



**NEPEAN FOOTBALL
ASSOCIATION INC.
GRIEVANCE & DISCIPLINARY
HANDBOOK**

BACKGROUND

On 7th January 2015, Nepean FA introduced a new set of grievance and disciplinary rules. These are known as the Nepean FA Grievance & Disciplinary Regulations ('Regulations'). The regulations replaced all aspects of handling disciplinary matters originally set out in the Nepean FA By-Laws.

Nepean FA regularly reviews and updates the Regulations to ensure it continues to deliver on best practice and that decisions are made with consistency, fairness, efficiency and transparency.

This handbook provides an illustrative overview of the functions of each Body (i.e. the Disciplinary Committee, General Purposes Tribunal (GPT) and Appeals Tribunal) and examples on how each Body operates.

JURISDICTION

The Regulations are intended to apply exclusively to facilitate the expeditious and fair resolution of incidents, disciplinary, dispute and conduct matters relating to Nepean FA Competitions as well as Grievances involving Members.

PRESCRIBED FORMS

We have made the prescribed forms more user-friendly by allowing Members to complete and submit them online, without the need to download and attach to an email.

OFFENCES

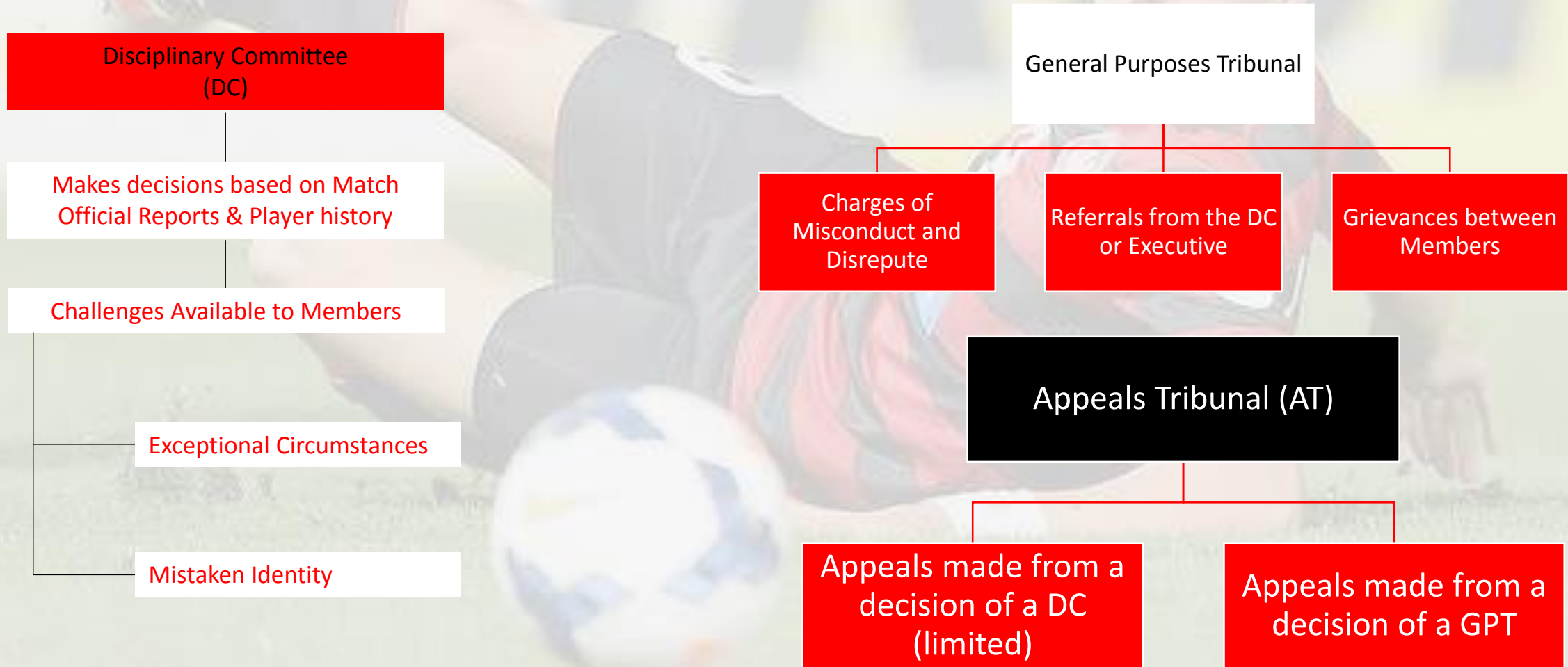
Schedule 3 of the Regulations sets out the types of sanctions that a Body can impose on a Member.

