

**AREA ASSOCIATION ADULT (SENIOR & RESERVE) FOOTBALL**

**DISCIPLINARY PROCEDURES CONCERNING FIELD OFFENCES IN  
MATCHES FOR PLAYERS AND TEAM OFFICIALS**

As set out in the schedule hereto for Players and Team Officials associated with Clubs playing in Senior & Reserve League and Cup Competitions under the jurisdiction of the *North East Wales Area Association*

**SEASON 2023/2024**

**1. REPORTING OF OFFENCES BY MATCH OFFICIALS**

(a) **Caution Offences**

Referees must submit to the *North East Wales Area Association* within 2 (two) hours after the completion of the match, stating the offence(s) and giving a description of the incident(s) using the procedures set by the Association from time to time.

(b) **Sending-off Offences**

Referees must submit a report to the *North East Wales Area Association* within 2 (two) hours after the completion of the match, stating the offence(s) and giving a description of the incident(s) using the procedures set by the Association from time to time.

(c) If a referee omits to show the appropriate card when taking action against a player or team official, this will not nullify the caution or sending-off offence. However, the attention of the referee will be drawn to the correct procedure.

**2. CAUTION OFFENCES**

A player or team official who has been cautioned in any match will be notified through their club by this Association using the systems and procedures set by the Association from time to time of:-

- (a) the offence reported by the Referee;
- (b) the total number of cautions recorded against the player or team official under these procedures during the current Season; and
- (c) any punishment resulting from the accumulation of these cautions. Any such punishment will take effect regardless of whether or not the notification of it from this Association is received before it is due to take effect in accordance with these Disciplinary Procedures and clubs must therefore **maintain their own records**.

An administration fee of **£12.00** will be charged to the player through the club for the cost of processing each report.

**3. SENDING-OFF OFFENCES**

A player or team official who has been sent-off in a match under the provisions of Law 12 will be notified through their club by this Association using the systems and procedures set by the Association from time to time of:-

- (a) the offence reported by the referee;
- (b) That the player or team official will be subject to the agreed standard punishment (see Section 6 for players or Section 7 for team officials). Any such punishment will take effect regardless of whether or not the notification of it from this Association is received before it is due to take effect in accordance with these Disciplinary Procedures and clubs must therefore **maintain their own records**.

An administration fee of **£12.00** will be charged to the player through the club for the cost of processing each report.

#### 4. CLAIMS OF MISTAKEN IDENTITY

- (a) In the case of a claim of alleged mistaken identity concerning a player or team official cautioned or sent-off in a match, the club, on behalf of the individual, must:-
  - (i) By 2.00pm of the next Business Day following the day of the match submit in writing via e-mail (gs@newfa.co.uk) to the *North East Wales Area Association* their intention to submit a claim and the particulars upon which the claim is founded.
  - (ii) By 2.00pm on the second Business Day following the day of the match, submit to the *North East Wales Area Association* written statements and evidence (including video/DVD where available) in support of the claim together with the relevant fee as set out in Appendix 1. A signed statement by the player or team official reported by the referee that they were not responsible for the offence reported and identifying specifically the name of the person responsible must be included. Where possible a written statement from the player or team official responsible for the offence should also be supplied.
- (b) Should a club have two matches with no, or insufficient Business Days in between, a Claim of Mistaken Identity shall be notified and lodged with the *North East Wales Area Association* in accordance with the following procedure:-
  - (i) Where there are no Business Days between two matches, written notification of the club's intent to make a claim must be e-mailed gs@newfa.co.uk to *North East Wales Area Association* prior to the commencement of the second match.
  - (ii) Where there is just one Business Day between two matches, the timetable for notification as set out in 4(a)(i) hereabove, will still apply.
  - (iii) The submission of statements, evidence and the applicable fee must be lodged with the *North East Wales Area Association* 2.00pm on the second Business Day as set out in 4(a)(ii) hereabove.

In respect of these specific circumstances, a player or team official will be eligible to play and/or participate in the second match, if, and only if, notification as set out in 4(b)(i) or 4(b)(ii) hereabove is appropriately submitted. A club will not be permitted to withdraw a claim once written notice to do so has been sent via e-mail to the *North East Wales Area Association* and therefore attention should be paid to 4(d)(ii) herebelow, in respect of claims which are believed to be frivolous or an abuse of process.

