

SYFA Limited (SYFA)



DISCIPLINARY PROCEDURES

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1. INTRODUCTION

- 1.1 The purpose of this document is to outline the Scottish Youth Football Association (SYFA) disciplinary procedures.
- 1.2 The following Disciplinary Procedures and rules shall apply to all football which is played under the jurisdiction of SYFA.
- 1.3 The disciplinary procedures will apply to:
 - Misconduct reported by match officials
 - Protests and Complaints submitted by a team or league official
 - Cases of misconduct not reported by match officials
 - Incidents or acts which may be considered liable to bring the SYFA into disrepute
- 1.4 All members, officials and players shall co-operate with any SYFA or member leagues' investigation in respect of any alleged breaches of SYFA rules or procedures and shall provide information to SYFA or member league within timeframes provided. Failure by a party to respond to such requests may result in that party being placed under **precautionary suspension** until a response has been provided.
- 1.5 The principles of **natural justice** shall apply to disciplinary committee procedures.
- 1.6 All leagues must keep records of misconduct for the duration of the season.
- 1.7 The following principles will be applied in relation to the penalties imposed for misconduct at matches:
 - 1.7.1 Match suspensions cover all **competitive matches** played by the club or team, but do not include trial matches, friendly matches, regional or national trial matches or schools' football.
 - 1.7.2 A match that is **abandoned** and/or **unfulfilled matches** or **postponed matches** do not count as a completed match in terms of a player serving a suspension.
- 1.8 Any individual, player, official, club, team, league or association reported to the SYFA for an alleged breach of the disciplinary rules shall be referred to as the "**Alleged Party in Breach**".

2. REPORTING OF OFFENCES BY MATCH OFFICIALS

2.1 Cautionable Offences - players

- 2.1.1 Match official(s) will administer cautions in accordance with the Laws of the Game. [International Football Association Board | Laws of the Game | IFAB \(theifab.com\)](https://www.theifab.com)
- 2.1.2 Match officials will submit report forms to the appropriate secretary stating details of the offence. Such report forms will be submitted as soon as possible following the match and must be emailed. Each submission must contain the match official's ID number.
- 2.1.3 Cautions will be noted by the league secretary and a list of cautions can be requested. You may not dispute a caution.

2.2 Sending-off Offences – Fixed Penalty Automatic Suspensions (players)

- 2.2.1 Match officials will administer sending-offs in accordance with the Laws of the Game.
- 2.2.2 Match officials will submit report forms to the appropriate league secretary who will administer the appropriate action. Such report forms will be submitted as soon as possible following the match and must be emailed to the relevant league secretary. Each submission must contain the match official's ID number.
- 2.2.3 League disciplinary committee will send fixed penalty notification to team secretary and club secretary via email.
- 2.2.4 Where a player receives a fixed penalty, the player serves the suspension with immediate effect. Fixed penalty suspensions will apply to their team's next competitive match.

For the avoidance of doubt, a fixed penalty means automatic suspension applies immediately and is not dependent on confirmation from disciplinary committee.

- 2.2.5 Any player issued with a fixed penalty will result in their team being fined £20.00

2.3 Serving of Suspensions – Fixed Penalty Automatic Suspensions (players)

- 2.3.1 Any fixed penalty suspension, or part thereof, which remains outstanding at the end of a season must be served at the commencement of the following season.

2.3.2 For the avoidance of doubt, **automatic suspensions** apply immediately and are not dependent on confirmation from the SYFA or League.

2.3.3 In order for a player to serve a match suspension they must be registered with a member team – entered on their match team-lines and noted as serving a suspension. For fixtures on COMET, the player cannot be added to a teamline as suspensions are entered automatically. All teams must inform their league secretary that they have registered a named player currently serving a match suspension(s).

2.4 **Cautionable Offences - officials**

2.4.1 Match officials will administer cautions in accordance with the Laws of the Game.

2.4.2 Match officials will submit report forms to the appropriate secretary stating details of the offence. Such report forms will be submitted as soon as possible following the match and must be emailed. Each submission must contain the match official's ID number.

2.4.3 Cautions will be noted by the league secretary and a list of cautions can be requested. You may not dispute a caution.

2.5 **Sending-off Offences (officials)**

2.5.1 Match officials will administer sending-offs in accordance with the Laws of the Game.

2.5.2 Match officials will submit report forms to the appropriate league secretary who will administer the appropriate action. Such report forms will be submitted as soon as possible following the match and must be emailed to the relevant league secretary. Each submission must contain the match official's ID number.

