



CAPE TOWN TYGERBERG FOOTBALL ASSOCIATION DISCIPLINARY HANDBOOK

CODE OF CONDUCT

The code of conduct is intended to improve RESPECT amongst players (junior and senior), coaches, team managers, club officials, match officials, spectators and parents.

The Code of conduct will be printed on the back of the junior, senior and match officials registration forms as of 2011. Signing of these disclaimers is compulsory. Registration will not be processed if the form is not signed.

Code of Conduct: Young (6-17years old) Players

It is important everyone behaves themselves when playing football.

As a player, you have a big part to play. That's why CTTFA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always adhere to the laws of the game
- Encourage my team mates to play fair
- Play to the referees whistle
- Always do my best, even if we're losing or the other team is stronger
- Play fairly - I won't cheat, complain or waste time
- Never be rude to my team-mates, the other team, the referee, spectators or my coach/team manager
- Do what the referee tells me
- Shake hands with the other team and referee at the end of the game
- Listen to my coach/team manager and respect what he/she says
- Talk to someone I trust, for example my parents or the club officials if I'm unhappy about anything at my club.
- Inform my team captain who must alert the referee of any incidents (off the ball incidents, foul language used by opponents) on the field of play which may not have been spotted by the referee or other match officials.

I understand that if I do not follow the code, action may be taken.

Code of Conduct: Adult (includes colts and ladies) Players

We all have a responsibility to promote high standards of behaviour in the game.

Players tell us they want a referee for every match, yet match officials drop out each season because of the abuse and intimidation they receive on and off the pitch.

Respect your referee today and you may just get one for every match this season.

On and off the field, I will:

- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Promote fair play and behave within the spirit of the Laws of the Game
- Always respect the match officials' decisions
- Not retaliate when receiving abuse or badly tackled
- Play to the referees whistle
- Never engage in offensive, insulting or abusive language or behaviour
- Avoid bullying, intimidation and poor behaviour
- Speak to my team-mates, the opposition and my coach/manager with respect
- Ask my team captain to talk to the referee if I have a problem relating to the game
- Remember we all make mistakes
- Shake hands with the opposing team and the match officials at the end of every game

I understand that breaches of the code may result in action being taken by my ASSOCIATION.

Code of Conduct: Spectators and Parents/ Carers

We all have a responsibility to promote high standards of behaviour in the game.

This club is supporting The CTTFA's Respect programme to ensure football can be enjoyed by everyone in a safe and positive environment.

Play your part and observe The CTTFA'S Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- Remain outside the field of play and behind the Designated Spectator Area (where provided)
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Always display and promote good behaviour
- When on the receiving end of abuse I will not retaliate but request match or club officials to record the incident for further investigation
- Not interfere with the game
- Always respect the match officials' decisions
- Applaud effort and good play as well as success

In addition, when attending youth games I will:

- Remember that children play for FUN
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition and match officials
- Never criticise a player for making a mistake -mistakes are part of learning

I understand that breaches of the code may result in action being taken by my ASSOCIATION

Code of Conduct: Coaches, Team Managers and officials

We all have a responsibility to promote high standards of behaviour in the game.

In CTTFA we have over 10,000 participants, behaviour was the biggest concern in the game. This included both the abuse of match officials and the unacceptable behaviour by over competitive parents, spectators and coaches on the sidelines.

The CTTFA's Respect programme is aimed at tackling unacceptable behaviour across the whole game.

Play your part and observe CTTFA's Respect Code of Conduct for coaches, team managers and club officials at all times.

I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators
- Adhere to the Laws of the Game
- Display and promote high standards of behaviour
- Always respect the match officials' decisions
- Never enter the field of play without the referee's permission
- Never engage in public criticism of the match officials
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning
- Explain exactly what I expect of players and what they can expect from me
- Ensure the parents/carers of all players under the age of 18 understand these expectations
- Refrain from, and refuse to tolerate any form of bullying
- Develop mutual trust and respect with every player to build their self-esteem

- Encourage each player to accept responsibility for their own behaviour and performance
- Ensure all activities I organise are appropriate for the players' ability level, experience, age and maturity
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests

I understand that breaches of the code may result in action being taken by my ASSOCIATION

Code of Conduct: Match Officials

We all have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game - both on the pitch and on the sidelines.

