



DDFC Procedure for Handling Match Disciplinary issues

Version	Comments	Date
Issue 1	Initial Issue	06/12/15

Purpose

The procedure explains how FA disciplinary fines and suspensions will be processed by Duffield Dynamos.

Procedure

1. Player is booked during a DDFC match.
2. Manager of that match (not necessarily year or team manager) sends email to FA Secretary making him/her aware that a booking has taken place, giving full details of incident i.e. DDFC team name, match date, opposition and card and supplying the FA Secretary with the player's name, date of birth and address including post code.
3. FA Secretary receives notification from FA of booking – including number of matches to be missed if red card awarded.
4. FA Secretary uploads player details (name, age, address including post code).
5. FA Secretary pay's fine on behalf of parent.
6. FA Secretary will email the Parent/Guardian, with manager on cc, notifying Parent/Guardian of the amount of the fine and requesting full payment of fine within 1 week of receipt of the email. The parent will have the option to pay the fine directly into the DDFC bank account quoting the name Duffield Dynamo Football Club, Sort Code 60-15-17, Account Number 86021826. If paid directly in to DDFC account parent is requested to put player name as payment reference and to email DDFC Treasurer and FA Secretary and manager to confirm bank payment or to send a cheque made out to Duffield Dynamo Football Club to the DDFC treasurer, Lisa Ludlow, at:

The Kirkstylees, Wirksworth Road, Duffield. DE56 4AR
7. If the parent does not pay the fine within 1 week of being informed then the FA Secretary will escalate the issue to the relevant team manager and the player will be suspended until the fine is paid. If still not paid after 3 weeks, the matter will be escalated to the DDFC Chairman.
8. In the case of a Red card and suspensions, the FA Secretary emails the team manager informing him of the number match suspensions.
9. The coach shall then email the FA Secretary with the matches that the player will miss (dates, opposition and whether home or away).