2.5.3 League disciplinary committee will send notification to team secretary and club secretary via email.

2.5.4 Where an official receives a fixed penalty, the official serves the suspension with immediate effect. Fixed penalty suspensions will apply to their team's next competitive match.

For the avoidance of doubt, a fixed penalty means automatic suspension applies immediately and is not dependent on confirmation from disciplinary committee.

2.5.5 Any official issued with a fixed penalty will result in their team being fined £40.00

2.6 Excessive Misconduct (EM)

2.6.1 Where a match official considers that a player/official has committed excessive misconduct (see appendix 2 and 3) at a match, they will submit an excessive misconduct report and this will be referred to the relevant disciplinary committee.

League will issue a notice of excessive misconduct to club/official/player.

The disciplinary committee may, where they consider the excessive misconduct to be at the lower end of the sanction scale, issue a fixed penalty suspension.

The disciplinary committee may cite a player/official to a disciplinary meeting and may impose a **dated suspension** for EM offences.

2.6.2 When a player is reported for Excessive Misconduct an automatic suspension will be applied. Further suspension may be applied after a disciplinary meeting.

3. ALLEGED BREACHES OF RULES, POLICIES OR PROCEDURES

3.1 The SYFA and member leagues can investigate alleged incidents of misconduct and/or acts of alleged breaches of rules, policies, or procedures.

3.2 Disciplinary Committees will apply sanctions appropriately at the conclusion of any investigation into alleged incidents of misconduct and/or alleged breaches of rules or policy and procedures.

4. BEING CITED TO APPEAR BEFORE AN SYFA DISCIPLINARY COMMITTEE

4.1 The SYFA or league will confirm in writing to an alleged party in breach, that they are being cited to appear before the relevant disciplinary committee. This notification will be issued 7 days prior to the scheduled meeting. In the case of players their team will be notified, and it is the team's responsibility to pass this on to the young person and their parent or carer.

Officials will be notified directly, and team secretaries or club secretaries will be copied into correspondence.

4.2 The team must reply to the citation on behalf of the young person.

4.2.1 Officials must respond directly to the citation and copy in their club to any correspondence.

4.3 Anyone cited to appear before a disciplinary committee has the right to be accompanied by a representative as follows:

- 4.3.1 Young people under age 18 may be accompanied by a representative of the club and a parent/carer. Where a parent or carer cannot attend the meeting, they must provide written consent for the club official to be their child's representative – written consent must be sent to the disciplinary committee prior to the meeting.
- 4.3.2 Young people aged 18 or over may be accompanied by a representative of the club. It is recommended that they are also accompanied by a parent/ carer however this is not mandatory.
- 4.3.3 Any club or team official may be accompanied by another club official who must be registered with SYFA. Only the club official who has been cited will be entitled to speak.
- 4.3.4 Any league official may be accompanied by another league official who must be registered with SYFA. Only the league official who has been cited will be entitled to speak.
- 4.4 A copy of any report(s) submitted in connection with the case will be circulated to all parties prior to the meeting, any information for young people under 18 will be emailed directly to the club secretary, CWPO and team secretary. It is the responsibility of the club to pass information onto the young person and their parent or carer.
 - 4.4.1 League Disciplinary Committees will be entitled to review any external evidence provided to them 72 hours prior to the date of the meeting, however such evidence should not be used in place of a match report.
- 4.5 The alleged party in breach will be given the opportunity to respond in writing prior to the meeting via their team secretary.
- 4.6 All responses must be sent to the disciplinary committee 7 days prior to the date of the meeting. Any responses submitted after this will not be referred to during the meeting.
- 4.7 If the alleged party in breach does not attend the meeting and fails to provide a written submission to have the case recited, the case will be dealt with by the disciplinary committee with the evidence available to them at the time and in the absence of the alleged party in breach.
- 4.8 The Disciplinary Committee may request match officials or any other witness to be in attendance at any such meeting.
- 4.9 The standard of proof at all meetings shall be on the balance of probability. This means that the committee, with appropriate expertise, is satisfied that an event or account is more likely than not to have occurred.
- 4.10 The committee will establish the facts by any reasonable means.
- 4.11 Committee's deliberations in general:

- 4.11.1 The committee's deliberations should be undertaken in private and accordingly shall not be disclosed to the parties.
- 4.11.2 Whilst it is anticipated that disciplinary committees will generally make a single decision of the case(s) referred to it, the committee may, if it considers it to be appropriate, make more than one decision at different times on different aspects of the case to be decided.
- 4.11.3 A "part decision" is a decision which determines some (but not all) of the case which the committee is to decide in the proceedings. A part decision should specify the matters to which it relates.
- 4.12 Disciplinary committees will not be obliged to release any information arising from proceedings to parties.
- 4.13 The decision of the disciplinary committee will normally be intimated to the club or team at the meeting but in certain circumstances this may not be possible.
A notification of a decision will be confirmed to clubs or teams verbally or in writing, via email.
In the case of a player the team secretary and/or club secretary will be notified. It is the responsibility of the club to pass information onto the young person and their parent or carer.
- 4.14 A committee's decision may only be challenged by an appeal as set out in the Appeals Procedure. The decision shall be the full, final and complete decision of the case(s).
- 4.15 If a disciplinary committee receives a report or complaint that they deem may cause harm or the risk of harm to young people the disciplinary committee of the League or Region can immediately temporarily suspend an official by notification to both the official and their club through email and then can apply within 48 hours to SYFA for confirmation of the Precautionary Suspension to be applied to an individual. To get confirmation of a precautionary suspension, you must email syfa@scottish-football.com clearly stating the reasons for the application of a Precautionary Suspension. **A precautionary suspension is not a form of disciplinary action.**

APPENDIX 1

FIXED PENALTY GUIDELINES FOR SENDING OFF OFFENCES – Players

Code	Offence	Suspension
A1	Serious Foul Play A player is guilty of serious foul play if they use excessive force or brutality against an opponent when challenging for the ball when it is in play; A tackle that endangers the safety of an opponent must be sanctioned as serious foul play; Any player who lunges at an opponent in challenging for the ball from the front, from the side or from behind using one or both legs, with excessive force and endangering the safety of an opponent is guilty of serious foul play.	2 Matches
A2	Violent conduct An action, which is not a challenge for the ball, which uses or attempts to use excessive force or brutality against an opponent or when a player deliberately strikes someone on the head or face unless the force used is negligible.	3 Match
A3	Biting or spitting at someone	4 match
A4	Denying an opposition team or an opponent a goal or an obvious goal scoring opportunity as defined by Law 12	1 match
A5	Offensive, insulting or abusive language and/or gestures (Discriminatory comments as defined by the Equality Act 2010 will be referred to Disciplinary Committees under code EM05)	2 match
A6	Receiving a second caution in the same match	1 match
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 Disciplinary Committee for any subsequent Match Official reports.	

Please note – In addition to the above guidelines the secretaries of member leagues will record single cautions incurred by players during matches. A player will be subject to the following suspensions for every set of cautions accumulated during 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:	6 cautions	1 Games
	12 cautions	2 Games
	18 cautions	3 Games

Suspensions caused by an accumulation of cautions are subject to an automatic suspension, apply immediately and are not dependent on confirmation from your league or SYFA.

CAUTIONABLE OFFENCES

Code	Offence
B1	Unsporting behaviour There are different circumstances when a player must be cautioned for unsporting behaviour see Law 12 International Football Association Board Laws of the Game IFAB (theifab.com)
B2	Dissent by Word or Action
B3	Persistently offending against the Laws of the Game
B4	Delaying the restart of play
B5	Failing to respect the required distance at the restart of play
B6	Entering or re-entering or deliberately leaving the field of play without the referee's permission.

APPENDIX 2

GUIDELINES FOR EXCESSIVE MISCONDUCT – PLAYERS

Introduction

These guidelines are intended for guidance purposes only and any sanction is to be based on the evidence presented to the disciplinary committee. This shall be considered as standard procedure.

Please note that when submitting Dated Suspensions it is necessary to include a copy of the match official's report relevant to the suspension and that the nature of the offence "e.g. violent conduct" must be detailed to indicate punching or kicking opponent etc.

Due care and diligence must be taken where there is Police involvement and any such cases must be reported to the SYFA Compliance and Wellbeing Co-Ordinator immediately.