FEES

Schedule 4 of the Regulations sets out the fees for making an application to a Body.



OVERVIEW OF GOVERNING BODIES





DISCIPLINARY COMMITTEE

SECTION 7

The Disciplinary Committee (“DC”) is not a tribunal. It is an independent committee responsible for issuing Suspensions based on Match Official Send-Off Reports, Match Official Incident Reports and Participant history.

The DC can only issue a Suspension that is no longer than one (1) calendar year.

A Suspension that is longer than one (1) calendar year may only be issued by the General Purposes Tribunal or the Appeals Tribunal.

Set out below are examples of how the DC operates.



EXAMPLE 1: ON-FIELD DISCIPLINARY MATTER

SATURDAY

Player spits on another player during a fixture

Match Official hands player a Red Card (R3)

Match Official sends Match Official Send-Off Report to Nepean FA immediately after a Fixture

MONDAY

Nepean FA collates Player History & Match Official Send-Off Report – sends to the DC Members

WEDNESDAY

DC issues Suspension using the Table of Offences

THURSDAY

Nepean FA sends out a Notice of Suspension to the Club

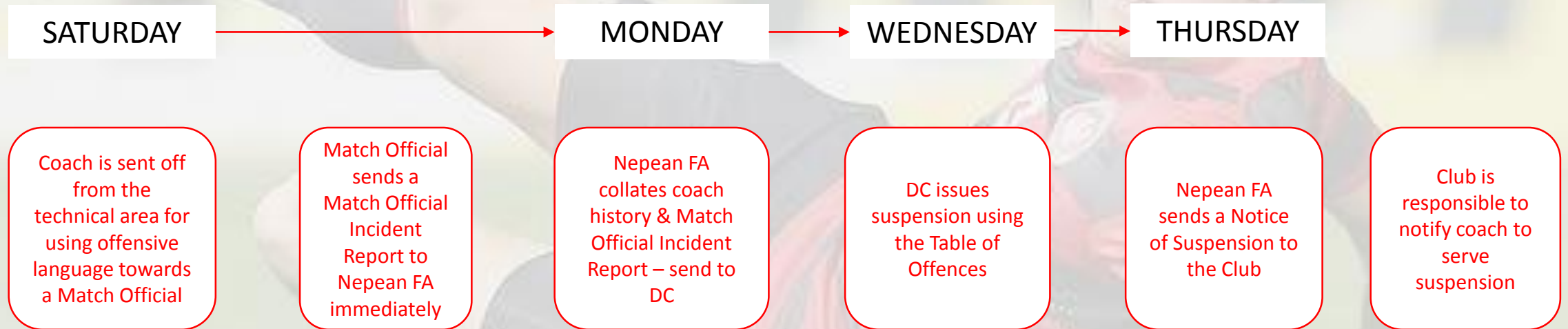
Club responsible to notify player of Suspension

NOTES

1. A player is required to stand down the minimum Fixture Suspension irrespective of whether a Notice of Suspension has been issue by Nepean FA.
2. A Club is responsible to ensure its players are stood down for the minimum mandatory one (1) Fixture Suspension in the next applicable fixture



EXAMPLE 2: OFF-FIELD DISCIPLINARY MATTER



NOTES

A Coach or any Team Official sent-off from the technical area by a Match Official must immediately stand down the next applicable Fixture. This will be in addition to any further Suspensions issued by a body.