- (c) Should a player or team official play and/or participate in a match without the appropriate notification having been lodged as set out hereabove, the *North East Wales Area Association* will prefer an appropriate charge of misconduct against the club and player or team official concerned for playing and/or participating whilst under suspension.
- (d) The decisions available to the Disciplinary Panel considering a Claim of Mistaken Identity are as follows:-
  - (i) The claim is rejected - the player or team official reported by the referee serves the standard punishment as set out in this Memorandum.
  - (ii) The claim is rejected and considered frivolous and/or an abuse of process - the Disciplinary Panel will have the discretion to increase the match suspension to up to twice that of the standard punishment.
  - (iii) The claim is successful - the standard punishment as set out in this Memorandum is transferred from the record of the player or team official reported by the referee to the appropriate identified offender.
- (e) Irrespective of the decision reached, the Disciplinary Panel shall have the discretion to either retain or return the fee submitted and if considered appropriate, make an order of costs against the claimant(s).
- (f) A club failing to lodge a claim for mistaken identity may be charged with misconduct by the *North East Wales Area Association* if there is evidence that the club sought to gain an advantage by remaining silent on the matter.
- (g) It is important to note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by the *North East Wales Area Association*.
- (h) The decision of the Disciplinary Panel in relation to a Claim of Mistaken Identity is final and binding on all parties and not subject to appeal.

## **5. CLAIMS OF WRONGFUL DISMISSAL**

- (a) A player or team official and their club may seek to limit the disciplinary consequences of the dismissal of a player or team official from the Field-of-Play by demonstrating to this Association that the dismissal was wrongful.
- (b) A Claim of Wrongful Dismissal may be lodged only for on-field offences which result in a sending-off, except for two cautions leading to a dismissal.
- (c) The club, on behalf of the player or team official, must:-
  - (i) By 2.00pm of the next Business Day following the day of the match submit in writing via e-mail ([gs@newfa.co.uk](mailto:gs@newfa.co.uk)) to the *North East Wales Area Association* their intention to submit a claim and the particulars upon which the claim is founded.
  - (ii) By 2.00pm of the second Business Day following the day of the match submit written statements and evidence (including a video/DVD of the incident where available) in support of the claim together with the relevant fee as set out in Appendix 1.

- (d) A Disciplinary Panel will be convened as soon as is practically possible to decide the matter on any relevant documentary and video/DVD evidence submitted. The Disciplinary Panel considering a Claim of Wrongful Dismissal is concerned with only the question of whether any sanction of a suspension from play is one which should be imposed in view of the facts of the case. It must be noted that in accordance with the Laws of the Game, the match referee's decision is final and the player's or team official's dismissal from the field of play will remain on the record of the player or team official and the club. The offence will remain the subject of the administration fee and the club will accrue the appropriate number of penalty points for the sending-off. Consequently, the club, player or team official and match official(s) will not attend the meeting of the Disciplinary Panel when the matter is considered.
- (e) Should a club have two matches with no, or insufficient Business Days in between, a Claim of Wrongful Dismissal shall be notified and lodged with the *North East Wales Area Association* in accordance with the following procedure:-
- (i) Where there are no Business Days between two matches, written notification of the club's intent to make a claim must be e-mailed (gs.newfa.co.uk) to the *North East Wales Area Association* prior to the commencement of the second match.
  - (ii) Where there is just one Business Day between two matches, the timetable for notification as set out in 5(c)(i) hereabove, will still apply.
  - (iii) The submission of statements, evidence and the applicable fee must be lodged with the *North East Wales Area Association* by 2.00pm on the second Business Day as set out in 5(c)(ii) hereabove.

In respect of these specific circumstances, a player or team official will be eligible to play in the second match, if, and only if, notification as set out in 5(e)(i) or 5(e)(ii) hereabove is appropriately submitted. A club will not be permitted to withdraw a claim once written notice to do so has been sent e-mail to the *North East Wales Area Association* and therefore attention should be paid to 5(g)(ii) herebelow, in respect of claims which are believed to be frivolous or an abuse of process.

- (f) Should a player or team official play and/or participate in a match without the appropriate notification having been lodged as set out hereabove, the *North East Wales Area Association* will prefer an appropriate charge of misconduct against the club and player or team official concerned for playing and/or participating whilst under suspension.
- (g) The decisions available to a Disciplinary Panel when considering a Claim of Wrongful Dismissal are as follows:-
- (i) The claim is rejected - the player or team official serves the standard punishment as set out in this Memorandum.
  - (ii) The claim is rejected and considered frivolous and/or an abuse of process – the Panel will have the discretion to increase the match suspension beyond the standard punishment as set out in this Memorandum.
  - (iii) The claim is successful - the standard punishment as set out in this Memorandum is withdrawn and Section 6(g) or Section 7(g) (as the case may be) will not be invoked in relation to this dismissal if the player or team official is sent-off again following the offence.

- (h) Irrespective of the decision reached, the Disciplinary Panel shall have the discretion to either retain or return the fee submitted and if considered appropriate, make an order for costs against the claimant(s).
- (i) It is important to note that the time limits set out above are strict. Only complete claims submitted before the relevant deadlines will be considered by the *North East Wales Area Association*.
- (j) The decision of the Disciplinary Panel in relation to a Claim of Wrongful Dismissal is final and binding on all parties and not subject to appeal.

