Board, is to the Appeals Committee of the S Y F A. The right of appeal against a decision taken by the Appeals Committee or Appeals Board of the S Y F A is to the Scottish Football Association's Appeals Committee.

Serious Offences

1. National Secretary or League Secretary receives referee's misconduct report.
2. National Secretary or League Secretary decides if the referee's misconduct report constitutes a Serious Offence. Please note all cases involving more than one offence or offences listed at *Appendix 2* of the Disciplinary Procedures or a reported official will be treated as serious offences and must be cited to a meeting as they do not qualify for a fixed penalty.
3. If the National Secretary or League Secretary decides the misconduct report constitutes an offence as per point 2, the procedures to be followed are as Disciplinary Procedures, individuals, players, officials, clubs, leagues or associations called to appear before the SYFA Executive Committee or any Standing Committee of the SYFA with the exception of the Appeals Committee or Appeals Board.
4. Serious offences will predominately attract a dated suspension but game suspensions may also be imposed.
5. Any official appearing before a disciplinary committee and found guilty of an offence punishable by suspension may only receive a dated suspension.

APPENDIX 4

GUIDELINES FOR ADMINISTRATION OF DISCIPLINARY COMMITTEES

Disciplinary Committees

1. The League and/or Associations General Committees cannot deal with disciplinary matters.
2. The relevant Committee responsible for Discipline within all Leagues and/or Associations must deal with all matters of Discipline.
3. The maximum number of members to serve on a Disciplinary Committee will be nine.
4. When a case involving a Committee Members Club is called that person can take no part in the meeting and must declare an interest and retire from the meeting. Where a Committee Member arrives late, leaves early or disqualifies themselves from participation in hearing a case, this should be recorded.
5. Disciplinary Committees must fully implement the disciplinary Procedures of the Scottish Youth FA.
6. Disciplinary Committees must not deal with any disciplinary matters that are known to be the subject of Police involvement. Cases should be cited to a meeting then suspended until the Police Authorities have resolved the matter.
7. Disciplinary Committees must offer a player a fixed penalty suspension for standard offences if the player is entitled to receive a fixed penalty.
8. Disciplinary Committees must use the text from the standard paperwork that is available from the National Secretary.
9. Disciplinary Committees must when citing any Player, Official, Club, League or Association to a meeting specify the charges and supply them with all relevant paperwork to be used in evidence.
10. Disciplinary Committees must prepare minutes for each meeting. The minute must contain all cases that were dealt with at that meeting giving details of the following:
 - The date, venue and time of the Disciplinary Meeting
 - The names of all Committee Members present and apologies
 - Any individual, player, official or club cited to the meeting
 - The names of any person who accompanies a player
 - The reason for the citation
 - All evidence given to the meeting
 - The decision arrived at by the Committee
11. Disciplinary Committees must inform all persons in writing about their rights of appeal to the SYFA.
12. Disciplinary Committees must report all DATED suspensions on the relevant Notification Sheets to the National Secretary. Disciplinary Committees must include a copy of the Referee's report, the committee minutes and any other written evidence used for all dated suspensions.

13. Disciplinary Committees must not impose any automatic suspension on any Player, Club, League or Association.
14. Disciplinary Committees must not deal with any offences arising from either Friendly Matches or Tournaments. Any reports from either Friendly Matches or Tournaments, must be submitted to the National Secretary for action by the relevant committee of the SYFA.
15. Disciplinary Committees must investigate the following offences and if evidence that an offence has taken place is found, the matter must be reported to the National Secretary for action by the relevant committee of the SYFA:

Playing a Trialist in a Cup-Tie

Playing more than 4 Trialists in the same match

Playing unregistered players for a fifth time

Playing players under assumed name

Playing overage players in any match

Playing players while under suspension.

Playing a player currently registered on a non-recreational contract with the SFA

Playing a player currently registered on a non-recreational registration - youth with the SFA.

Registering a player currently registered with another club in membership.

Making an illegal approach to a player whom is currently registered with another club

Making payment to a player registered on a recreational form with the SFA.

A Player signs a recreational form with the SFA while under a dated suspension.

Falsifying the information on a recreational form with the SFA

A Club registering more than 22 players

A Player registered on a recreational form with the SFA playing illegally for another club.

A Club cancelling a player who is serving a dated suspension

16. Disciplinary Committees must not deal with any Player, Official, Club, League or Association unless they have first been properly cited in accordance with these guidelines.
17. Disciplinary Committees must not deal with any Player, Official, Club, League or Association unless the citation fully explains the rights of the person cited.
18. Disciplinary Committees may not impose fines on any Player or Official. Clubs may be fined a standard fine only if the standard fines are included in the constitution and rules or disciplinary procedures of the league or association of which the club is a member. Clubs, Leagues or Associations may be fined a variable amount if cited and found guilty of an offence.
19. Clubs, leagues or associations must be cited as follows: e.g. Hampden Park BC C/o Secretary.
20. Only after finding a case proven, may the committee take into account a player, official or club's previous Disciplinary Record when deciding upon the appropriate penalty. For this purpose, only match suspensions will not be taken into account.
21. For the purposes of 20 above, all players or officials previous records will consist of Dated Suspensions only. Dated suspensions will be valid in the season the suspension was imposed and for a further two seasons after completion of the suspension and must then be excluded from consideration of a disciplinary record.
22. A Committee Member arriving after a case has started may not join the meeting until the case has been concluded.