CHALLENGING A DECISION OF THE DC

SECTION 7.3 & 7.4

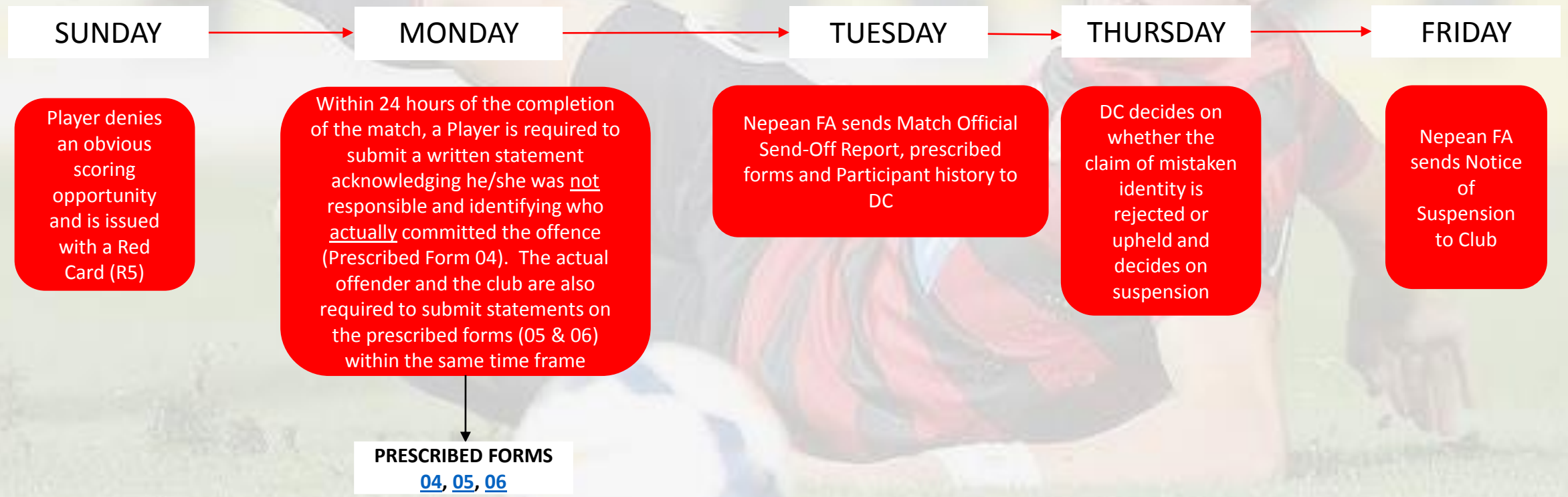
A Participant has a right under the Regulations to challenge a decision made by the DC. There are three (3) challenges that a Participant can make:

- (1) Mistaken Identity in a Match Official Send-Off Report (section 7.3)**
- (2) Mistake Identity in a Match Official Incident Report (section 7.3)**
- (3) Exceptional Circumstances**

Set out below are examples of how a Participant can challenge a decision of the DC. It also states the appropriate Prescribed Form for a Participant to complete