## 6. PUNISHMENTS FOR PLAYERS

### (a) Caution Offences – League Matches

- (i) If a player accumulates five (5) recorded cautions in the same League Division Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the player will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the player has missed his/her club's next ONE (1) recognised match in the same League Division Competition under the direct jurisdiction of the *North East Wales Area Association* (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (ii) If a player accumulates ten (10) recorded cautions in the same League Division Competition under the direct disciplinary jurisdiction of this Association anytime during the season, the player will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the player has missed his/her club's next TWO (2) recognised matches in the same League Division Competition under the direct jurisdiction of the *North East Wales Area Association* (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (iii) If a player accumulates fifteen (15) recorded cautions in the same League Division Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the player will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the player has missed his/her club's next THREE (3) recognised matches in the same League Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The player shall also be required to attend a meeting of a Disciplinary Panel to consider any additional sanctions. The same procedure will apply for every further five (5) cautions recorded against a player.
- (iv) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a MATCH SUSPENSION (see Section 10).
- (v) The player must serve the suspension with the club at which the player holds a valid registration.
- (vi) Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season.

### (b) Caution Offences – Cup Matches

- (i) If a player accumulates two (2) recorded cautions in the same Cup Competition (see Appendix 2) which is under the direct disciplinary jurisdiction of this Association any time during the season, the player will be suspended automatically with immediate effect from the same Cup Competition **only**, until such time as the player has missed his/her club's next ONE (1) recognised **match** in the same Cup Competition (see Appendix 2) during the period covered by its opening match in the Cup Competition and final match in the same Cup Competition of the 2023/2024 Season.
- (ii) If a player accumulates four (4) recorded cautions in the same Cup Competition (see Appendix 2) which is under the direct disciplinary jurisdiction of this Association any time during the season, the player will be suspended automatically with immediate effect from the same Cup Competition **only**, until such time as the player has missed his/her club's next ONE (1) recognised **match** in the same Cup Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (iii) If a player accumulates six (6) recorded cautions in the same Cup Competition (see Appendix 2) which is under the direct disciplinary jurisdiction of this association any time during the season, the player will be suspended automatically with immediate effect from the same Cup Competition **only**, until such time as the player has missed his/her club's next ONE (1) recognised **match** in the same Cup Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (iv) If a player accumulates eight (8) recorded cautions in the same Cup Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the player will be suspended automatically with immediate effect from the same Cup Competition **only**, until such time as the player has missed his/her club's next ONE (1) recognised match in the same Cup Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The player shall also be required to attend a meeting of a Disciplinary Panel to consider any additional sanctions. The same procedure will apply for every further two (2) cautions recorded against a player.
- (v) After the completion of the Preliminary Round in all Cup Competitions listed in Appendix 2, the caution count shall be reset with all team officials being regarded as having zero (0) cautions attributed to them. For the avoidance of doubt, the following will still apply:
- any player who receives a suspension resulting from an accumulation of cautions in the Preliminary Round **will** be suspended for the same Cup Competition in the First Round proper; and
  - any administration fee accumulated in previous rounds for any caution **will** need to be paid within 31 days of the match (as set out in 6(m) of these Procedures).
- (vi) After the completion of the Quarter Final Round in all Cup Competitions listed in Appendix 2, the caution count shall be reset with all team officials being regarded as having zero (0) cautions attributed to them. For the avoidance of doubt, the following will still apply:
- any player who receives a suspension resulting from an accumulation of cautions in the Quarter Final match **will** be suspended for the same Cup Competitions Semi-Final; and

- any administration fee accumulated in previous rounds for any caution **will** need to be paid within 31 days of the match (as set out in 6(m) of these Procedures).
- (vii) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a MATCH SUSPENSION (see Section 10).
- (viii) The player must serve the suspension with the club at which the player holds a valid registration.
- (ix) Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season.

(c) **Players Sent-off Under Law 12 (7)**

- (i) A player who is dismissed from the Field of Play for a second cautionable offence after having received a caution will be suspended automatically with immediate effect from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly matches only, until such time as the player has missed his/her club's next ONE (1) recognised match with the Team that the player received the red card, under the direct jurisdiction of the Association in Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

The player must serve the suspension with the club at which the player holds a valid registration.

