

## Discipline

### Frequently Asked Questions

*Relating to discipline matters over the Christmas break*

#### How do I appeal a red card?

All red cards can be appealed with the exception of those for use of offensive or insulting or abusive language/gestures (S6) and receiving a second caution in a game (S7). Please be aware that for an appeal to be successful, you must be able to prove that the referee made an obvious error in sending the player off.

You would mark your intention to appeal via Whole Game System and also via email to [rob.smith@hertfordshirefa.com](mailto:rob.smith@hertfordshirefa.com) and [contactus@hertfordshirefa.com](mailto:contactus@hertfordshirefa.com).

***You must not await the referees report.***

***The table below outlines the timelines you must adopt should you wish to lodge a claim. These timings are strict and no claim can proceed unless these have been adhered to.***

<b>Fixture Date</b>	<b>Submit Intention to Claim by</b>	<b>Submit All Evidence by</b>	<b>Hearing Date</b>
21 <sup>st</sup> or 22 <sup>nd</sup> December 2024	Monday 23 <sup>rd</sup> December (12pm)	Monday 23 <sup>rd</sup> December (5pm)	Tuesday 24 <sup>th</sup> December
26 <sup>th</sup> , 27 <sup>th</sup> or 28 <sup>th</sup> December 2024	Monday 30 <sup>th</sup> December (12pm)	Monday 30 <sup>th</sup> December (5pm)	Tuesday 31 <sup>st</sup> December

#### When will a suspension start?

The period between the offence date and suspension commencement date is 7 days. Please be reminded if paperwork is not received or the offence does not show on your portal you must contact the County FA, as the suspension will commence 7 days after the offence date.

***The player must serve the suspension regardless of receiving notification.***

Should a player play whilst he should be serving a suspension, the club and player will be charged under football regulations. Non receipt of paperwork is not a valid defence for when a player has played whilst suspended.

### **When will my discipline invoices be ready to pay?**

Discipline invoices will be raised once the discipline case has been processed.

### **How do I add a match for a player to serve a suspension?**

Log into WGS and select the 'Matches' tab. Click on the icon that says 'Add Match' and input the relevant information to create the match which will be used to serve the suspension. Step by step guidance [can be found here](#).

### **How do I report an incident that happened during a football match?**

An official complaint is made directly to the Hertfordshire FA to instigate potential disciplinary charges. Should any club or its members wish to pursue the allegations they will need to provide full witness statements using the Club Report Form which can be found on our [website](#).

### **Any discipline questions other than those covered above**

The Grassroots Disciplinary Guide is an online interactive reference guide designed to aid Leagues, Clubs and Players throughout the season and [can be downloaded here](#).

It is a useful guide to explain the disciplinary process the changes that have taken place over the last few years – including match-based discipline, temporary dismissals, sanction guidelines, competition specific cautions and mandatory minimum sanctions.

This year's guide also includes videos and resources that will go into greater depth to explain the disciplinary process.

There is also a Leagues section to provide guidance for administrators regarding the Powers and Duties of the League.