EXAMPLE 1: MISTAKEN IDENTITY IN A MATCH-OFFICIAL SEND-OFF REPORT

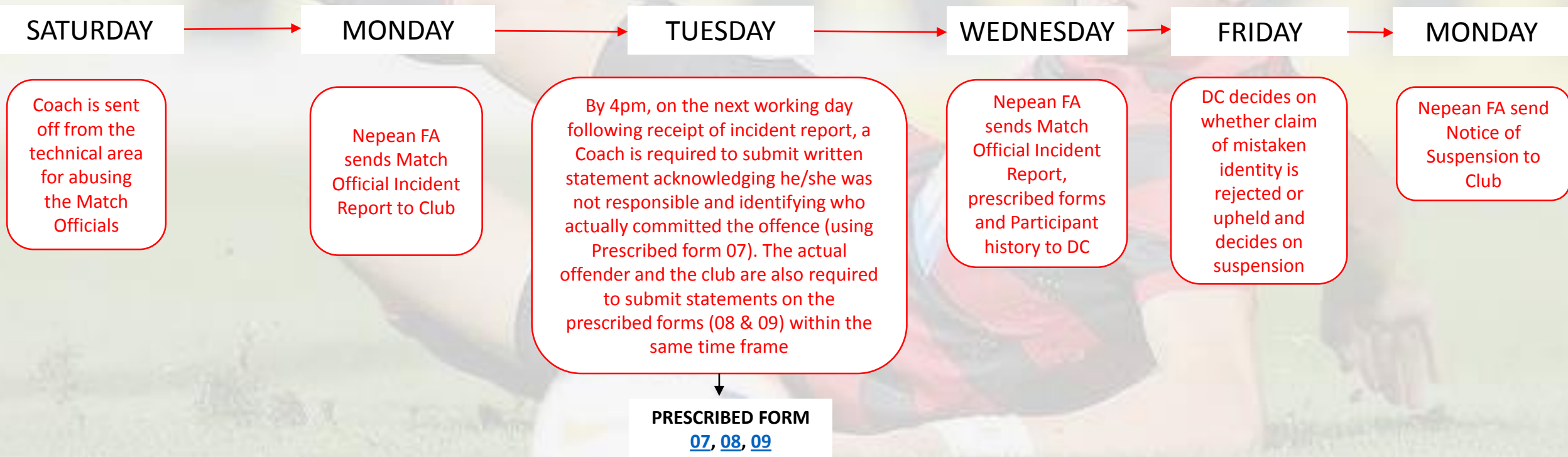


NOTES

Unless a participant has been successful in a claim of mistaken identity, he/she must continue to serve that suspension.



