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**Independent Disciplinary Panel Member**

**Application Pack**

August 2018

Dear Applicant,

**Re: Independent Disciplinary Panel Member**

With effect from 1st January 2018 all Disciplinary Commissions held by Lancashire FA must have at least one Independent Member on the Panel.

An Independent Member is defined as an individual who has no involvement with the Lancashire Football Association, other than acting on Discipline Commissions. The change will therefore provide an opportunity for individuals who are not currently part of Lancashire FA Council to be incorporated into the disciplinary process, utilising their skillset and expertise on decisions.

In creating a ‘Panel of Independent members’, we are seeking applications from committed individuals across the County from a variety of backgrounds, to be reflective of both the game itself and the modern society in which we live.

If you believe that you are a credible candidate for this volunteer role and are interested in applying please complete the enclosed application form along with a copy of your current CV and send it to the County Headquarters no later than 4pm on Friday 21st September 2018.

Please mark the envelope ‘Private and Confidential’, for the attention of Hayley Mather.

Training will be given and all Panel members will be required to complete an assessment prior to being appointed to any Panel. An initial induction evening will take place at 6pm on Tuesday 2nd October 2018 at the County Headquarters.

Those candidates selected will be notified and invited to the induction evening, via email, no later than Thursday 27th September 2018. Should you not receive any correspondence from us by this date, unfortunately this means that you have not been selected.

We look forward to receiving your application.

Yours faithfully

**Hayley Mather**

Discipline Manager



**Role Description**

**Title:** Independent Disciplinary Panel Member

**Hours:** Appointments taken on case by case basis

**Working Location:** Primarily Lancashire FA HQ but could include other sites around Lancashire, plus online via WebEx

**Specific Duties:**

* To deal with disciplinary procedures in accordance with the Rules and Regulations of The FA and of the Lancashire FA.
* To have an understanding of the Regulations of The FA and Lancashire FA relating to Discipline, although training will be given.
* To serve the Association as a Member of Disciplinary Commissions and Boards of Enquiry.
* To represent the Association at meetings and seminars of The FA and other organisations relevant to discipline as and when required.
* To remember that the cases that you will be dealing with will require you to remain confidential at all times.

**Knowledge, Experience & Skills:**

* Ability to work collaboratively and with the football bodies, across all the equality strands.
* Strong interpersonal and influencing skills.
* Understanding of sport and football at all levels.
* Patience and diplomacy.
* Knowledge of judicial processes would be desirable but not essential.
* Competent at using IT.
* Completed an FA Safeguarding Children Workshop and The FA Online Safeguarding for Committee Members Courses (Desirable)

**Please note, as part of Lancashire FA’s Safeguarding Operating Standards we require all successful candidates to commit to completing an FA Safeguarding Children Workshop and The FA Online Safeguarding for Committee Members module within the first 6 months of being appointed.**

**Lancashire County FA is committed to equality of opportunity and welcomes applications from all sections of the community.**

**Independent Disciplinary Panel Member Application Form**

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| **Name:** |  | |
| **Address:** |  | |
| **Contact Number (Daytime):** |  | |
| **Contact Number (Home):** |  | |
| **Contact Email:** |  | |
| **Are you currently employed?**  **Please delete accordingly** | **Yes / No / Retired** | |
| **Do you have access to a PC/Tablet with microphone and speaker?**  **Please delete accordingly** | **Yes / No** |  |
| **Please give a general indication of your daytime availability:** |  | |
| **Please give a general indication of your evening availability:** |  | |

Please return this form together with your CV by no later than

**4pm Friday 21st September 2018.**

All applications submitted will be treated confidentially.

Please send them marked ‘Private and Confidential’ to:

Independent Disciplinary Panel Applications, Lancashire FA, Thurston Road, Leyland, PR25 2LF or by email to: [hayley.mather@lancashirefa.com](mailto:hayley.mather@lancashirefa.com)

**Personal Characteristics**

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| --- |
| **Please tell us how you meet the personal characteristics as set out previously** |
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| **Please tell us your reasons/motives for applying for this role** |
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**Independent Discipline Panel Member Conflict of Interest Form**

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| **Please list any Clubs that you are involved with for the 2018/19 season** |
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| **Please list any Leagues that you are involved with for the 2018/19 season** |
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| **Please list any Clubs or Leagues you have been involved in over the past 10 years** |
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