Play your part and observe The CTTFA Respect Code of Conduct for Match Officials at all time.

When officiating I will:

- Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match
- Apply the Laws of the Game and competition rules fairly and consistently
- Manage the game in a positive, calm and confident manner
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct
- Not tolerate offensive, insulting or abusive language or behaviour from players and officials and spectators
- Support my match official colleagues at all times
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game
- Communicate with the players and encourage fair play
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains
- Prepare physically and mentally for every match
- Complete and submit, accurate and concise reports within the time limit required for games which I officiate

I understand that breaches of the code may result in action being taken by my ASSOCIATION

This handbook covers Disciplinary Procedures for teams and clubs dealt with by the Association under both Match Based and Time Based systems.

Composition of Disciplinary Committee

A Chairperson constitutionally elected at the AGM – will also form part of the Management Committee

An additional 3 members from clubs and or association/s in good standing with CTTFA. This could be members, who volunteer, additional members from the MC or co-opted members.

The Association will provide secretarial support to the DC on a part-time contractual basis. The person will be responsible for inter alia:

Minute taking at DC hearing

Preparing charge sheets for DC hearing;

Prepare all necessary documentation for hearing,

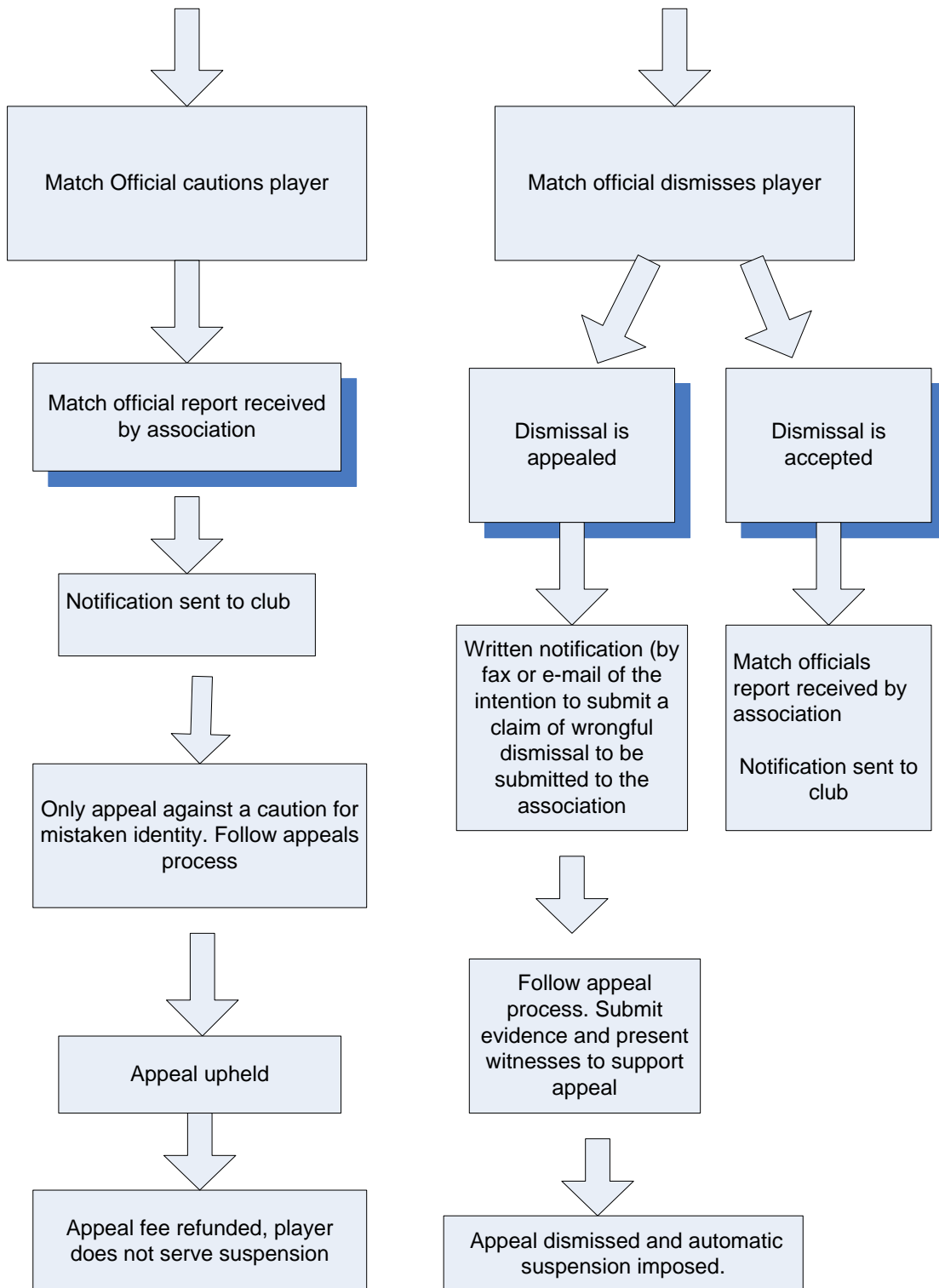
Send notices to clubs wrt to hearings and outcomes,