EXAMPLE 2: MISTAKEN IDENTITY IN A MATCH-OFFICIAL INCIDENT REPORT

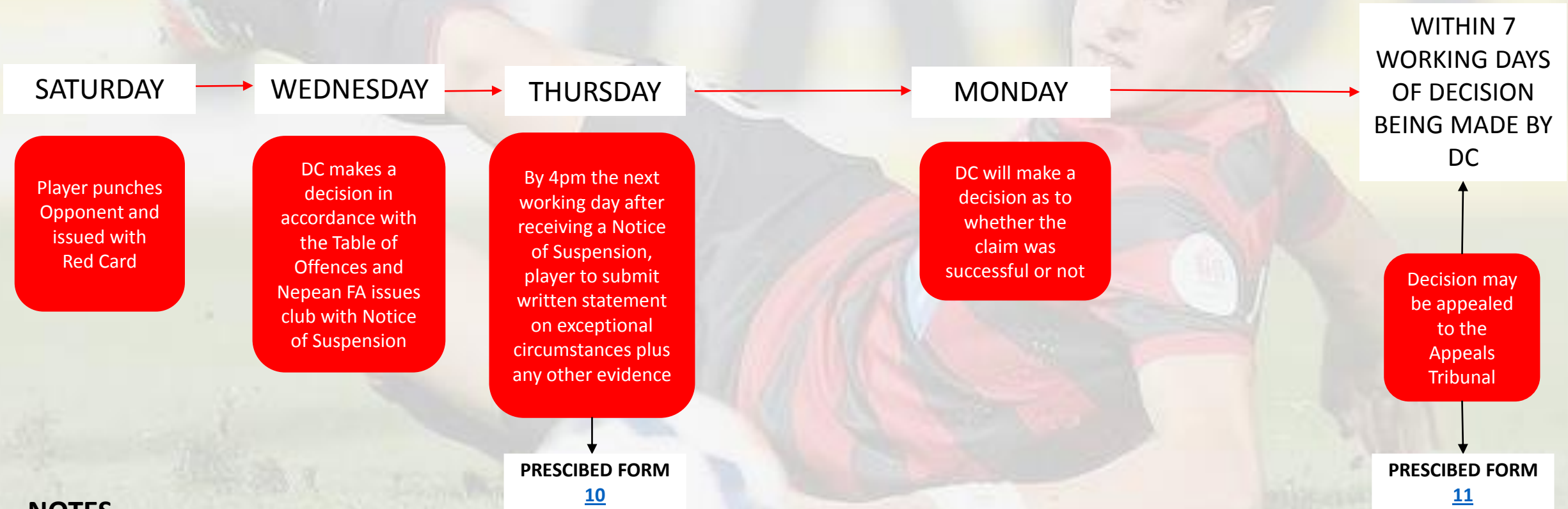


NOTES

Unless a participant has been successful in a claim of mistake identity, he/she must continue to serve that suspension



EXAMPLE 3: EXCEPTIONAL CIRCUMSTANCES



NOTES

1. A participant is not eligible to challenge a Suspension where the DC has issued the minimum Suspension
2. Unless a Participant has been successful in a claim of Exceptional Circumstances, he/she must continue to serve that suspension



GENERAL PURPOSES TRIBUNAL

SECTION 8

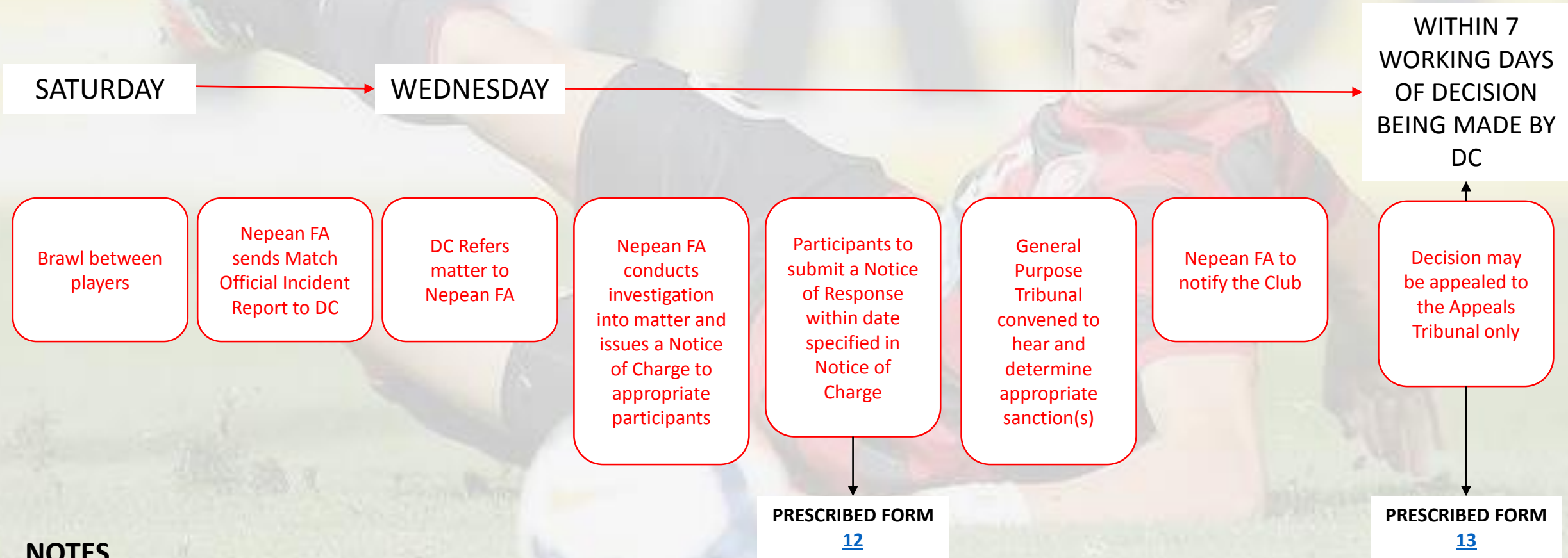
The General Purposes Tribunal will be responsible for hearing and determining the following types of matters:

- (1) Charges of Misconduct and Disrepute (section 8.2)**
- (2) Grievances between Members (section 8.3)**
- (3) A referral by the Disciplinary Committee (section 8.4)**

Set out below are examples of how the General Purposes Tribunal operates.



