

Scottish Youth FA

Hampden Park, Glasgow

Website: www.scottishyouthfa.co.uk

Disciplinary Policy



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1. Introduction

- 1.1** The purpose of this document is to outline the Scottish Youth Football Association (SYFA) Disciplinary Procedures.
- 1.2** The following Disciplinary Procedures and rules shall apply to all football that is played under the jurisdiction of SYFA.
- 1.3** The disciplinary procedures will apply to:
- Misconduct reported by match officials
 - Protests and Complaints submitted by a team or league official
 - Cases of misconduct not reported by match officials
 - Incidents or acts which may be considered liable to bring the SYFA into disrepute
- 1.4** All officials and players shall co-operate with any SYFA or member league's investigation in respect of any alleged breaches of SYFA rules or procedures. They shall provide information to SYFA or the member league within the timeframes provided. Failure by a party to respond to such requests may result in that party being placed under precautionary suspension until a response has been provided.
- 1.5** The principles of *natural justice* shall apply to disciplinary committee procedures.
- 1.6** All leagues must keep records of misconduct for six months after the conclusion of the season.
- 1.7** The following principles will be applied in relation to the penalties imposed for misconduct at matches:
- 1.7.1** Match suspensions cover all competitive matches played by the club or team, but do not include trial matches, friendly matches, regional or national trial matches or schools' football.
- 1.7.2** A match that is abandoned and/or unfulfilled matches or postponed matches do not count as a completed match in terms of a player serving a suspension.
- 1.8** Any individual, player, official, club, team, league or association reported to the SYFA for an alleged breach of the disciplinary rules shall be referred to as the '***Alleged Party in Breach***'.

2. Reporting of Offences by Match Officials

2.1 Cautionable Offences – Players

- 2.1.1 Match official(s) will administer cautions in accordance with the Laws of the Game. [International Football Association Board | Laws of the Game | IFAB \(theifab.com\)](https://www.theifab.com)
- 2.1.2 Match officials will submit report forms to the appropriate secretary stating details of the offence. Such report forms will be submitted as soon as possible following the match (but no later than three days) and must be emailed. Each submission must contain the match official's ID number.
- 2.1.3 Cautions will be noted by the league secretary, and a list of cautions can be requested. You may not dispute a caution.

2.2 Sending-off Offences: Fixed Penalty Automatic Suspensions (FPAS)

- 2.2.1 Match officials will administer sending-offs in accordance with the Laws of the Game.
- 2.2.2 Match officials will submit report forms to the appropriate league secretary, who will administer the appropriate action. Such report forms will be submitted as soon as possible following the match (but no later than three days) and must be emailed to the relevant league secretary. Each submission must contain the match official's ID number.
- 2.2.3 The League Disciplinary Committee will send an FPAS notification to the team secretary via email.
- 2.2.4 Where a player receives an FPAS, the player serves the suspension with immediate effect. FPAS will apply to their team's next competitive match. For the avoidance of doubt, an FPAS means an automatic suspension applies immediately and is not dependent on confirmation from the Disciplinary Committee.
- 2.2.5 Any player issued with an FPAS will result in their team being fined £20.00
- 2.2.6 Once a player has been ordered off and is subject to an FPAS, he cannot be released from his registration for the team until his FPAS is served.

2.3 Serving of FPAS - Players

- 2.3.1** Any FPAS or part thereof, which remains outstanding at the end of a season, must be served at the commencement of the following season.
- 2.3.2** For the avoidance of doubt, FPAS apply immediately and are not dependent on confirmation from the SYFA or league association.
- 2.3.3** For a player to serve a match suspension, they must be registered with a member team, entered on their match team lines, and noted as serving a suspension. For fixtures on COMET, the player cannot be added to a team line as suspensions are entered automatically.

2.4 Cautionable Offences – Officials

- 2.4.1** Match officials will administer cautions in accordance with the Laws of the Game.
- 2.4.2** Match officials will submit report forms to the appropriate secretary stating details of the offence. Such report forms will be submitted as soon as possible (but no later than 3 days) following the match and must be emailed. Each submission must contain the match official's ID number.
- 2.4.3** Cautions will be noted by the League Secretary and a list of cautions can be requested. A caution cannot be disputed.