- (ii) As set out in Law 10 of the IFAB Laws of the Game, if a player receives a second caution during kicks from the penalty mark to determine the outcome of the match, the player will not be dismissed from the field of play as the caution count from the match is reset before the shootout commences. For clarity, both cautions shall count towards the number of cautions that the player has accumulated in the league competition. The player will also be liable for the second administration fee as set out in Section 2.
- (iii) If the player receives two (2) cautions during the kicks from the penalty mark, they will be dismissed and suspended automatically with immediate effect. The procedure as set out in 6(c)(i) shall apply for the suspension and how it must be served. For the avoidance of doubt, the administration fee from the caution received during the match and the administration fee for the sending off in the kicks from the penalty mark will both be payable.

(d) **Players Sent-off Under Law 12 (4) and (5)**

A player who is dismissed from the Field of Play for denying a goal or an obvious goal scoring opportunity to an opponent whose overall movement is towards the offender's goal by an offence punishable by a free kick, or by deliberately handling the ball, will be suspended automatically **with immediate effect** from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly Matches only, until such time as the player has missed his/her club's next ONE (1) recognised match with the Team that the player received the red card, under the direct jurisdiction of the Association in

Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

The player must serve the suspension with the club at which the player holds a valid registration.

(e) **Players Sent-off Under Law 12 (6)**

(i) A player who is dismissed from the Field of Play for using offensive, insulting or abusive language/gestures not directed towards a Match Official, whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly Matches only, until such time as the player has missed his/her club's next TWO (2) recognised matches with the Team that the player received the red card, under the direct jurisdiction of the Association in Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

The player must serve the suspension with the club at which the player holds a valid registration.

(ii) A player who is dismissed from the Field of Play for using offensive, insulting or abusive language/gestures directed towards a Match Official, whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly matches only, until such time as the player has missed his/her club's next THREE (3) recognised matches with the Team that the player received the red card, under the direct jurisdiction of the Association in Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

The player must serve the suspension with the club at which the player holds a valid registration.

(f) **Players Sent-off Under Law 12 (1) (2) and (3)**

A player who is dismissed from the Field of play for Violent Conduct, Serious Foul Play or Spitting at an opponent or any other person whether they have previously been cautioned in the match or not, will be suspended automatically **with immediate effect** from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly Matches only, until such time as the player has missed his/her club's next THREE (3) recognised matches with the Team that the player received the red card, under



the direct jurisdiction of the Association in Approved Competitions(see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

The player must serve the suspension with the club at which the player holds a valid registration.

(g) **Additional Sendings-off**

Players dismissed from the field of play for a second time in the same Season in any Senior & Reserve Competitions under the jurisdiction of this Association listed in Appendix 2 and/or an Open Friendly match, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match.

A player dismissed for a third time in the same Season in any Senior & Reserve Competitions under the jurisdiction of this Association listed in Appendix 2 and/or an Open Friendly match will be suspended for an extra two matches, and so on.

(h) **Measurement of Suspension**

The length of suspension is to be measured against the Team with which the player committed the offence. If a club has more than one Team that participates within League Competitions listed in Appendix 2, then the suspension will be measured against the Team with which the player committed the offence.

For the avoidance of doubt, any player serving a suspension from a sending off will be suspended from **all** Senior & Reserve Competitions under the jurisdiction of this Association as listed in Appendix 2 whilst serving their suspension. Any player serving a suspension from an accumulation of cautions (as set out in section 6(a) & 6(b) of these Procedures) will only be suspended from playing in the same League Division or Cup Competition in which they received their accumulated cautions.

Where a player receives a suspension (as set out in these Procedures) from an Open Friendly match (see section 10), this must be measured by the teams next match(es) in League or Cup Competitions (whichever comes first).

(i) **Outstanding Suspensions**

Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season with the club at which the player is registered.

(j) **Rule 24**

In special cases where:-

- (i) a match official's report indicates a serious breach of the Laws of the Game, or
- (ii) a player commits an act of misconduct and/or a sending-off offence under Law 12 (1), (2), (3), (4), (5) or (6) of the Laws of the Game whilst on the field of play which is not seen by the match officials but caught on video;

the *North East Wales Area Association* reserves the right to prefer an appropriate charge of misconduct against the player in accordance with one or more of the provisions under Rule 24.

When dealing with a case under 6(j)(i) hereabove, the Disciplinary Panel may take into account any automatic punishment imposed under the Procedures.

When dealing with a case under 6(j)(ii) hereabove, confirmation by the match officials that they did not see the incident in question shall be conclusive evidence of that fact.

(k) **Clubs Imposing Fines**

Clubs may fine players in Senior & Reserve Football for on-field offences but must notify the *[insert name of AA]*, without delay, the details of the fine in each case.

(l) **Re-Arranged Matches**

A Disciplinary Panel shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the club with a view to enabling the player to complete their suspension and thus qualify them to play in a specific match. The decision of the Disciplinary Panel in relation to re-arranged matches is final and binding on all parties and not subject to appeal.