Should you require any further advice or information on the Guidelines for Excessive Misconduct or the submission of suspension sheets please contact:

syfa@scottish-football.com

CODE	OFFENCE
EM01	Match or League Official assault Minimum 4 match suspension. Maximum Dated suspension 1 year.
EM02	Physically or verbally threatening (threatening with a weapon or threatening violence) a Match or League Official and/or attempting to lay hands on a Match or League Official Minimum suspensions 2 matches Maximum Dated suspension 6 months
EM03	Physical assault on any team official or spectator or player Minimum 4 matches Maximum Dated suspension 1 year
EM04	Playing while using an assumed name Minimum 4 matches Maximum Dated suspension 6 months
EM05	Using offensive, insulting or abusive language and or actions which include a reference, whether express or implied to any of the <i>protected characteristics</i> as defined in the Equality Act 2010. Minimum 4 matches Maximum suspension 6 months

Following this offence, the team can be required to undertake an educational workshop on discrimination and inclusion.

- EM06** **Sending an offensive electronic communication or posting offensive material on a website**
Minimum 2 matches
Maximum suspension 6 months
- EM07** **Knowingly, and/or without reasonable inquiry provide false, misleading and/or inaccurate information in respect of alleged rule breaches**
Minimum 4 matches
Maximum suspension 6 months
- EM08** **Playing whilst ineligible, suspended, overage or registered with another team.**
Minimum 4 matches
Maximum dated suspension 1 Year
- EM09** **Gambling on an SYFA match or receive a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.**
Minimum 4 matches
Maximum dated suspension 6 months
- EM 09A** **Severe Violent Conduct, or Headbutting, where the injured player cannot continue in the match**
Minimum 4 matches
Maximum suspension 12 Matches

APPENDIX 3

GUIDELINES FOR STANDARD OFFENCES – OFFICIALS

SENDING OFF OFFENCES – OFFICIALS

- SO1** Delaying the restart of play by the opposing team e.g. holding onto the ball, kicking the ball away, obstructing a player. **(1 match)**
- SO2** Show dissent towards or remonstrate with a match official, act in a provocative or inflammatory way. **(2 matches)**
- SO3** Entering the opposing technical area in an aggressive or confrontational manner **(2 matches)**
- SO4** Deliberately throw or kick an object onto the field of play **(1 match)**
- SO5** Enter the field of play to confront a match official; interfere with play, an opposing player or match official **(2 matches)**
- SO6** Physical or aggressive behaviour (including spitting or biting) towards an opposing player, substitute, team official, match official or another person **(4 matches)**
*Disciplinary Committees should report concerns to SYFAprotection@scottish-football.com when appropriate
- SO7** Receiving a second caution in the same match **(1 match)**
- SO8** Using offensive or insulting or abusive language and/or gestures **(2 matches)**
- SO9** Violent conduct **(3 Matches)**

CAUTIONABLE OFFENCES – officials

- C1** Clearly/persistently not respecting the confines of their team's technical area
- C2** Delaying the restart of play by their team
- C3** Deliberately entering the technical area of opposing team
- C4** Dissent by word or action (includes gestures which show a clear lack of respect – sarcastic clapping)
- C5** Excessively/persistently gesturing for a red/yellow card
- C6** Gesturing or acting in a provocative or inflammatory manner
- C7** Persistently unacceptable behaviour (included repeated warnings)
- C8** Lack of respect for the game

Accumulation of cautions:	6 cautions	1 Games
	12 cautions	2 Games
	18 cautions	3 Games

Suspensions caused by an accumulation of cautions are subject to an automatic suspension, apply immediately and are not dependent on confirmation from your league or SYFA.

APPENDIX 4

GUIDELINES FOR EXCESSIVE MISCONDUCT - OFFICIALS

CODE	OFFENCE
EM10	Physical assault on match/league/team official or spectator Minimum 6 matches Maximum expulsion of membership of SYFA.
EM11	Physically or verbally threatening a match/league/team official or spectator. Minimum 2 matches Maximum dated suspension
EM12	Playing an ineligible player, overage player or a player registered with another team Minimum 2 matches Maximum sentence expulsion from membership of the SYFA
EM13	Participating while under suspension Minimum a further 6 match suspension Maximum sentence expulsion from membership of the SYFA
EM14	Physical assault on a player by an adult Automatic precautionary suspension from SYFA For breach of the Player Protection Policy of the SYFA the Official will be expelled from membership and will be reported to the Disqualified from Working with Children List.
EM15	Using offensive, insulting or abusive language and or actions which include a reference, whether express or implied to any of the <i>protected characteristics</i> as defined in the Equality Act 2010. <i>This offence will be committed when a comment or gesture makes any reference, whether express or implied, to any one or more of the following: ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation or disability.</i> Minimum 4 matches Maximum sentence expulsion from membership of the SYFA No more than 3 months following this offence, the team can be required to undertake an educational workshop on discrimination and inclusion.
EM16	Sending an offensive electronic communication or posting offensive material on a website/social media whether public or private Minimum 2 match ban Maximum sentence expulsion from membership of the SYFA