2.5 Sending-Off Offences – Officials

- 2.5.1** Match officials will administer cautions in accordance with the Laws of the Game.
- 2.5.2** Match officials will submit report forms to the appropriate secretary stating details of the offence. Such report forms will be submitted as soon as possible (but no later than 3 days) following the match and must be emailed. Each submission must contain the match official's ID number.
- 2.5.3** The League Disciplinary Committee will send notification to the team manager/secretary via email.
- 2.5.4** Where an official receives a fixed penalty, the official serves the suspension with immediate effect. Fixed penalty suspensions will apply to their team's next competitive match. For the avoidance of doubt, a fixed penalty means automatic suspension applies immediately and is not dependent on confirmation from the disciplinary committee.
- 2.5.5** Any official issued with an FPAS will result in their team being fined £60.00
- 2.5.6** Once an official has been ordered off and is subject to a FPAS, he cannot be released from his registration for the team until his FPAS is served.
- 2.5.7** Any FPAS, or part thereof, which remains outstanding at the end of the season must be served at the commencement of the following season.

2.5.8 A match suspension for an official will mean that whilst they can attend a match as a spectator, they cannot be involved with the team, including but not limited to:

- They cannot be in the dressing rooms before or after the match.
- They cannot enter the field of play before, during, or after the match.
- They cannot shout coaching advice to the team.
- They cannot dress in club colours

2.6 Excessive Misconduct (EM)

2.6.1 Where a match official or league/SYFA Compliance considers that a player or official has committed Excessive Misconduct (See Appendix 2 & 3), they will submit an Excessive Misconduct report, and this will be referred to the relevant Disciplinary Committee.

2.6.2 The League will issue a notice of Excessive Misconduct to the club, official, or player.

2.6.3 The Disciplinary Committee may, where they consider the excessive misconduct to be at the lower end of the sanction scale, issue a fixed penalty suspension.

2.6.4 The Disciplinary Committee may cite a player/official to a disciplinary meeting and may impose a **dated suspension** for EM offences. Dated suspensions apply to ALL football.

2.6.5 The Disciplinary Committee should consider any FPAS when determining a further suspension.

3. Alleged Breaches of Rules, Policies, or Procedures

- 3.1** The SYFA and member leagues can investigate alleged incidents of misconduct and/or acts of alleged breaches of the rules, policies, or procedures.
- 3.2** Disciplinary Committees will apply sanctions appropriately at the conclusion of any investigation into alleged incidents of misconduct and/or suspected breaches of rules or policy and procedures.

4. Being Cited to Appear Before an SYFA Disciplinary Committee

- 4.1** The SYFA or League will confirm in writing to an alleged party in breach that they are being cited to appear before the relevant Disciplinary Committee. This notification will be issued 7 days before the scheduled meeting.
 - 4.1.1** In the case of players, their team manager (secretary) will be notified, and it is the team's responsibility to pass this on to the young person and their parent/guardian or carer.
 - 4.1.2** In the case of officials, the team manager (secretary) will be notified, and it will be the team's responsibility to inform the official.
 - 4.1.3** If the citation relates to the team manager (secretary), their club secretary will also be notified.
- 4.2** The team manager (secretary) must respond on behalf of the player or official.
- 4.3** Anyone cited to appear before a disciplinary committee has the right to be accompanied by a representative as follows:
 - 4.3.1** Young under age 18 must be accompanied by a representative of the club and/or a parent/carer. Where a parent or carer cannot attend the meeting, they must provide written consent for the club official to be their child's representative – written permission must be sent to the disciplinary committee before the meeting.
 - 4.3.2** A representative of the club may accompany young people aged 18 or over. It is recommended that they are also accompanied by a parent/carer; however, this is not mandatory.
 - 4.3.3** Any or team official may be accompanied by another club official who must be registered with SYFA. Only one person will be permitted to speak at a hearing; they must be identified at the beginning.