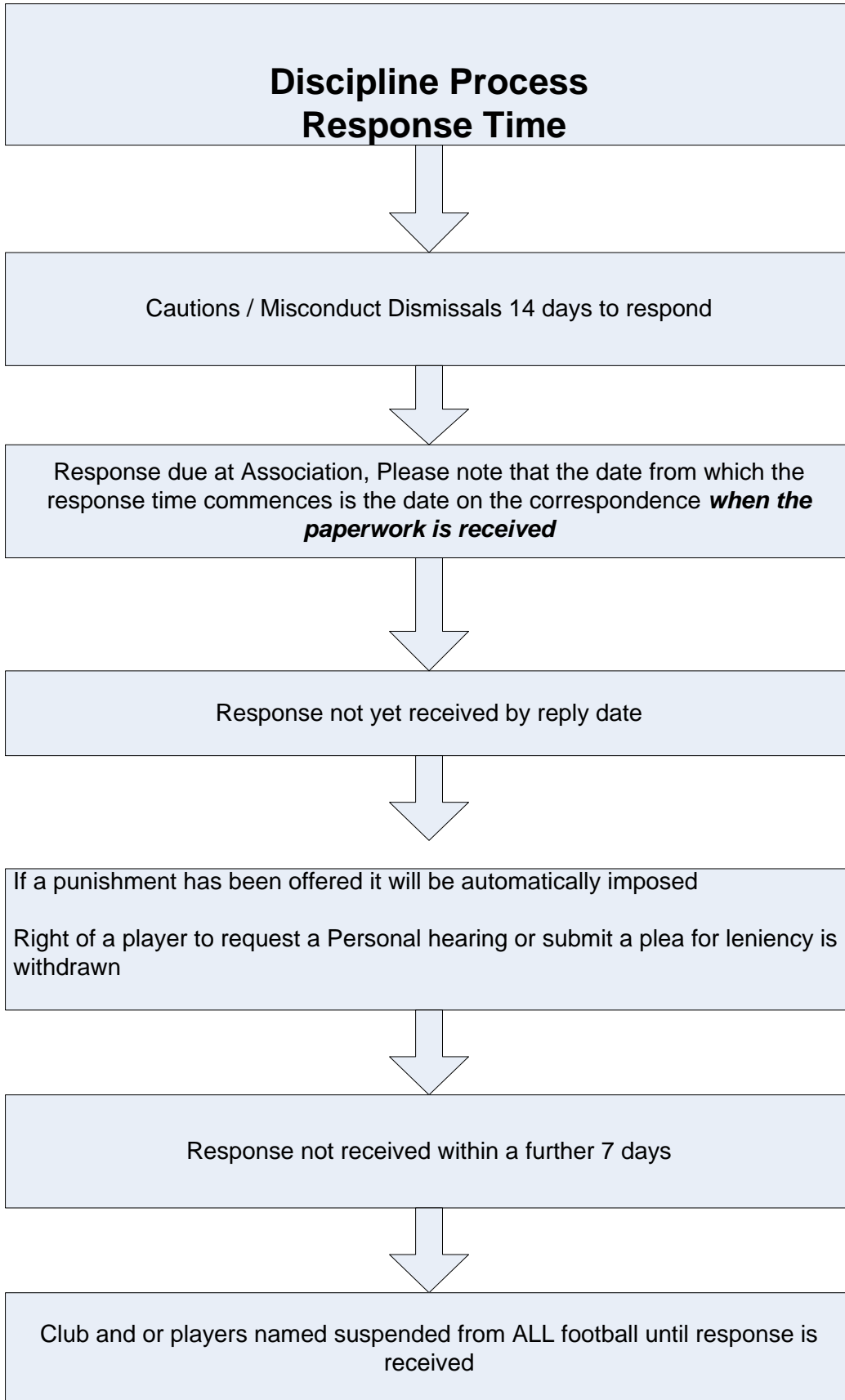
Keep database of hearing outcomes and notices, and