- EM17 Making an illegal approach to player registered for another SYFA member Club or Team**
Minimum official warning
Maximum sentence expulsion from membership of the SYFA
- EM18 Knowingly and/or without reasonable inquiry provide false, misleading and/or inaccurate information**
Minimum 2 matches
Maximum sentence expulsion of the official from membership of the SYFA
- EM19 Failing to respond to requests or correspondence received from the SYFA, relevant secretary or a match official within required timescale**

Maximum sentence expulsion of the official from membership of the SYFA
- EM20 Breaching General Data Protection Regulation and/or Data Protection Act 2018 in relation to passing personal information, including team lines, onto any other party for any reason except as designated within SYFA policies and procedures.**
Minimum 2 matches
Maximum sentence expulsion from membership of the SYFA
- EM21 Disclosing information from a committee's deliberations to any third party**
Minimum 2 matches
Maximum sentence expulsion from membership of the SYFA
- EM22 Gambling on an SYFA match or receive a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.**
Minimum 4 matches
Maximum sentence expulsion from membership of the SYFA
- EM23 Breaching the SYFA National Player Pathway**
Minimum 2 Matches
Maximum sentence expulsion of club or team official from membership of the SYFA
- EM24 Misconduct due to the actions of an official**
Minimum 2 Matches
Possible deduction of 3 points from that game or dismissal from confirmation
Maximum expulsion from membership of SYFA

All officials who are expelled from membership may make application in writing to the SYFA after a period of 3 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 £50.00. The decision of the Board shall be final and binding on all parties.

EM24A Failing to disclose to Club and the SYFA within 7 days when charged by the Police and pending Criminal Proceedings are in place
Precautionary Suspension

APPENDIX 5

MISCONDUCT BY CLUBS OR TEAMS

CODE	OFFENCE
EM25	<p>Misconduct due to the actions of the club or team's player(s), official(s) and/or the club or team's supporters</p> <p>On receipt of information that causes concern to a region, league a club or team's fixtures may be suspended until a hearing takes place. Maximum sentence expulsion from membership of the SYFA</p> <p>Or</p> <p>A fine not exceeding £500 and deduction of up to 10 league points or dismissed from the cup competition</p>
EM26	<p>Sending an offensive electronic communication or posting offensive material on a website/social media whether public or private</p> <p>Maximum sentence expulsion of club or team from membership of the SYFA</p> <p>Or</p> <p>A fine not exceeding £500 and deduction of up to 10 league points or dismissed from the cup competition</p>
EM27	<p>Breaching the SYFA National Player Pathway</p> <p>Maximum sentence expulsion of club or team from membership of the SYFA</p> <p>Or</p> <p>A fine not exceeding £500</p>
EM28	<p>Making an illegal approach to player registered for another SYFA member Club or team</p> <p>Maximum sentence expulsion from membership of the SYFA</p> <p>Or</p> <p>A fine not exceeding £200 and deduction of up to 10 league points or dismissed from the cup competition</p>
EM29	<p>Knowingly and/or without reasonable inquiry provide false, misleading and/or inaccurate information</p> <p>Maximum sentence expulsion of club or team from membership of the SYFA</p> <p>Or</p> <p>A fine not exceeding £500 and deduction of up to 10 league points or dismissed from the cup competition</p>
EM30	<p>Failing to respond to requests or correspondence received from the SYFA, relevant secretary or a match official</p> <p>Maximum sentence expulsion of the official from membership of the SYFA</p>

- EM31** **Playing an ineligible player in a cup tie**
Expulsion from the cup competition and a fine not exceeding £500
- EM32** **Playing an ineligible player in a league match**
A fine not exceeding £500 and the deduction of 3 League Points for each match in which the player played
- EM33** **Breaching General Data Protection Regulation and/or Data Protection Act 2018 in relation to passing personal information, including team lines, onto any other party for any reason except as designated within SYFA policies and procedures.**
Maximum sentence expulsion from membership of the SYFA
- EM34** **Playing in an unauthorised football match**
A fine not exceeding £500
- EM35** **Playing a player who is registered for another club or team**
A fine not exceeding £500 and the deduction of 3 League Points for each match in which the player played
- EM36** **The club or team using an unregistered official(s) OR using a non-compliant or unapproved official.**
Minimum fine £100 and the deduction of 3 League Points for each match in which the unregistered official has participated.