- 4.3.4** Any league official may be accompanied by another league official who must be registered with SYFA. Only one person will be permitted to speak at a hearing; they must be identified at the beginning.
- 4.4** A copy of any report(s) submitted in connection with the case will be circulated to all parties prior to the meeting. Any information for young people under 18 will be emailed directly to the club secretary, CWPO, and team secretary. It is the responsibility of the club to pass information to the young person and their parent/guardian or carer.
- 4.4.1** League Disciplinary Committees will be entitled to review any external evidence provided to them 72 hours prior to the date of the meeting; however, such evidence should not be used in place of a match report
- 4.5** The alleged party in breach will be given the opportunity to respond in writing prior to the meeting via their team secretary.
- 4.6** All responses must be sent to the disciplinary committee 72 hours prior to the date of the meeting. Any responses submitted after this will not be referred to during the meeting.
- 4.7** If the party in breach does not attend the meeting and fails to provide a written submission to have the case recited, the case will be dealt with by the disciplinary committee with the evidence available to them at the time and in the absence of the alleged party in breach.
- 4.8** The Disciplinary may request match officials or any other witness to be in attendance at any such meeting.
- 4.9** The standard of proof at all meetings shall be on the balance of probability. This means that the committee, with appropriate expertise, is satisfied that an event or account is more likely than not to have occurred.
- 4.10** The Committee will establish the facts by any reasonable means.
- 4.11** Committee's deliberations in general:
- 4.11.1** The Committee's deliberations should be undertaken in private and accordingly shall not be disclosed to the parties.
- 4.11.2** Whilst it is anticipated that disciplinary committees will generally make a single decision on the case(s) referred to it, the committee may, if it considers it to be appropriate, make more than one decision at different times on different aspects of the case to be decided.
- 4.11.3** A 'part decision' is a decision which determines some (but not all) of the case that the committee is to decide in the proceedings. A part decision should specify the matters to which it relates.

- 4.12** Disciplinary Committees will not be obliged to release any information arising from proceedings to the parties.
- 4.13** The decision of the Disciplinary Committee will usually be intimated to the club or team at the meeting, but in certain circumstances this may not be possible. A notification of a decision will be confirmed to clubs or teams verbally or in writing, via email. In the case of a player, the team secretary and/or club secretary will be notified. It is the responsibility of the club to pass information to the young person and their parent or carer.
- 4.14** A Committee's decision may only be challenged by an appeal set out in the Appeals Procedure. The decision shall be the full, final, and complete decision of the case(s).
- 4.15** If a Disciplinary receives a report or complaint that they deem may cause harm or the risk of harm to young people the disciplinary committee of the League or Region can immediately temporary suspend an official and/or team by notification to both the official and their club through email and then can apply within 48 hours to SYFA for confirmation of the Precautionary Suspension to be applied to an individual. To get confirmation of a precautionary suspension, you must email syfa@scottish-football.com clearly stating the reasons for the application of a Precautionary Suspension. **A precautionary suspension is not a form of disciplinary action**

APPENDIX 1

Fixed Penalty Automatic Suspension (FPAS) Guidelines for Sending Off Offences – PLAYERS

Note – These tariffs are automatic suspensions and can be increased where the circumstances merit through the application of Excessive Misconduct.

Code	Offence	Match Suspension
A1	Serious Foul Play A player is guilty of serious foul play if they use excessive force or brutality against an opponent when challenging for the ball when it is in play. A tackle that endangers the safety of an opponent must be sanctioned as serious foul play. Any player who lunges at an opponent in challenging for the ball from the front, from the side, or from behind using one or both legs, with excessive force and endangering the safety of an opponent, is guilty of serious foul play.	2
A2	Violent Conduct An action, which is not a challenge for the ball, that uses or attempts to use excessive force or brutality against an opponent, or when a player deliberately strikes someone on the head or face, unless the force used is negligible.	3
A3	Biting or spitting at any person	4
A4	Denying an opposition team or an opponent a goal or an obvious goal-scoring opportunity as defined by Law 12	1
A5	Offensive, insulting or abusive language and/or gestures (Discriminatory comments as defined by the Equality Act 2010 will be referred to the Disciplinary Committees under code EM06)	2
A6	Receiving a second caution in the same match	1

Please note - *In addition to the above guidelines, the secretaries of member leagues will record single cautions incurred by players during matches. A player will be subject to the following suspensions for every set of cautions accumulated during the playing season. The record will be maintained on a seasonal basis only. Cautions for one playing season will not be carried forward to the next season.*

<u>Cautions</u>	<u>Match Ban</u>
6	1
10	2
14	3

Suspensions by an accumulation of cautions are subject to an automatic suspension, apply immediately, and are not dependent on confirmation from your league or SYFA.