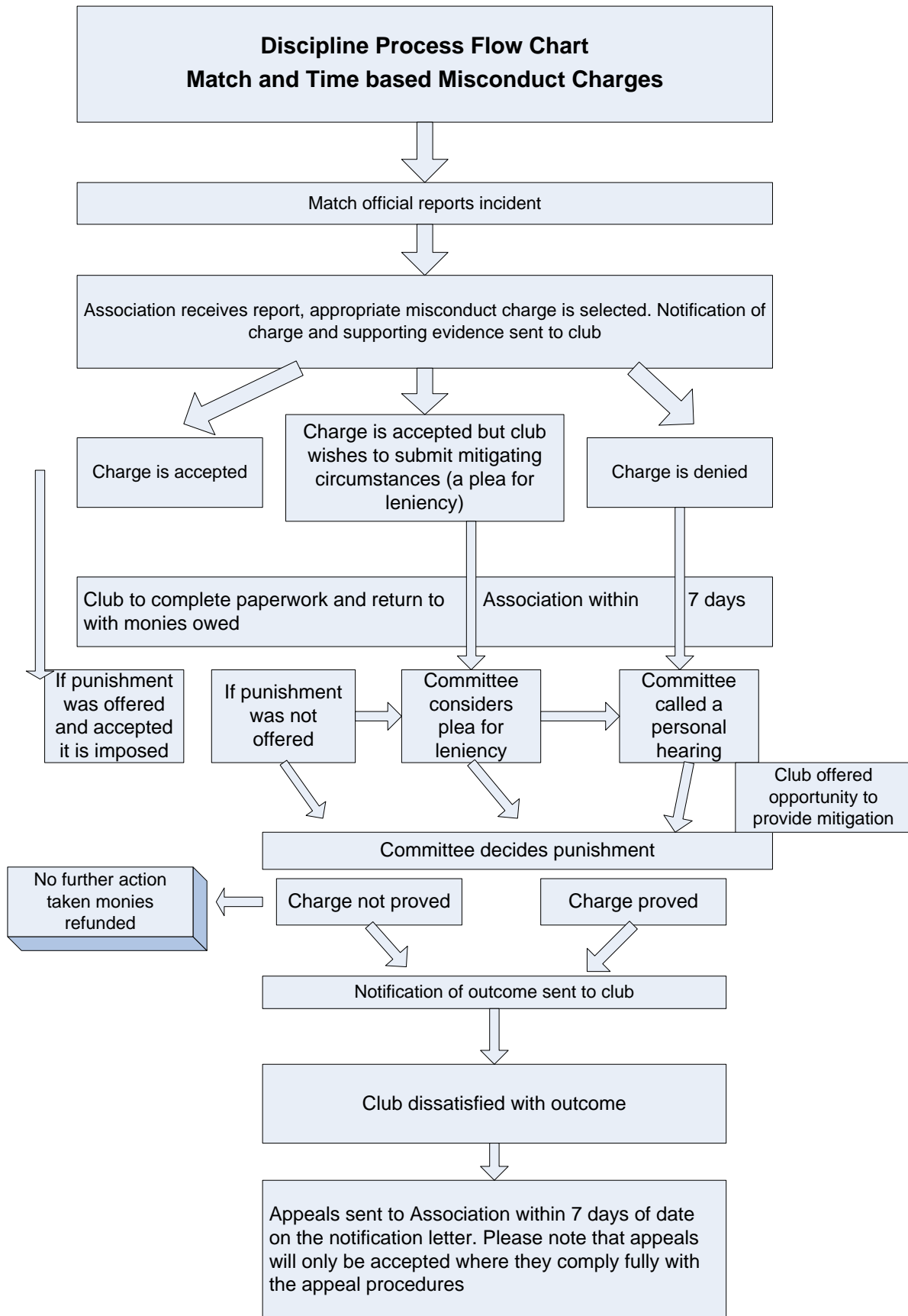
Communicate closely with the Chairman of the DC.

