

The Disciplinary Policy in relation to Payments, Acknowledgement Forms and Hearing Requests

Payments:-

The Sussex County FA take payments for Discipline in the following ways:-

- Acknowledgement Form with Cheque, Postal Order or Credit Card.
- Acknowledgement Form with Cash (Suggested Cash is not posted and delivered to the office directly).
- Acknowledgement Form which can be faxed with Credit Card details written on. This is the only occasion faxed copies can be accepted.
- Emailed Acknowledgement Form with Credit Card details written on. Again, this is the only occasion emailed copies can be accepted.

We would ask that the original Acknowledgement Form is returned with all fines unless stated above that a Fax or Email is acceptable.

All payments must be received by the due date stated on the Acknowledgement Form, failing this will mean a reminder letter is sent to the Club chasing this fine.

In all cases when a reminder is issued on the Monday, if payment arrives the following day (Tuesday) no later than 5pm, the reminder will be removed and classed as crossed in the post. If a reminder is issued on a Tuesday, if payment arrives the following day (Wednesday) no later than 5pm, the same will apply and so on. Fines arriving 2 days after the reminder has been issued will result in the late fine of £20.00 which must be paid prior to the case being closed.

Acknowledgement Forms:-

Acknowledgement Forms **MUST** in all circumstances be completed in full. This includes the Player/Guardian signature on all Send Off's and Misconduct Charges. If they are not, they will be returned highlighting the outstanding information needed. As mentioned above, if they exceed the due date the same process will apply in relation to reminder letters and late fines.

The Sussex County FA has a **NO FORM NO PAYMENT** policy. Unless the form is received we cannot accept payment for that case. I would also make you aware that a cheque for £40.00 with one caution form missing will be returned in full as we cannot process the other payments.

Plea's of Leniency and Personal Hearing Requests:-

These applications **MUST** arrive no later than 5pm on the stipulated due date on the Acknowledgement Forms. Failure to follow this will mean your request is declined. This can result in the suspension offered applying, or in some circumstances (Misconduct Cases), the case being heard on correspondence.

Under no circumstances can the date for a hearing request be extended.

Time Extensions:-

All Clubs can apply for Extra Time in relation to certain cases. As stated above, this request is not always possible. For Clubs who play in County League Divisions 1, 2 and 3, Brighton, Hove & District League Premier Division, Crawley & District League Premier Division, East Sussex League Premier Division, Mid Sussex League Premier Division, West Sussex League Premier Division and Worthing & District League Premier Division (All Steps 5, 6 and 7) we cannot allocate additional time under their current regulations.

In all other cases, a maximum of 7 days additional time will be granted; only when applications are made prior to the due date will this apply. If an application is made after the due date, additional time will not be given to make payment and the reminder letters and late fines will apply.

We therefore would stress to Clubs, please contact us if you are having problems with payments and signatures, the earlier the better.

Club Responsibility:-

Finally, we would remind all Clubs of your responsibility to notify The Sussex County FA and your League when the Club Secretary is away or unavailable. We can therefore place a Temporary Secretary as requested by you to alleviate any confusion or fines being late or lost.

Along with this, we remind all Clubs that it is your responsibility to follow up Caution, Sending's Off and Misconduct if it is not received. The Sussex County FA suggest that 10 days following the fixture, if you have yet to receive the details you **MUST** contact the office with details of the match that took place, including the Referee concerned and the players involved. If you fail to do this and the paperwork is not received, this may cause further problems and your Club may receive late fines and reminder letters for these cases.

We would hope that all Clubs contact The Sussex County FA when they have a problem; this will help to eradicate some problems experienced over past seasons and save you as the Clubs and Volunteers additional issues which may be avoided.