CAUTIONABLE OFFENCES

Code	Offence
B1	Unsporting behaviour There are different circumstances when a player must be cautioned for unsporting behaviour – see Law 12 www.theifab.com
B2	Dissent by word or action
B3	Persistently offending against the Laws of the Game
B4	Delaying the restart of play
B5	Failing to respect the required distance at the restart of play
B6	Entering or re-entering or deliberately leaving the field of play without the referee's permission.

APPENDIX 2

Guidelines for Excessive Misconduct - PLAYERS

Introduction

These guidelines are intended for guidance purposes only and any sanction is to be based on the evidence presented to the Disciplinary Committee. This shall be considered as standard procedure.

Please note that when submitting Dated Suspensions, it is necessary to include a copy of the match official's report relevant to the suspension, and that the nature of the offence, e.g., violent conduct, must be detailed to indicate punching or kicking opponent, etc.

Due care and diligence must be taken where there is Police involvement, and any such cases must be reported to the SYFA Compliance and Wellbeing Co-Ordinator immediately.

Members are reminded of some common criminal offences which can occur within our game:

Assault – common law

Hate Crime and Public Order (Scotland) Act 2021 -In Scotland, the law currently recognises hate crime based on prejudice towards the following characteristics: race, religion, disability, transgender identity and sexual orientation.

Section 127 Communications Act 2003 - A person is guilty of an offence if he:
(a)sends by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or
(b)causes any such message or matter to be so sent.

Section 38 Criminal Justice and Licensing (Scotland) Act 2010

A person ("A") commits an offence if:

- (a) A behaves in a threatening or abusive manner,
- (b) the behaviour would be likely to cause a reasonable person to suffer fear or alarm, and
- (c) A intends by the behaviour to cause fear or alarm or is reckless as to whether the behaviour would cause fear or alarm.

Should you require any further advice or information on the Guidelines for Excessive Misconduct or the submission of suspension sheets, please contact:

syfa@scottish-football.com

APPENDIX 2 (continued)

Guidelines for Excessive Misconduct – PLAYERS

Code	Offence	Sanction
EM01	Assault a Match or League Official	Min – 4 match ban Max – dated suspension of one year
EM02	Physically or verbally threatening (threatening with a weapon or threatening violence) a Match or League Official and/or attempting to lay hands on a Match or League Official.	Min – 2 match ban Max – dated suspension of 6 months
EM03	Physical assault on any team official or spectator or player	Min – 4 match ban Max – dated suspension of one year
EM04	Severe Violent Conduct, or Headbutting	Min – 4 match ban Max – 12 match ban
EM05	Playing while using an assumed name	Min – 4 match ban Max – dated suspension of 6 months
EM06	Using offensive, insulting or abusive language and or actions which include a reference, whether express or implied to any of the <i>protected characteristics</i> as defined in the Equality Act 2010*	Min – 4 match ban Max – dated suspension of 6 months
EM07	Sending an offensive electronic communication or posting offensive material on a website/social media, whether public or private	Min – 2 match ban Max – expulsion from the SYFA
EM08	Knowingly, and/or without reasonable inquiry provide false, misleading and/or inaccurate information in respect of alleged rule breaches	Min – 4 match ban Max – dated suspension of 6 months
EM09	Playing whilst ineligible, suspended, overage or registered with another team	Min – 4 match ban Max – dated suspension of one year
EM10	Gambling on an SYFA match or receiving a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.	Min – 4 match ban Max – dated suspension of 6 months

* Any member found in breach of this offence can be required to undertake an educational workshop