If necessary, case dependent, appropriate match officials presence may be requested by the DC Chairperson for issues of clarity. If a player/club member/official request their presence they are obliged to make themselves available.

Discipline Process Flowchart Match and Time Based Discipline







Punishments

Suspension resulting from a dismissal whilst playing for a team who play under the CTTFA will commence as from **the date of the fixture was played, even if paperwork is not received by the Association**

Player Sent Off Under Law 12 (7) -*Receiving a second caution in the same match* will be suspended for **1 match, fined R50**

Player Sent Off Under Law 12 (4) and (5) -*Denying a goal or obvious goal scoring opportunity* will be suspended for **3 match, fined R50**

Player Sent Off Under Law 12 (6) -*Using offensive or insulting or abusive language/gestures* will be suspended for **3 matches, fined R50**

Player Sent Off Under Law 12 (1), (2) and (3) -*Serious foul play, violent conduct or spitting at an opponent or any other person* will be suspended for **5 matches, fined R50**

Suspensions commence from the date of the fixture. Due to this fact, the Association prioritizes the administration of reports arising from these fixtures, therefore, if you have not received correspondence relating to a fixture within 7days you must contact the Association immediately.

Non-receipt of paperwork is not a valid defense where a charge is issued for playing whilst under suspension.
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For every occasion a player has already been dismissed in a season, they will receive a 1 match suspension in addition to the automatic suspension imposed for the offence committed.

If a player is dismissed from the field of play they will be suspended until the **team the player was playing for at the time of the dismissal** has completed the relevant number of qualifying matches. For example, if a player is dismissed whilst playing for a reserve team they will be suspended until that team has completed the relevant number of fixtures.

If a player is dismissed from the field of play he/she will be suspended from ALL football affairs until he /she has served the term of the punishment.

Wrongful Dismissal

(The Match Official *made a serious and obvious error in dismissing the player from the field of play*)

A dismissal from the field of play for S6 (using offensive language and/or insulting and/or abusive language and/or gestures) or S7 (receiving a second caution in the same match) is not within the criteria for a claim of wrongful dismissal

A club must within 2 working days of the match notify the Association of its intention to lodge a claim of wrongful dismissal. They must then submit to the Association a report that explains the full incident leading to the dismissal of the player, together with written reasons for the claim of wrongful dismissal, any supporting evidence and the appeal fee of **R250**, within 3 working days after the match.

If a claim is successful the appeal fee will be returned and the suspension/fine will be removed from the player's record. However, the details of the dismissal will remain.

Mistaken Identity

(The Match Official *dismissed the wrong player from the field of play*)

A club must submit to the Association written reasons for the claim of mistaken identity, any supporting evidence and the appeal fee of R250, within 3 working days of the match.