(m) **Collection of Administration Fees**

It will be the responsibility of the club to collect the administration fees from the players concerned. Clubs will have 31 calendar days to make the payment for each player's £12.00 administration fee as and from the date of the match. Should the club fail to make the payment of the £12.00 administration fee within 31 calendar days, then the player will become ineligible from playing in all Association Football and Futsal matches until payment is received. The administration fee must be paid on the COMET system, or any other system as prescribed by the Association from time to time.

Any club experiencing difficulties in obtaining monies owed by players of the club may refer such matters to the *North East Wales Area Association*.

## 7. PUNISHMENTS FOR TEAM OFFICIALS

(a) **Caution Offences – League Matches**

- (i) If a team official accumulates three (3) recorded cautions in the same League Division Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the team official has missed his/her club's next ONE (1) recognised match in the same League Division Competition under the direct jurisdiction of the *North East Wales Area Association* (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (ii) If a team official accumulates six (6) recorded cautions in the same League Division Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the team official has missed his/her club's next TWO (2) recognised matches in

the same League Division Competition under the direct jurisdiction of the *North East Wales Area Association* (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

- (iii) If a team official accumulates nine (9) recorded cautions in the same League Division Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the team official has missed his/her club's next THREE (3) recognised matches in the same League Division Competition under the direct jurisdiction of the *North East Wales Area Association* (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (iv) If a team official accumulates twelve (12) recorded cautions in the same League Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same League Division Competition only, until such time as the team official has missed his/her club's next FOUR (4) recognised matches in the same League Division Competition under the direct jurisdiction of the *North East Wales Area Association* (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The team official shall also be required to attend a meeting of a Disciplinary Panel to consider any additional sanctions. The same procedure will apply for every further three (3) cautions recorded against a team official.
- (v) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a TOUCHLINE SUSPENSION (see Section 10).
- (vii) Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season.

(b) **Caution Offences – Cup Matches**

- (i) If a team official accumulates two (2) recorded cautions in the same Cup Competition (see Appendix 2) which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same Cup Competition only, until such time as the team official has missed his/her club's next ONE (1) recognised match in the same Cup Competition (see Appendix 2) during the period covered by its opening match in the Cup Competition and final match in the same Cup Competition of the 2023/2024 Season.
- (ii) If a team official accumulates four (4) recorded cautions in the same Cup Competition (see Appendix 2) which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same Cup Competition only, until such time as the team official has missed his/her club's next ONE (1) recognised match in the same Cup Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.
- (iii) If a team official accumulates six (6) recorded cautions in the same Cup Competition (see Appendix 2) which is under the direct disciplinary jurisdiction of this association any time during the season, the team official will be suspended automatically with immediate effect from the same Cup Competition only, until

such time as the team official has missed his/her club's next ONE (1) recognised match in the same Cup Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season.

- (iv) If a team official accumulates eight (8) recorded cautions in the same Cup Competition which is under the direct disciplinary jurisdiction of this Association any time during the season, the team official will be suspended automatically with immediate effect from the same Cup Competition only, until such time as the team official has missed his/her club's next ONE (1) recognised match in the same Cup Competition (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The team official shall also be required to attend a meeting of a Disciplinary Panel to consider any additional sanctions. The same procedure will apply for every further two (2) cautions recorded against a team official.
  - (v) After the completion of the Preliminary Round in all Cup Competitions listed in Appendix 2, the caution count shall be reset with all team officials being regarded as having zero (0) cautions attributed to them. For the avoidance of doubt, the following will still apply:
    - any team official who receives a suspension resulting from an accumulation of cautions in the Preliminary Round **will** be suspended for the same Cup Competition in the First Round proper; and
    - any administration fee accumulated in previous rounds for any caution **will** need to be paid within 31 days of the match (as set out in 7(m) of these Procedures).
  - (vi) After the completion of the Quarter Final Round in all Cup Competitions listed in Appendix 2, the caution count shall be reset with all team officials being regarded as having zero (0) cautions attributed to them. For the avoidance of doubt, the following will still apply:
    - any team official who receives a suspension resulting from an accumulation of cautions in the Quarter Final match **will** be suspended for the same Cup Competitions Semi-Final; and
    - any administration fee accumulated in previous rounds for any caution **will** need to be paid within 31 days of the match (as set out in 7(m) of these Procedures).
  - (vii) The terms of a suspension resulting from the accumulation of cautions will be as set out under the category of a TOUCHLINE SUSPENSION (see Section 10).
  - (viii) Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season in the same Cup Competition.
- (c) **Sending Off resulting in a One Match Suspension**
- (i) Any team official dismissed from the Technical Area for one of the reasons listed below will be suspended automatically with immediate effect from all Senior, & Reserve Competitions under the jurisdiction of this Association and Open Friendly matches only, until such time as the team official has missed his/her club's next ONE (1) recognised match with the Team that the team official received the red card, under the jurisdiction of this Association in Approved Competitions (see Appendix 2) during the period covered by its opening match

and final match of the 2023/2024 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

