



## **DISCIPLINARY PROCEDURE & SANCTIONS**

This document covers the composition of the disciplinary committee (DC) and procedure, punishment and appeal procedure. The procedure and punishment contained herein are separate from the procedure and punishment followed by and handed down by Cape Town Football Association (CTTFA).

Note that the club can hear a case and discipline any member on matters reported to and dealt with by CTTFA whether punishment was handed down by CTTFA or not. The two hearings will be separate processes even though it could be for the same offence, in which case the club's punishment may not be less or more lenient than that of CTTFA.

If a member has been punished by CTTFA for a breach of its code of conduct and a fine imposed – this amount, if paid by the club, shall be fully recoverable from the fined-member before he/she can play a match for the club or be released with a clearance certificate.

### **A. Composition of Disciplinary Committee (DC)**

A Chairperson constitutionally elected at the Club's Annual General Meeting PLUS additional 2 - 3 impartial members made up from the Club's EXCO or ordinary playing/co-opted members, identified by the DC Chairperson.

### **B. Disciplinary Procedure**

1. DC Chairman and Club Secretary receive written charge within 7 days of incident.
2. DC Chairman calls on additional members to serve on the panel to hear the case.
3. The disciplinary hearing shall be facilitated by the DC chairperson.
4. The Accused is notified by the Club Secretary in writing, or via e-mail, within 7 days to appear before DC at a date set by DC Chairman.
  - The notice shall:
    - State the charge.
    - Notify accused of their right to be represented at the hearing by a fellow eligible (registered, paid, not serving a sanction) member
    - Notify accused of their right to give verbal evidence at the hearing or submit documentary evidence or both.
    - Notify accused of their right to examine any evidence submitted at the hearing.
    - Notify accused that failure on his/her/their part to attend the hearing will not necessarily prevent the hearing proceeding in his/her/their absence.
5. Minors shall be accompanied by parent/s or guardian/s.
6. DC Chairman confers with additional members and consider the facts.
7. DC Chairman makes a decision and advises the Accused of the decision in writing, or e-mail, **via the club secretary**
  - decision to afford accused an opportunity to appeal within 7 days of date of notification of decision

### C. Appeals

An individual has the right to appeal any punishable decision made by the Club DC

- **Appeal** is made to the Club Chairman, who shall liaise with DC Chairman and additional members involved in case/s in order to make a final decision or recommendation.
- In the event the Chairman shall make a recommendation only, the DC Chairman shall consider such recommendation and shall have authority to make a final decision.
- The Club Secretary to advise appellant of final decision
  - Individuals have the right to further (2<sup>nd</sup>) appeal on final club decision
- The 2<sup>nd</sup> Appeal can be escalated to the following tiers (each having their own appeal procedure):
  - i) CTTFA
  - ii) Local SAFA Cape Town
  - iii) National SAFA

### D. Offences warranting DC Hearing

The offenses mentioned below may or may not be covered in the club's constitution. If covered in the Club's Constitution, then Constitution's annotation relating to automatic reprimand or suspension will prevail and come into effect.

1. Misconduct: Exco to decide on serious and minor offences so there are no grey areas. Any form of misconduct is severe. The aim of the DC must be to eradicate any form of misconduct offence which shall include (but not limited to):

violence, bad behavior complained about by others, use of foul language complained about by others, damage to property, stealing,

- Misconduct at the club's premises
  - Misconduct at games (as player as well as spectator)
  - Misconduct at any event where the club may be represented
  - Misconduct at events hosted by the club
2. Bringing a game into disrepute
    - Interfering with the process of the game
    - Interfering with the referee
    - Foul and/or abusive language toward the referee
    - Fighting in the game
    - Remonstrating with spectators, whilst playing
    - Using excessive foul language in the game

3. Absenteeism

- Where a player absents him-/herself from training and matches on three consecutive occasions without written or verbal notification to the coach or Exco.
- Habitual non-consecutive absenteeism from training and matches.
- Deliberate stay-away from matches.
- Where a player is absent from a match, after confirming availability, without informing his/her coach of a reason deemed to be considered as valid.

4. Dishonouring the club

- Putting the club, its EXCO and other affiliates in a bad light by way of slander
- Abusive or unauthorised communication to the media or through social networks or via officials / unofficial club *Whatsapp* or any other mass communication group.
- Misconduct (as noted above).
- Directing hate and / or foul / abusive language toward a member of the club's executive committee.

5. Misrepresenting the club or any of its members

- Acting for or on behalf of the club or any member without authority in a manner that could rebound and / or disgrace the club/
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Other incidents/offences not mentioned above may warrant the necessity for a DC hearing. The decision to refer any such cases to the DC shall rest solely with the Club Chairperson.

## E. Punishment

The **Recommended** Punishment is over and above that which may have been handed down by CTTFA for cases heard by CTTFA are as follows:

*In the event punishment involve expulsion and deregistration, a member must still apply for a clearance to play for another club and clearance only given if member is in good financial standing with the club.*

The Disciplinary Committee Chairman holds the authority to grant a suitable punishment in the event a recommendation is not listed on the table below.

	Suspension (games)	Fine (Rs)	Other
Serious misconduct	3	R250	N/A
Minor misconduct	2	R 100	N/A
Bring the game into disrepute	3	R 250	N/A
Absenteeism 1 <sup>st</sup> instance	2	R 100	N/A
Each additional instance	4	R 100	N/A
Dishonoring the Club / Serious Misconduct	5	R 500	AND/OR Expulsion & deregistration at CTTFA
Misrepresenting the club or members	7	R 700	OR Expulsion & deregistration at CTTFA
Continued (more than once) serious behavioural/misconduct hearings	5	R 500	OR Expulsion & deregistration
Non-playing members found guilty of any misconduct	Barring from Rygersdal FC activities <b>(2 months).</b>	R 250	N/A
Continued (more than once) serious behavioural/misconduct hearings	Total barring from Rygersdal FC activities. Referral to FMC for barring from facility, option to rescind in future.	N/A	N/A