Maximum fine £500
- EM37** **An unfulfilled fixture**
Minimum official warning and payment by the unfulfilling team of any expenses incurred by opposition on production of receipts.
Maximum fine £200
- EM38** **Playing a player under an assumed name**
Maximum sentence expulsion from membership of the SYFA and the deduction of 3 League Points for each match in which the player played
- EM39** **Club or team official participating while under suspension**
Maximum sentence expulsion from membership of the SYFA
- EM40** **Gambling on an SYFA match or receive a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.**
Maximum sentence expulsion from membership of the SYFA
- EM41** **Using or attempting to use or be in possession of any combustible material, object or projectile**
Maximum sentence expulsion from membership of the SYFA
Or
A fine not exceeding £100 plus the full cost of any damage caused

EM52 **Failure to notify tournament/festival organiser of tournament/festival withdrawal without at least 14 days' notice.**

Fine up to £500.

APPENDIX 6

MISCONDUCT BY LEAGUES

CODE	OFFENCE
EM42	Disclosing information from a Committee's deliberations to any third party Maximum sentence a fine not exceeding £500
EM43	Breaching General Data Protection Regulation and/or Data Protection Act 2018 in relation to passing personal information, including team lines, onto any other party for any reason except as designated in the SYFA policies and procedures. A fine not exceeding £500 Or Maximum sentence expulsion from membership of the SYFA
EM44	Allowing club(s) or team(s) not affiliated to SYFA to participate in any league and/or association match (es) Maximum sentence a fine not exceeding £200
EM45	Allowing club(s) or team(s) with insufficient registered players to participate in any league and/or association match (es) Maximum sentence a fine not exceeding £200
EM46	Failing to respond to requests or correspondence received from SYFA Staff, relevant secretary or a match official Maximum sentence expulsion of the league from membership of the SYFA
EM47	Misconduct due to the actions of a league official(s) A fine not exceeding £500
EM48	Sending an offensive electronic communication or posting offensive material on a website or social media whether public or private A fine not exceeding £500
EM49	Knowingly, and/or without reasonable inquiry provide false, misleading and/or inaccurate information A fine not exceeding £500
EM50	Gambling on an SYFA match or receive a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match. Maximum sentence expulsion from membership of the SYFA

EM51

Breaching the SYFA National Player Pathway

Maximum sentence expulsion of league, club or team official from membership of the SYFA

Or

A fine not exceeding £500

APPENDIX 7

GUIDELINES FOR ADMINISTRATION OF DISCIPLINARY PROCEDURES

Standard Offences – Cautionable

1. SYFA, League Secretary receives a match official's misconduct report.
2. If in a National or Regional Cup-tie then the SYFA or regional secretary will send the caution to the team'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 disciplinary committee.
5. The league secretary will also inform the player's team of the suspension.

Standard Offences – Sending Off Offences

1. SYFA, regional secretary or league secretary receives a match official's misconduct report.
2. SYFA, regional secretary or league secretary, records standard offence fixed penalty on spreadsheet.
3. Club notified on player suspension, fixed penalty suspensions are effective with immediate effect and is not dependent on confirmation from the SYFA or league.

Disputing a Fixed Penalty

1. Club/team/player disputes fixed penalty, must submit written statement/evidence within 2 days of fixed penalty notice. **Can only dispute on the following grounds:**
 - a) Mistaken identity – (must provide identity of player who should have received fixed penalty)
2. League disciplinary committee review evidence and match report
3. Decision of disciplinary committee emailed to club/team secretary.
4. Club/team may appeal disciplinary committee decision to SYFA appeal committee – see Appeals Procedure.

Excessive misconduct

1. SYFA, regional secretary or league secretary receives a match official's misconduct report, with excessive misconduct noted.
2. SYFA, regional secretary or league secretary issues respondent submission form, option to be cited to a disciplinary meeting to determine sanction.