If a claim is successful the appeal fee will be returned and the suspension/fine will be removed from the incorrect player's record and transferred to the correct player.

Cautions

Caution Thresholds

4 Cautions

If a player receives 4 cautions he/she will be suspended for a period of 1 match and be fined R50

6 Cautions

If a player receives 6 cautions he will be suspended for a period of 2 matches and be fined R50

8 Cautions

If a player receives 8 cautions he/she will be suspended for a period of 3 matches and be fined R50

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Appealing a caution

Please note that the only appeal against a caution can be for mistaken identity. The requirements for a claim under this ground are the same as an appeal against a dismissal (for details please see page)

Discipline Paperwork Dismissals

If you have a player dismissed from the field of play you should receive three items:

- Letter from the Association providing details of the charge
- Copy of the Match Officials report
- Reply form.

Non receipt of paperwork is not a valid defense where a charge has been received for playing a player under suspension. Mistakes can occur, therefore it is essential that you are aware of any players who have been dismissed and notify the Association if you do not receive confirmation of a dismissal prior to the suspension commencing

Please contact the Association if you have any questions relating to which fixtures are qualifying fixtures

If there are not enough fixtures left in a season to complete a suspension **The player is NOT free from suspension between the last qualifying fixture of the season and the opening qualifying fixture of the new season. The player must serve the match based suspension.**

An abandoned fixture will not count towards clearing a player of suspension, any misconduct received in the fixture will still be processed. Importantly, this is still the case *even if the DC decide that the result from the abandoned fixture will stand.*

If a player receives a time based suspension they will be suspended from ALL football until the suspension is complete. If they are due to receive both a time based and match based suspension at the same time, the time based suspension takes priority, they will be suspended for the duration of the time based suspension, then suspended until the relevant number of qualifying fixtures have been completed.

Dismissals

When a player is dismissed the Association will, upon receipt of the match officials report, select the appropriate offence and notify you of the recommended punishment.

Recommended Punishments

	Suspension (games)	Fine (R's)	Penalty Points
Serious foul play	3	50	
Violent conduct	5	50	
Attempting to kick or strike another player	5	50	
Kicking or striking another player	5	50	
Violent head to head butting	5	50	
Attempting to head butt	5	50	
Head to head contact	5	50	
Spitting or similar unseemly behaviour directed at an opponent or any other player (not a match official)	Minimum 6 games max. 6 months	250	
Denying a goal or an obvious goal scoring opportunity by physical means or by deliberately handling the ball	3	50	
Use of offensive or insulting or abusive language or gestures	3	50	
Use of offensive or insulting or abusive language or gestures directed at match officials	3	50	
Receiving a second caution in the same match	1	50	

On the second occasion a player is dismissed in a season (whilst playing under the match based disciplinary procedures) they will receive a 1 game suspension in addition to the suspension imposed for the offence committed, and will be fined R50. For every subsequent dismissal and/or breaches of the rule thereafter they will be charged with continuing misconduct and instructed to appear before the DC. DC can impose an additional 3 games suspension should it deem so appropriate.

Misconduct Charges

When an incident is reported which falls outside the scope of a standard dismissal the Association will, upon receipt of the match officials report, and or a report of a member that is in good standing with the association, select the appropriate charge and notify you.

Recommended Punishments

	Suspension (matches)	Fine (R's)	Penalty Points
Refusing to give name (or giving false name) when ordered to do so	2	250	0
Refusing to leave the field of play when ordered to do so and/or causing the match to be abandoned (player/coach fines)	5	250	0
	8	500	0
Causing the match to be abandoned (club charge)		Not too exceed R10 000	6
Improper or insulting behaviour towards match officials	4	R250	0
Playing ineligible players, ie, under or over age or incorrectly registered players (club charge)		R250	Minimum of 9 points. Also see 10.1 of Constitution
Playing ineligible player, ie, under or over age or incorrectly registered – If the player is found to have deliberately deceived the club	2 year suspension		
Club official / Team Manager/ Coach knowingly and willfully playing a ineligible player	Minimum 1 year suspension		
Not acting in the best interests of the game	DC to rule on the merits of evidence provided.		
Acting in a manner that is deemed to be improper			
Bringing the game into disrepute			
Violent conduct or serious foul play - considered to be of a serious nature	Each a minimum of 3 games up to a maximum of 8 games suspension. Penalty points may be decided by the Disciplinary Commission		
Use of threatening words/gestures			
Threatening and insulting behaviour			
Use of abusive words/gestures - considered to be mid-range	Each a minimum of 2 games up to a maximum of 5 games suspension. Penalty points may be decided by the Disciplinary Commission		
Abusive behaviour			
Use of indecent words/gestures			

