



Oxfordshire Football Association

Independent Membership of Discipline Commissions

Prospective Member

Application Pack

The FA have instructed that all County Football Associations must have at least one Independent Member on all Disciplinary Panels from January 2018 therefore as a result the Oxfordshire Football Association (OFA) is looking for committed individuals living locally with a variety of backgrounds and to be reflective of the local community and local football teams. Applicants need to be independent from The FA and the Oxfordshire FA Football Forum and Focus Groups – training will be provided.

Disciplinary commissions will be structured as follows;

- a. A Chair who has attended FA training and passed the assessment
- b. One member from our existing panel of trained commission individuals
- c. One member who will be an independent
- d. A Commission Secretary to support the panel.

Panels will sit as and when required and are normally held in the evening, out of office hours to accommodate everyone involved, however there may be a situation where you may be asked if available during the working day to hear a case so please indicate if you available during the day. (it would likely be a web conference situation rather than incurring travel). If you are interested and would like to apply for the position as an independent member, please complete the application form and return it by email or post along with your current curriculum vitae

Details of where you should send your application back to can be found on the application form.

Thank you for your interest and we look forward to receiving your application.

Ian Mason

Chief Executive Officer

Oxfordshire Football Association Limited

How to apply

If you are interested in applying to join Oxfordshire FA's Independent Disciplinary Panel, please complete the application form and return it by email along with your current CV to: Ian.Mason@OxfordshireFA.com – with "IDP Application" in the subject line.

Alternatively, post your application and CV to:

Ian Mason, Oxfordshire FA, Unit 4, Witan Park, Avenue 2, Station Lane, Witney, Oxfordshire OX28 4FH

It would also be appreciated if you could complete the diversity monitoring form. This form is not mandatory, however it offers us with an opportunity to track applications from different parts of the community. Information supplied is anonymised and not stored with your application

The appointments are on a voluntary basis although reasonable qualifying expenses will be paid in line with the Oxfordshire FA expenses policy.

If you feel require more information about the role, please email

Ian.Mason@OxfordshireFA.com Communications will be confidential.

Please note that all applications must be received by midnight on 2 January 2018

The Oxfordshire Football Association Limited is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Independent Members - Role Profile

Members of the Oxfordshire FA Independent Disciplinary Panel will assist the commissions that adjudicate on disciplinary charges against participants for breaches of discipline throughout the game.

Some cases would be heard in person although the processes exist for Participants to elect for such matters to be considered on papers only. Young children are not permitted to appear in person and will be represented by our Designated Safeguarding Officer who will have taken evidence in the company of a parent, guardian or carer. Older children can appear but will be accompanied by a parent, guardian or carer.

A Disciplinary Commission will be structured as follows:

- a) 1 Member from the OFA Disciplinary Chairman's Panel
- b) 1 Member of the current Oxfordshire FA Disciplinary Panel
- c) 1 Member of the Oxfordshire FA Independent Disciplinary Panel
- d) A trained Commission Secretary to assist the panel but not necessarily from Oxfordshire.

Main Accountabilities

- To attend training
- To assist in Discipline Commissions when appointed, in accordance with FA Disciplinary procedures
- To assist the Chairman of the delivery of written judgements on all cases as required by the Chairman on serious cases.

Personal Characteristics

The key qualities required are:

- Ability to work collaboratively together and with the football bodies, across all the equality strands.
- Strong interpersonal and influencing skills.
- Ideally knowledge of the FA disciplinary process but not essential
- Understanding of sport and football at all levels.
- Patience, diplomacy and confidentiality

Name: _____ *(please print)*

Application Form: Member of the Oxfordshire FA “Independent” Disciplinary Panel

Skills, qualities, knowledge and experience of members

Members of the Oxfordshire FA “independent” Disciplinary Panel will assist in the panels that adjudicate on disciplinary charges against participants for breaches of discipline

Members of the Oxfordshire FA “ independent” Disciplinary Panel will be expected to assist in the management of such cases within The FA disciplinary framework and assist in providing written judgements on serious cases.

Personal Characteristics

The key qualities required are:

- Ability to work collaboratively together and with the football bodies, across all the equality strands
- Strong interpersonal and influencing skills
- Ideally knowledge of the FA disciplinary process but not essential
- Understanding of sport and football at all levels.
- Patience, diplomacy and confidentiality.

Please tell us how you meet the person specification as set out above

(use a separate sheet if required)

Please tell us your reasons/motivations for wanting to be on this Panel

(use a separate sheet if required)

In addition please attach a current CV and return this along with your completed form to:

Ian.Mason@OxfordshireFA.com – with “Independent Discipline” in the subject line.

Alternatively, post your application and CV to:

Ian Mason, Oxfordshire FA, Unit 4, Witan Park, Avenue 2, Station Lane, Witney, Oxfordshire
OX28 4FH

Closing date for applications is midnight on 2 January 2018

OXFORDSHIRE FOOTBALL ASSOCIATION - EQUALITY AND DIVERSITY MONITORING FORM

The Oxfordshire FA is required to compile anonymous information on those individuals accessing its services and activities. Equality and diversity monitoring is the process of gathering and analysing data on people's characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows the Oxfordshire FA to understand the makeup of its staff, Board, Council, committees and those accessing its programmes within affiliated football and meet the needs of individuals if activities need adapting.

Anyone involved with affiliated football are encouraged to respond to the questions about themselves, however, participation is entirely optional and you are not obliged to self declare your characteristics. Participation however, provides us with a clear picture of the makeup of those involved with our programmes and the information we receive is only used for monitoring and statistical purposes only. Please note the form is detachable and is not traceable to an individual.

Please tick as appropriate and send **ideally separately** to: Oxfordshire FA, Unit 4, Witan Park, Avenue 2, Station Lane, Witney, OX28 4FH

Thank you for your help.

Course/Event/Workshop.....

GENDER

Male Female

AGE

16 – 20 21 – 30 31 – 40 41 – 50 51 – 60 61+

RELIGION or BELIEF

How would you describe the religion to which you feel you belong?

Atheist	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jehovah's Witness	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	No Religion/Faith	<input type="checkbox"/>	Other Faith background	<input type="checkbox"/>

Prefer not to say

SEXUAL ORIENTATION

Which of the following options best describe how you think of yourself?

Heterosexual/Straight Gay Man Gay Woman/Lesbian Bisexual Other **Prefer not to say**

DISABILITY

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

Do you consider that you meet this definition?

Yes No Not sure

If you have indicated yes, please indicate the impairment(s) that you feel applies to you:

Blind/partially sighted Deaf/hard of hearing Physical disability Learning disability
 Communication barriers Experience of mental and emotional distress **Prefer not to say**

ETHNICITY

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are from the 2011 census.*

White

British English Scottish
 Irish Gypsy or Traveller Any other white background

Mixed

White & Black Caribbean White & Black African White & Asian
 Mixed background Mixed other background

Asian

British-Indian Indian British Pakistani
 Pakistani British Bangladeshi Bangladeshi
 British-Chinese Chinese Any other Asian background

Black

Black Caribbean Caribbean British African
 African British Other
 Any other Black background
Other Background **Prefer not to say**