EXAMPLE 1: BREACH OF MISCONDUCT – REFERRAL BY THE DC



NOTES

Please refer to section 8 (General Purposes Tribunal) and 12 (Administrative Procedures of Tribunals) if you have been issued with a Notice of Charge.

EXAMPLE 2: GRIEVANCE BETWEEN MEMBERS

A Club official was stood down by the Committee without regard to its Rules and Regulations

The Club Official writes to the Committee setting out details of the Claim or Complaint. The Committee has within seven (7) working days to respond

If no response is received/not satisfied with response the Club Official may refer the matter to Nepean FA by sending a Grievance Form within 14 working days of sending the letter to the Committee

PRESCRIBED FORM
[14](#)

Nepean FA may refer the matter to mediation in the first instance. Mediation to commence within 14 working days after the submission of the Grievance Form and to continue for a period of no more than 30 working days

PRESCRIBED FORM
[14](#)

If no agreement, Nepean FA may refer to GPT

Decisions may be appealed to the Appeals Tribunal in the first instance.

PRESCRIBED FORM
[13](#)

NOTES

Please refer to section 8.3 and 11 (Mediation) in dealing with Grievances



APPEALS TRIBUNAL

SECTION 9

The Appeals Tribunal will be responsible for hearing and determining appeals as follows:

- (1) A Disciplinary Committee decision in relation to a mistaken identity in a Match Official Send-Off Report and Incident Report (section 7.5) if rejected by the DC
- (2) Disciplinary Committee decision in relation to exceptional circumstances (section 7.5)
- (3) A General Purposes Tribunal decision in relation to Grievances (section 8.3) and Misconduct and Disrepute (section 8.2)

Set out below is an illustrative overview of how the Appeals Tribunal operates.



APPEALS TRIBUNAL (AT)

Disciplinary
Committee Decision

General Purpose
Tribunal Decision

Mistaken Identity in a Match
Official Report – Declined by DC

Exceptional Circumstances –
Declined by DC

Grievance between Members

Charges of Misconduct and
Disrepute

Associations Appeal Committee



OFFENCES BY PLAYERS & CLUB/TEAM OFFICIALS AGAINST OTHER PLAYERS



SEND OFF CODE	DESCRIPTION	SUSPENSION MINIMUM	MAXIMUM
R1	Serious Foul Play	2 Fixtures	12 Fixtures
	Violent Tackle from behind that endangers the safety of the opponent	3 Fixtures	10 Fixtures
	Rugby Tackle	2 Fixtures	8 Fixtures
	Violent Charging	2 Fixtures	8 Fixtures
	Over the Ball Tackle	2 Fixtures	12 Fixtures
R2	Violent Conduct	2 Fixtures	16 Fixtures
	Head Butting	5 Fixtures	24 Fixtures
	Punch/Fighting	2 Fixtures	8 Fixtures
	Kicking	2 Fixtures	8 Fixtures
	Elbowing to the Head	4 Fixtures	16 Fixtures
	Elbowing to the Body	2 Fixtures	10 Fixtures
R3	Spitting at an opponent of any other person	8 Fixtures	1 Year
R4	Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goal-keeper within his own penalty area)	1 Fixture	4 Fixture
R5	Denying an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offence punishable by a free kick or penalty kick	1 Fixture	6 Fixtures
R6	Using offensive language, insulting or abusive language and/or gestures	2 Fixtures	8 Fixtures
	Making offensive, insulting, or abusive gestures	4 Fixtures	20 Fixtures
	Indecent Actions	4 Fixtures	20 Fixtures
R7	Second caution		1 Fixture