Indecent Behaviour	
Use of insulting words/gestures - considered to be less serious	
Guilty of an act of discrimination by reason of (see aggravating factors below)	Minimum 3 month suspension

Where an accepted/proved offence is aggravated by reference to one of the following: ethnic origin, colour, race, nation-ality, faith, gender, sexual orientation or disability the committee shall double the punishment for the first offence and treble the punishment for a second offence. *Any subsequent offence should result in a substantial period of suspension from all football and football activities.*

With regard to charges of playing INELIGIBLE players, the club must lodge a protest in writing within 7 days of the incident with the necessary paperwork. The club being charged must be informed and be provided the full details of the protest (see page 11). Thereafter both clubs have 14 days within which to gather information and appear before the DC.

If a club continues to play the ineligible player, and is found guilty POINTS will be deducted for EACH game he/she has played from the date of the charge.

Assaults

Assault (either on match official or participant) reported to the Association

Report

Investigated immediately. Where it is deemed that a prima facie (on the face of it) case can be made out against the alleged offender appropriate charges is raised

Details of charge sent to participant / club. Alleged offender is suspended from ALL football

The association must ensure that a Disciplinary Committee is convened to consider the case within 14 days of the date of notification

Recommended Punishments

Assaults on Match Officials

There are 3 categories of assault: Common Assault, Assault causing or attempting to cause bodily harm and Assault causing serious bodily harm.

- 1) Common Assault
 - i) Common Assault by way of spitting at or pushing a Match Official
 - (1) 1 year suspension to the player, depending severity there will be no review
- 2) Assault Causing or attempting serious bodily harm, punching, kicking
 - i) Permanent suspension – no review to be considered under a 3 year period

If player / official / member found guilty of any one of the above offences he is suspended from **ALL** football.

Assaults by Participants on other Participants

The following recommended punishments relate to where it has been reported that a Participant has perpetrated an assault on another Participant causing serious bodily harm before, during or after a match.

1. Assault by a player
 - a. Minimum suspension of 1 year for a first offence up to, depending on severity, with no review
2. Assault by club Official
 - a. Minimum suspension of 1 year for a first offence, depending on the severity, with no review

Personal Hearing Procedures

You will be given a minimum of 7 days notice of the date of a personal hearing, you must respond within 7 days. An application to postpone the date of a hearing must be submitted to the Association with due notice. If the application is considered valid, a postponement will be granted. Both Defendant and Match Official/s are permitted to postpone the date of a personal hearing once, following this the hearing will go ahead in your absence.

The personal hearing procedure are explained to all present	
Defendant asked if they have seen a copy of the report on which the charge is based	
Chairperson of DC reads out the charge and any other paperwork relating to the case	
Associations witness asked to add or amend their statement / report	
Defendant can question the associations witness / evidence report through the chairman	
DC members question the associations witness	
Defendant presents their evidence	
DC members questions defendant	
Defendant witnesses individually provide evidence	
Defendant can question their witness	
DC members can question defendants witness	
Defendant summarises their case	
ALL leave the room while DC deliberates(will be informed in 72hrs)	
Case not proved	Case proved
Defendant advised that the charge has been found not proved. All monies paid are refunded in due course	Defendant advised that the charge has been found proved and offered the opportunity to submit a plea for leniency. The defendants disciplinary record from the previous 3 years is brought into account
	Defendant leaves the room while DC what level of punishment is appropriate
	Defendant is notified of the outcome of the hearing and the right to appeal to the Association

Hearings Appealing a decision

If you believe that you have grounds to appeal against the outcome of a hearing there are strict procedures which *must be followed*. Any appeal which does not satisfy all the requirements (as outlined below) **will not be accepted**

1 All appeals must be received at The Football Association *within 7 days of the date on the correspondence notifying you of the outcome of the hearing*. Any appeal received outside this timeframe will not be accepted, it is strongly advised that you send your appeal with proof of posting.