APPENDIX 3

Guidelines for Standard Offences – OFFICIALS

Sending off Offences

Code	Offence	Match Ban
SO1	Delaying the restart of play by the opposing team, e.g., holding onto the ball, kicking the ball away, or obstructing a player.	1
SO2	Show dissent towards or remonstrate with a match official, or act in a provocative or inflammatory way	2
SO3	Entering the opposing technical area in an aggressive or confrontational manner	2
SO4	Deliberately throw or kick an object onto the field of play	1
SO5	Enter the field of play to confront a match official; interfere with play, an opposing player, or a match official	2
SO6	Physical or aggressive behaviour (including spitting or biting) towards an opposing player, substitute, team official, match official, or another person. <i>Disciplinary Committees should report concerns to syfachildwellbeing@scottish-football.com when appropriate</i>	4
SO7	Receiving a second caution in the same match	1
SO8	Using offensive or insulting or abusive language and/or gestures	2
SO9	Violent conduct	3

APPENDIX 3 (continued)

Guidelines for Standard Offences – OFFICIALS

Cautionable Offences

Code	Offence
C1	Clearly/persistently not respecting the confines of their team's technical area
C2	Delaying the restart of play by their team
C3	Deliberately entering the technical area of the opposing team
C4	Dissent by word or action (includes gestures which show a clear lack of respect – sarcastic clapping)
C5	Excessively/persistently gesturing for a red/yellow card
C6	Gesturing or acting in a provocative or inflammatory manner
C7	Persistently unacceptable behaviour (including repeated warnings)
C8	Lack of respect for the game

Cautions	Match Ban
6	1
10	2
14	3

Suspensions by an accumulation of cautions are subject to an automatic suspension, apply immediately, and are not dependent on confirmation from your league or SYFA.

APPENDIX 4

Guidelines for Excessive Misconduct – OFFICIALS

Code	Offence	Sanction
EM11	Physical assault on match/league/team official or spectator	Min – 6 match ban Max - Expulsion from SYFA
EM12	Physically or verbally threatening a match/league/team official or spectator.	Min – 2 match ban Max – Dated suspension
EM13	Playing an ineligible player, overage player or a player registered with another team	Min – 2 match ban Max - Expulsion from SYFA
EM14	Participating while under suspension	Min – additional 6 match ban Max - Expulsion from SYFA
EM15	Physical assault on a player by an adult	Min – Automatic precautionary suspension Max - For breach of the Player Protection Policy of the SYFA the Official will be expelled from membership and will be reported to the Disqualified
EM16	Using offensive, insulting, or abusive language and or actions which include a reference, whether express or implied, to any of the protected characteristics defined by the Equality Act 2010 <i>This offence will be committed when a comment or gesture makes any reference, whether express or implied, to any one or more of the following: ethnic origin, colour, race, nationality, religion or belief, gender, gender reassignment, sexual orientation or disability</i>	Min – 4 match ban Max – expulsion from SYFA No more than 3 months following the offence, the team can be required to undertake an educational workshop on discrimination and inclusion
EM17	Sending offensive electronic communication or posting offensive material on a website/social media, whether public or private	Min – 2 match ban Max – Expulsion from SYFA
EM18	Making an illegal approach to player registered for another SYFA member Club or Team	Min – warning Max – Expulsion from SYFA
EM19	Knowingly and/or without reasonable inquiry provide false, misleading and/or inaccurate information	Min – 2 match ban Max – Expulsion from SYFA
EM20	Failing to respond to requests or correspondence received from the SYFA, relevant secretary or a match official within the required timescale	Max - Expulsion from SYFA

EM21	Breaching General Data Protection Regulation and/or Data Protection Act 2018 in relation to passing personal information, including team lines, onto any other party for any reason except as designated within SYFA policies and procedures.	Min – 2 match ban Max – Expulsion from SYFA
EM22	Disclosing information from a committee's deliberations to any third party	Min – 2 match ban Max – Expulsion from SYFA
EM23	Gambling on an SYFA match or receive a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.	Min – 4 match ban Max – Expulsion from SYFA
EM24	Breaching the SYFA National Player Journey	Min – 2 match ban Max – Expulsion of club, team or official from SYFA
EM25	Misconduct due to the actions of an official	Min – 2 match ban Max – Expulsion from SYFA
EM26	Failing to disclose to Club and the SYFA within 7 days when charged by the Police and pending Criminal Proceedings are in place	Precautionary suspension
EM27	Failing to attend a cited meeting without prior notification	Fine not exceeding £200

All officials who are expelled from membership may make an application in writing to the SYFA requesting a review of their expulsion after three years. All applications must clearly state the reasons for requesting the review and must be accompanied by a non-refundable administrative fee of £50.00. The Board's decision shall be final and binding on all parties.