OFFENCES BY PLAYERS & CLUB/TEAM OFFICIALS AGAINST MATCH OFFICIALS



SEND OFF CODE	DESCRIPTION	SUSPENSION MINIMUM	MAXIMUM
R2	Threatening or intimidating a Match Official by word or action	12 Fixtures	Life
	Tripping a Match Official	1 Year	Life
	Pushing with open hand, shoulder or hip	1 Year	Life
	Striking with the ball or other object	1 Year	Life
	Pushing, kicking or elbowing	Life	Life
R3	Spitting	8 Fixtures	Life
R6	Using offensive, insulting or abusive language and/or gestures against a Match Official	4 Fixtures	20 Fixtures
	Making offensive, insulting or abusive gestures	4 Fixtures	20 Fixtures



OTHER OFFENCES BY PLAYERS & TEAM OFFICIALS



OFFENCE NO	DESCRIPTION	MINIMUM SANCTION	MAXIMUM SANCTION
1	Inciting the crowd	10 Fixtures	6 Years
2	Attacking or fighting with Spectators	1 Year	Life
3	Bringing the game into Disrepute	6 Fixtures	Life
4	Deliberately misleading anybody	10 Fixtures	2 Years
5	Spitting at or onto Spectators	8 Fixtures	Life
6	Other offences by Players and Team Officials as specified in Match Official Reports	1 Fixture	1 Year
7	Where 5 or more cautions are awarded to one team during one match	Loss of two (2)	Competition points
8	Where 3 or more red cards are awarded to one team during one match	Loss of two (2)	Competition points



SANCTIONS IMPOSED BY A TRIBUNAL AGAINST A CLUB



NUMBER	TYPE OF SANCTION, ORDER OR MEASURE
1	Reprimand
2	Fine or costs
3	Deduction or loss of competition points
4	Ban on the registration or transfer of any players for a specified period of time
5	Annulment of the result of the Match
6	Suspension from participation in a Match, Fixture, event, tournament or Competition
7	Exclusion, suspension or expulsion from a Competition
8	Ban on playing in a particular stadium
9	Annulment of the result of the Match
10	Relegation to a lower division
11	Imposition or loss of Bond as per the Rules
12	With the exception of suspended sentences, such other disciplinary sanctions or measures as is appropriate in all the circumstances, including as prescribed in the FIFA Statutes, FFA Rules and Regulations, and NFA Rules and Regulations



SANCTIONS IMPOSED BY A TRIBUNAL AGAINST A PARTICIPANT



NUMBER	TYPE OF SANCTION, ORDER OR MEASURE
1	Reprimand
2	Requiring the return of an award
3	Deduction or loss of competition points
4	Ban on the registration or transfer of any players for a specified period of time
5	Annulment of registration of a Player
6	Fixture suspension or Time Suspension pursuant to Section 14
7	Exclusion, suspension or expulsion from a Competition
8	Termination of registration or playing contract
9	Ban from the dressing rooms and/or the substitutes' bench or entering a stadium
10	Relegation to a lower division
11	Imposition or loss of Bond as per the Rules
12	With the exception of suspended sentences, such other disciplinary sanctions or measures as is appropriate in all the circumstances, including as prescribed in the FIFA Statutes, FFA Rules and Regulations, and NFA Rules and Regulations



LEVIES & APPLICATION FEES

	FEE
GENERAL PURPOSES TRIBUNAL (SECTION 8)	
Application for a Grievance (Section 8.3)	\$100
Referral to attend the GPT (Section 8.4)	\$200
APPEALS TRIBUNAL (SECTION 9)	
Appeal Fee from a decision of the DC	\$200
Appeal Fee from a decision of the GPT	\$350
DISCIPLINARY COMMITTEE (SECTION 16)	
Administration Fee for each suspension resulting from a Red Card or an accumulation of Yellow Cards	\$25
Team Misconduct where a Team Misconduct charge has been proven by a Disciplinary Committee or Tribunal, in addition to any suspension, the following penalty will apply	\$200