**Discipline Commission (Chair/Panel Member) Application**

**Application closing date: Wednesday 31st July**

**Interviews/inductions: August 2019**

Thank you for expressing interest in becoming a Surrey County FA discipline commission member.

Discipline panels are sought when clubs, teams, leagues or individuals have committed offences which have caused charges to be raised against them by the County FA. The hearing provides the opportunity for all evidence to be heard, any witnesses to be spoken with and a verdict on any sanctions to be made. All hearings are categorised as either personal (hearings where commission members question those involved in person) or non-personal (hearings where written evidence is reviewed only).

All discipline panels are made up of a **Secretary**, Two **Panel Members** and **Chair**, each with slightly different roles and responsibilities. For personal hearings an usher(s) may also present to assist proceedings.

Your appointment to any discipline panel is subject to completion of the application form, an interview, specific FA training for the role you are appointed to and on-going personal development as seen fit by the County FA.

Please note that whilst these are voluntary roles (expenses paid) you will be required to complete annual training and attend a minimum number of hearings each season to remain eligible to sit as a discipline commission panel member. Our hearings our generally held in the evenings (from 19:00) at the County Office or via online WebEx on weekday afternoons.

All completed applications should be emailed to Anne-Marie Cliffe (anne-marie.cliffe@surreyfa.com) or alternatively can be posted to The Surrey FA Meadowbank Football Ground, Mill Lane, Dorking, Surrey, RH4 1UW by the application closing date of **Wednesday 31st July**.

Many thanks once again for expressing an interest in joining the team. We look forward to reviewing your application.

Regards,

Ashley Gumbrell

Football Services Manager

**Discipline Panel - Role Profiles (panel member/chair)**

**Panel member**

**Main Accountabilities**

* To assist in Discipline Commissions at local County Associations, when appointed, in accordance with FA Disciplinary procedures.
* Act as an advocate for The FA, promoting a culture of respect for inclusion and championing inclusion and anti‐discrimination across football.
* To ask relevant and effective questions to those in attendance to gather evidence.
* To assist in the sanctioning of players, leagues and clubs using FA discipline guidelines in collaboration with other panel members.

**Personal Characteristics**

* Ability to work collaboratively with others.
* A sound knowledge of football judicial processes.
* Strong interpersonal and influencing skills.
* Good understanding of football at all levels.
* Patience and diplomacy.
* Be able to abide by strict confidentiality guidelines.
* Feel comfortable in leadership role.
* Have confidence in public speaking.

**Chair**

**Main Accountabilities**

* To be accountable for decisions made at discipline hearings and s such be able to prepare written reasons for all decisions and provide these to the County and/or National FA within 1 week of any hearing.
* Act as an advocate for The FA, promoting a culture of respect, inclusion and championing and anti‐discrimination across football.
* To lead and direct proceedings where necessary, including managing of other panel members.
* To ask relevant and effective questions to those in attendance to gather evidence.
* To assist in the sanctioning of players, leagues and clubs using FA discipline guidelines in collaboration with other panel members.

**Personal Characteristics**

* Ability to work collaboratively with others.
* Knowledge of the football judicial processes.
* Strong interpersonal and influencing skills.
* Strong understanding of football at all levels.
* Patience and diplomacy.
* Be able to abide by strict confidentiality guidelines.
* Feel comfortable in leadership role.
* Have confidence in public speaking.
* Experience of working in high pressure environments.

**Application Form – Discipline Commission Member**

Please read the role profiles section of this application form before completing your application to ensure that you are applying only for the role relevant to your experience.

Role (please delete as appropriate): PANEL MEMBER | CHAIR

**Personal Details**

Full name:

Full address:

Post Code:

Email:

Phone (home):

Phone (mobile):

Please provide details of how you heard about this role?

Please confirm your regular availability (✓/×):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning** |  |  |  |  |  |
| **Afternoon**  |  |  |  |  |  |
| **Evening** |  |  |  |  |  |

**Applicant Experience/History**

What is your understanding of the role of an appointed discipline commission member?

Please tell us about any experience(s) (professional and/or personal) that you think make you suitable to a role on a discipline commission.

Should you be successful in your application, your role may involve coming into contact with U18’s at commission hearings. As a result you will be required to complete the following:

* FA safeguarding course (unless you have completed in previous role).
* Complete an FA criminal records check (at the cost of the County FA).

If you have completed a DBS check and/or the FA safeguarding course please provide details:

DBS number:

DBS completion date:

FA safeguarding course date:

### Equal Opportunities Monitoring – Discipline Commission Members

*The Surrey County Football Association is committed to equal opportunities, irrespective of race, colour, religion, nationality, ethnic origin, sex, disability or marital status.*

*In order to monitor our Equal Opportunities Policy, we would be grateful if you would please complete the questionnaire below. This questionnaire will be detached from your application form on receipt and will not be made available to the recruitment panel. Please answer every question.*

**Age**

Under 18 18 – 30 31 – 40 41 – 50 51 – 60 61 – 65 Over 65

**Gender**

**Male** **Female**  **Trans man**  **Trans woman** **Prefer not to say**

#### Religious Belief

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Christian  |  |  Buddhist  |  | Hindu |  |
| Jewish |  |  Muslim |  | Mormonism |  |
| Sikh |  |  Atheism |  | No Religion / Faith |  |
| Jehovah’s Witnesses |  |  Prefer not to say |  |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

#### Sexual Orientation

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual / Straight  |  |  Gay Man  |  | Gay Woman / Lesbian |  |
| Bisexual |  |  Prefer not to say |  |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

***Ethnicity
White***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British |  | English |  | Scottish |  |
| Welsh |  | Irish |  | Gypsy or Irish Traveller |  |
| Prefer not to say |  |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

***Mixed***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White & Black Caribbean |  | White & Black African |  | White & Asian |  |
| Mixed other background |  | Prefer not to say |  |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

***Asian***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British-Indian |  | Indian |  | British-Pakistani |  |
| Pakistani |  | British-Bangladeshi |  | Bangladeshi |  |
| British-Chinese |  | Chinese |  | Prefer not to say |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

***Black***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Black Caribbean |  | Caribbean |  | British African |  |
| African |  | British |  | Prefer not to say |  |
| Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

***Other Ethnic Group***

|  |  |  |
| --- | --- | --- |
| Arab |  |  |
| Any other ethnic group, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

#### 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.
Visual impairment, Hearing impairment, Speech and Language impairment, physical disability, cognitive impairment, Learning disability.

Do you consider that you meet this definition?\*

Yes No Prefer not to say

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visual impairment |  | Hearing impairment |  | Physical disability |  |
| Learning disability |  | Learning difficulties |  | Language impairment |  |
| Cognitive impairment |  | Prefer not to say |  |  |
| Other (please specify)  |