2 A covering letter explaining your ground/s of appeal should be sent, **you can only appeal under the following grounds, if your appeal is not under at least one of the following grounds of appeal your appeal will not be accepted and your correspondence will be returned to you.**

When making their original decision: the Disciplinary Committee

- a) **Failed to give the appellant a fair hearing**
- b) **Failed to comply with the Disciplinary Procedures relevant to the hearing of the charge**
- c) **Came to a decision on the facts of the case which no reasonable body could have reached**
- d) **Imposed a punishment without reasons, not conforming with the Schedule Guide to Recommended Punishments**
- e) **Imposed an award, order or any other sanction that is excessive.**

1 Payment of R750 must be submitted with your appeal (either by cheque made payable to 'Cape Town Football Association or EFT or pay cash at the office) Any appeal received without the appropriate payment *will not be accepted*.

2 It is important to note that the punishment will not automatically be set aside pending an appeal. You must send a written request for this, which *must come from the participant /club that received the punishment*. Permission will then be requested from the Management Committee to set the punishment aside, there is however no obligation for them to agree to this.

3 Appeals are **not a re-hearing of the case**. Any Match Officials will not be invited to attend nor will you be able to bring any witnesses. The Appeal Board will only look at if your appeal should succeed under one or more of the grounds of appeal, as above.

The Association will acknowledge receipt of your appeal by post (E-MAIL), if you do not receive this please contact The Association to ensure that your appeal has been received correctly.

The Association will ideally be represented by a Member of the Disciplinary Committee (DC) which made the original decision against which you are appealing (usually the Chairman of the DC) and the Secretary.

As an appeal is not a re-hearing of the case you are not permitted to provide witnesses (for exceptions to this with regard to new evidence please see below) In most cases these are unnecessary, **as the purpose of an appeal is not to re-visit the events on the day in question, but to prove that the Association reached a decision they should not have done, under one or more of the grounds of appeal, as noted above.**

APPEALS PROCESS

Appeal process is explained to ALL present

The appeal committee may ask questions to any party at any stage of the hearing

Appellants presents its case

Appellants presents new evidence (if provided 7 days in advance and permission granted)

Respondent represents their case

Respondent presents new evidence (if provided 7 days in advance and permission granted)

Respondent summarise their case

Appellant summarise their case

ALL parties leave room while appeals committee deliberate

Associations secretary to inform parties of decision / outcome

The Appeal Committee has the power to:

- a) Exercise any power which the body against whose decision the appeal was made could have exercised, whether the effect is to increase or decrease any penalty, award, order or sanction originally imposed.
- b) Remit the matter for a rehearing
- c) Order that any appeal fee shall be forfeited or returned as it considers appropriate
- d) Make any order it considers appropriate, generally or for the purpose of giving effect to its decision

In the event of your appeal being dismissed, or if you fail to attend without an accepted application to postpone sent 7 days in advance, an order to pay costs may be awarded against you, if deemed appropriate.

Recommendations:

The DC Handbook is accepted as an outcome of the Annual General Meeting bosberaad held in March 2010 at the University of the Western Cape. Upon adoption at the special general meeting on the 15th July 2010 the NEW DC HANDBOOK comes into effect on the 1st March 2011. The DC handbook was revised for the second time on the 21 November 2012 at AGM held at FN Rangers clubhouse.

For the new DC Handbook to become functional and workable, the following needs to be in place:

Referees reports are due in 72 hours after the match.