- *delaying the restart of play by the opposing team e.g. holding onto the ball, kicking the ball away, obstructing the movement of a player*
- *receiving a second caution in the same match*
- *using unauthorised electronic or communication equipment and/or behaving in an inappropriate manner as the result of using electronic or communication equipment*

- (ii) As set out in Law 10 of the IFAB Laws of the Game, if a team official receives a second caution during kicks from the penalty mark to determine the outcome of the match, the team official will not be dismissed from the field of play as the caution count from the match is reset before the shootout commences. Both cautions shall count towards the number of cautions that the team official has accumulated in the league competition. The team official will also be liable for the second administration fee of £12.00.
- (iii) If the team official receives two (2) cautions during the kicks from the penalty mark, they will be dismissed and suspended automatically with immediate effect. The procedure as set out in 7(c)(i) shall apply for the suspension and how it must be served. For the avoidance of doubt, the administration fee of £12.00 from the caution received during the match and the administration fee of £12.00 for the sending off in the kicks from the penalty mark will both be payable.

(d) **Sending Off resulting in a Two Match Suspension**

Any team official dismissed from the Technical Area for one of the reasons listed below will be suspended automatically with immediate effect from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly matches only, until such time as the team official has missed his/her club's next TWO (2) recognised matches with the Team that the team official received the red card, under the direct jurisdiction of this Association in Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

- *deliberately leaving the technical area to:*
  - i. *show dissent towards, or remonstrate with, a match official*
  - ii. *act in a provocative or inflammatory manner*
  - iii. *enter the opposing technical area in an aggressive or confrontational manner*
- *using offensive, insulting or abusive language and/or gestures*
- *entering the video operation room (VOR)*
- *entering the field of play to interfere with play, an opposing player or match official*
- *entering the field of play to confront a match official (including at half-time and full-time)*

(e) **Sending Off resulting in a Three Match Suspension**

Any team official dismissed from the Technical Area for one of the reasons listed below will be suspended automatically with immediate effect from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly matches only, until such time as the team official has missed his/her club's next

THREE (3) recognised matches with the Team that the team official received the red card, under the direct jurisdiction of this Association in Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).

- *deliberately throwing/kicking an object onto the field of play*
- *physical or aggressive behaviour (including spitting or biting) towards an opposing player, substitute, team official, match official, spectator or any other person (e.g. ball boy/girl, security or competition official etc.)*
- *violent conduct*

(f) **Sending's Off not detailed**

- (i) Any team official dismissed from the Technical Area for a reason not set out in section 7(c), (d) & (e), will be suspended automatically with immediate effect from all Senior & Reserve Competitions under the jurisdiction of this Association and Open Friendly matches only for at least ONE (1) recognised match with the Team that the team official received the red card, under the direct jurisdiction of this Association in Approved Competitions (see Appendix 2) during the period covered by its opening match and final match of the 2023/2024 Season. The terms of the suspension will be as set out under the category of a MATCH SUSPENSION (see Section 10).
- (ii) The dismissal will then be subject for review by a Disciplinary Panel of the *[Insert Name of AA]*. The Disciplinary Panel shall have the power to determine:
  - (a) A one Match Suspension as set out in 7(f)(i) shall suffice and there should be no further suspension; or
  - (b) That the standard one Match Suspension as set out in 7(f)(i) is insufficient and the Panel will have the power to increase the Match Suspension.
- (iii) The club or team official will not be permitted to submit any evidence for the Disciplinary Panel's considerations and the matter will be considered solely on the match official(s) sending off report. Should a club require a Disciplinary Panel to consider the validity of the suspension resulting from the sending off, then they must submit a Claim of Mistaken Identity and/or a Claim of Wrongful Dismissal as set out in Sections 4 and 5. In this procedure set out in 7(f), the Disciplinary Panel will only confine themselves to the level of sanction imposed from the dismissal.
- (iv) Should a club lodge a Claim of Mistaken Identity then the same Disciplinary Panel will consider the sanction.
- (v) Should a club lodge a Claim of Wrongful Dismissal and the claim is rejected as set out under section 5(g)(i) & (ii) and the sending off is subject to section 7(f), then the same Disciplinary Panel will consider the sanction.
- (vi) The decision of the Disciplinary Panel in relation to this procedure is final and binding on all parties and not subject to appeal.

