

## Vacancy: Independent Football Discipline Panel Members

Suffolk FA is inviting applications to join our pool of Independent members who adjudicate on Football Disciplinary Commission panels. We are looking for individuals to ensure our disciplinary commission panels are independent and reflect the population of our county. These roles are voluntary, with related costs and expenses reimbursed.

Independent panel members are not required to have any prior footballing involvement, but an interest in the game and an understanding of regulatory processes is desirable. Independent panel members can be active football participants (playing, coaching refereeing etc.), but must be independent from the County FA and The FA. We would particularly welcome application from individuals with judicial experiences from alternative fields.

### Discipline Commissions

A Discipline Commission is convened to consider all football Misconduct charges, whether the response to the charge is accepted or denied. A Misconduct Charge is issued where an incident is reported which does not fall under standard (red card) dismissal offences or is a serious offence. For example, a participant can be charged with Misconduct after being sent from the field of play, but before doing so directs abusive/insulting comments towards a match official.

There are two main types of hearing:

1. Personal Hearing: Attended by the person charged together with witnesses for both the County FA and the person/Club charged
2. Correspondence Hearing: All evidence is presented to the Panel in paper/electronic format for the Commission to review; this is the most common type of hearing

Individuals or Clubs charged with misconduct can choose to have their case heard either in person or by correspondence. Cases heard at a personal hearing will require Association Witnesses (e.g. the referee or opposition players) to attend, as well as the individual charged and any witnesses they choose to bring. Correspondence cases are heard only on the paperwork available and can be held via WebEx. The Panel then make a decision, on the balance of probabilities, as to whether the charge is proven or not, and if proven what sanction should be imposed within provided FA guidelines.

Discipline panels consist of an FA qualified Secretary, two FA qualified panel members (Wings) and an FA qualified Chair, each with slightly different roles and responsibilities. Suffolk FA appoint at least one independent panel member to each discipline panel, i.e. someone who has no other direct involvement with the County FA and is not a member of staff or a member of the Suffolk FA Council.

### Further Opportunities

There will be the opportunity to sit on red card appeals and appeals against League decisions in addition to the more regular discipline cases. Members of the independent panel may have the opportunity to train as a Chair and/or to sit on anti-discrimination cases if they express an interest in progressing on to these roles.

### How to Apply

For an informal discussion regarding this opportunity, please contact Darryn Marsh or Phil Barber on 01449 616606 (option 1).

If you feel you have the required skills, attributes and capacity to join our pool of Independent Football Discipline Panel Members, **please contact [Darryn.marsh@suffolkfa.com](mailto:Darryn.marsh@suffolkfa.com), describing your suitability for the role.**



A THRIVING LOCAL GAME

SUFFOLK COUNTY  
FOOTBALL ASSOCIATION

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 @SuffolkFA

## Role Profile

<b>Role Title:</b>	Independent Football Discipline Panel Member	<b>Responsible To:</b>	Football Services Manager Football Services Officer Football Services Officer / Referee Appointments Officer
<b>1. Role Purpose</b>			
<ul style="list-style-type: none"> <li>• To assist at Discipline Commissions in accordance with FA Disciplinary procedures</li> <li>• To assist the Chair of the Commission in the delivery of written judgements on cases as required by FA regulations</li> <li>• Act as an advocate for Suffolk FA, promoting a culture of respect; championing inclusion and anti-discrimination across football</li> <li>• To ask relevant and effective questions of those in attendance at Hearings</li> <li>• To assist in the sanctioning of participants and clubs using FA discipline guidelines in conjunction with other panel members</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>• To attend and/or complete training as required. This may be an online resource, or an evening or daytime session. All panel members must complete an online assessment. There are additional training sessions and assessments that must be completed to sit as a Chair or on anti-discrimination cases.</li> <li>• To complete 'cascade training'. This is a safeguarding briefing detailing the roles and procedures of Safeguarding within the County FA and explains the responsibilities and expectations that may be placed upon any individuals undertaking a role on behalf of the County FA. This will be arranged with the County FA Designated Safeguarding Officer.</li> <li>• To be available for Discipline Commissions on weekday evenings and/or afternoons. Each panel member would not be expected to commit to attending more than their time allows, although it can be more frequent if individuals are willing to do so.</li> <li>• To read papers in advance of the hearing for the charge(s) and to ensure the Individual or Club charged has a fair hearing with an opportunity to state their case.</li> <li>• To be competent and confident in assessing evidence and deciding the credibility and reliability of witnesses.</li> <li>• To follow and implement FA rules and procedures when hearing charges and making decisions.</li> <li>• To assist the Commission Chair in producing Written Reasons following a Commission when necessary.</li> <li>• To ensure discretion and confidentiality. Information of a confidential nature may be acquired whilst undertaking this role. The confidentiality agreement must be complied with, and any papers received (hard copy or electronic) must be destroyed and/or deleted as soon as practically possible following the Commission, or on completion of the Written Reasons if required.</li> <li>• To declare any conflicts of interest before hearing a charge, which could include being a player/manager who competes in the same League as the individual/team charged, a referee who officiates in the same League, or a club official with a team in the same League. If unsure, please contact the office for advice.</li> </ul>			