(g) **Additional Sendings-off**

Team officials dismissed from the Technical Area for a second time in the same Season in any Senior & Reserve Competition under the direct jurisdiction of this Association in Approved Competitions (see Appendix 2) and/or an Open Friendly match, in addition to the automatic suspension applicable to the offence, will be suspended for one extra match.

A team official dismissed for a third time in the same Season in any Senior & Reserve Competition under the direct jurisdiction of this Association in Approved Competitions (see Appendix 2) and/or an Open Friendly match will be suspended for an extra two matches, and so on.

(h) **Measurement of Suspension**

The length of suspension is to be measured against the Team with which the team official committed the offence. If a club has more than one Team that participates within Competitions listed in Appendix 2, then the suspension will be measured against the Team with which the team official committed the offence.

For the avoidance of doubt, any team official serving a suspension from a sending off will be suspended from **all** Senior & Reserve Competitions under the jurisdiction of this Association as listed in Appendix 2 whilst serving their suspension. Any team official serving a suspension from an accumulation of cautions (as set out in section 7(a) & 7(b) of these Procedures) will only be suspended from participating in the same League Division or Cup Competition in which they received their accumulated cautions.

Where a team official receives a suspension (as set out in these Procedures) from an Open Friendly match (see section 10), this must be measured by the teams next match(es) in League or Cup Competitions (whichever comes first).

(i) **Outstanding Suspensions**

Any period of suspension or part thereof which remains outstanding at the end of a season must be served at the commencement of the next following season at the club at which the team official is registered.

(j) **Rule 24**

In special cases where:-

- (i) a match official's report indicates a serious breach of the Laws of the Game, or
- (ii) a team official commits an act of misconduct and/or a sending-off offence as set out in the Laws of the Game whilst on the field of play and/or in the Technical Area which is not seen by the match officials but caught on video;

the *North East Wales Area Association* reserves the right to prefer an appropriate charge of misconduct against the team official in accordance with one or more of the provisions under Rule 24.

When dealing with a case under 7(j)(i) hereabove, the Disciplinary Panel may take into account any automatic punishment imposed under the Procedures.

When dealing with a case under 7(j)(ii) hereabove, confirmation by the match officials that they did not see the incident in question shall be conclusive evidence of that fact.

(k) **Clubs Imposing Fines**

Clubs may fine team officials for on-field offences but must notify the *North East Wales Area Association*, without delay, the details of the fine in each case.

(l) **Re-Arranged Matches**

A *North East Wales Area Association* Disciplinary Panel shall have discretionary power to rule that a match shall not count towards the completion of a suspension if it is satisfied that the game has been arranged by the club with a view to enabling the team official to complete their suspension and thus qualify them to participate in a specific match. The decision of the Disciplinary Panel in relation to re-arranged matches is final and binding on all parties and not subject to appeal.

(m) **Collection of Administration Fees**

It will be the responsibility of the club to collect the £12.00 administration fee from the team officials concerned. Clubs will have 31 calendar days to make the payment for each team official's £12.00 administration fee as and from the date of the match. Should the club fail to make the payment of the £12.00 administration fee within 31 calendar days, then the team official will become ineligible from participating in **any** Association Football and Futsal match until payment is received. The administration fee must be paid on the COMET system, or any other system as prescribed by the Association from time to time.

Any club experiencing difficulties in obtaining monies owed by team officials of the club may refer such matters to the *North East Wales Area Association*.

**8. DISCIPLINARY ACTION ON CLUBS FOR MISCONDUCT BY THEIR PLAYERS AND TEAM OFFICIALS**

- (a) Any club whose players or team officials accumulate a total number of Penalty Points during a season, and that total is considered to be appreciably above the average number of points in the same league, may be required to appear before a Disciplinary Panel and shall be liable to be warned and/or fined for having permitted its players or team officials to violate the Laws of the Game in contravention of Rule [24.1.1]. In addition, the Panel shall be entitled to make an order as to costs against the club. Any action taken by the club to discipline its players will be taken into consideration by the Panel in its findings.

In so far as this Regulation shall apply, the following Penalty Points will be recorded against a club:-

For all recorded cautions - 4 Points

For Sending-off for players under Law 12 (4) (5) & (7) and team officials resulting in a one match suspension - 10 Points

For Sending-off for players under Law 12 (1) (2) (3) & (6) and team officials resulting in a two or three match suspension - 12 Points



- (b) A club required to appear before a Disciplinary Panel shall be represented by at least one of its Directors/Officials and the Manager.
- (c) The *North East Wales Area Association* reserves the right to prefer a charge against a club at any time during the season arising from field offences committed by players and team officials of the club.

## **9. SUSPENSIONS IMPOSED UNDER THESE REGULATIONS**

- (a) Unless otherwise ordered by an *North East Wales Area Association*, or a Judicial Body of the FAW, the terms of the suspensions imposed under these entire regulations will be as set out under the category of a Match Suspension (see section 10). The only exception is where a team official receives a suspension for an accumulation of cautions. In this instance, the category of suspension will be a Touchline Suspension (see section 10).
- (b) Any suspension imposed on a player may only be served whilst the player holds a registration with a football club. Should a player transfer or register for a new club prior to the commencement of the suspension or during the period of the suspension, the player will not be eligible to play for their new club until such time as the new club with which the player has transferred to has completed the required number of matches in Approved Competitions.
- (c) Any suspension imposed on a team official may only be served whilst the team official holds a registration with a football club. Should a team official transfer or register for a new club prior to the commencement of the suspension or during the period of the suspension, the team official will not be eligible to participate for their new club until such time as the club with which the team official committed the offence has completed the required number of matches in Approved Competitions.

## **10. DEFINITIONS**

### **i. BUSINESS DAY**

Any day of the week except a Saturday or Sunday or public bank holiday in Wales

### **ii. CLOSED FRIENDLY MATCH**

A game of Association Football which is not an Official Match which is played between two (2) teams (whether or not from different Clubs) but is not made open for the public to attend.

### **iii. MATCH SUSPENSION**

A Match Suspension is a ban on taking part in a match and on attending it in the area immediately surrounding the field-of-play. A Match Suspension may be imposed on a player or an official.

The area immediately surrounding the field-of-play includes:-

1. The field-of-play.
2. The dressing rooms and their immediate area.
3. The tunnel and/or private way leading from the dressing rooms to the field-of play.
4. The dugouts, benches and technical areas.
5. The prohibited area in the vicinity of the touchline and goal lines.

The player or official under a Match Suspension is prohibited from contact with match officials, players and club officials, as well as giving any media interviews, before, during and after the match.

A Match Suspension does not prohibit a player or official from attending or taking part in a Closed Friendly Match or a club organised private training session. However, a player or official is prohibited from attending or taking part in an Open Friendly Match.

A club who permits a player or an official to attend any ground whilst serving a Match Suspension will be responsible for ensuring the terms of the suspension are adhered to.

#### **iv. OPEN FRIENDLY MATCH**

A game of Association Football which is not an Official Match which is played between two (2) teams (whether or not from different Clubs) and is made open to the public to attend.

#### **v. TOUCHLINE SUSPENSION**

A Touchline Suspension is a ban from any immediate contact with players, club officials and match officials participating in a match for the duration of the match. A Touchline Suspension may be imposed on a player and an official. A Touchline Suspension prohibits an individual from:-

1. Attending the dugouts and technical areas before, during and after the match.
2. Entering the field-of-play and the prohibited area in the vicinity of the touchline and goal lines.
3. Coaching or issuing instructions for the duration of the game.
4. Engaging the match officials whilst they are on the field-of-play or in the tunnel and/or private way leading from the dressing rooms to the field-of-play.

The player or official under a Touchline Suspension is permitted to attend the team changing room pre-match, at half-time and post-match. Furthermore, the individual is permitted to approach the match officials pre-match or post-match whilst they are in their dressing room and provided the match officials are agreeable to the approach.

The FAW is aware that due to the nature of many grounds, the individual under a Touchline Suspension may stand behind the perimeter barrier surrounding the field-of-play but still remain sufficiently close enough to the field-of-play to allow them to continue coaching or issue instructions to the coaching / technical staff. This will be considered as a breach of the Touchline Suspension and will result in the Football Association of Wales preferring charges of misconduct against the club and player or official who is under the suspension.

Where a stand exists within the ground, the Football Association of Wales requires the player or official to sit in the stand away from the field-of-play.

For the duration of the game, a player or official under a Touchline Suspension is NOT PERMITTED to communicate with the coaching / technical staff via radio or other electronic communication and is prohibited from having personal contact with any such persons.

## **APPENDIX 1**

Fees applicable when making a Claim of Mistaken Identity or a Claim of Wrongful Dismissal

<b>For teams playing in:-</b>	<b>£ Fee payable</b>
<i>North East Wales Men's League -Premier Division</i>	£50.00
<i>North East Wales Men's League -Championship Division</i>	£50.00
<i>North East Wales Reserves League</i>	£50.00
<i>North East Wales Vets's League -Premier Division</i>	£50.00
<i>North East Wales Vets's League -Championship Division</i>	£50.00
<i>North Wales Women's League</i>	£50.00

## **Appendix 2**

*North East Wales Football League Premier Cup*  
*North East Wales Football League Two Counties Cup*  
*North East Wales Football League Reserves Cup*  
*North East Wales Football League Vets Cup*  
*Mike Beech Memorial Trophy*  
*All Senior Challenge Cup competitions*  
*Horace Wynne Cup*