APPENDIX 5

Misconduct by Clubs or Teams

Code	Offence	Sanction
EM28	Misconduct due to the actions of the club or team's player(s), official(s) and/or the club or team's supporters	On receipt of information that causes concern to a region or league, a club or team's fixtures may be suspended until a hearing takes place. Max – Expulsion from SYFA or a fine not exceeding £500 and deduction of no more than 10 league points or dismissed from the cup competition
EM29	An Abandoned Fixture	For all matches abandoned by the referee, the General Purposes Committee or relevant Regional/League Committee will determine the status of the match Misconduct due to the actions of the club or team's player(s), official(s) and/or the club or team's supporters. On receipt of information that causes concern to a region, league or a club/team's fixtures may be suspended until a hearing takes place. Maximum sentence – expulsion from SYFA or a fine not exceeding £500 and deduction of up to 10 league points or dismissal from the cup competition
EM30	Sending an offensive electronic communication or posting offensive material on a website/social media, whether public or private	Max – Expulsion from SYFA or fine not exceeding £500 and deduction of up to 10 league points or dismissal from the cup competition
EM31	Breaching the SYFA National Player Journey	Max – Expulsion from SYFA or fine not exceeding £500

EM32	Making an illegal approach to a player registered for another SYFA member Club or team	Max - Expulsion from SYFA or fine not exceeding £200 and deduction of up to 10 league points or dismissal from the cup competition
EM33	Knowingly and/or without reasonable inquiry provide false, misleading and/or inaccurate information	Max - Expulsion from SYFA or fine not exceeding £200 and deduction of up to 10 league points or dismissal from the cup competition
EM34	Failing to respond to requests or correspondence received from the SYFA, relevant secretary or a match official	Max - Expulsion from SYFA
EM35	Playing an ineligible player in a cup tie	Expulsion from cup competition and fine not exceeding £500
EM36	Playing an ineligible player in a league match	A fine not exceeding £500 and the deduction of 3 league points for each match in which the player participated.
EM37	Breaching General Data Protection Regulation and/or Data Protection Act 2018 in relation to passing personal information, including team lines, onto any other party for any reason except as designated within SYFA policies and procedures.	Max – Expulsion from SYFA
EM38	Playing in an unauthorised football match	Fine not exceeding £500
EM39	Playing a player who is registered for another club or team	A fine not exceeding £500 and the deduction of 3 league points for each match in which the player participated.
EM40	The club or team is using an unregistered official(s) OR using a non-compliant or unapproved official.	Min - £100 fine and the deduction of 3 league points for each match in which the official participated.
EM41	An unfulfilled fixture	Min – Warning & payment of any expenses incurred by the opposition (receipts required) Max - £200 fine
EM42	Playing a player under an assumed name	Max – Expulsion from SYFA and the deduction of 3 league points for each match in which the player participated.
EM43	Club or team official participating while under suspension	Max – Expulsion from SYFA

EM44	Gambling on an SYFA match or receiving a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.	Max – Expulsion from SYFA
EM45	Using or attempting to use or being in possession of any combustible material, object or projectile	Max – Expulsion from SYFA or fine not exceeding £100 plus cost of any damage
EM46	Failure to notify the tournament/festival organiser of tournament/festival withdrawal without at least 14 days' notice	Fine not exceeding £500
EM47	Failing to attend a cited meeting without prior notification.	Fine not exceeding £250
EM48	Releasing a player who is under suspension	Fine not exceeding £500
EM49	The team found to be a member of any other Affiliated National Association or be in membership of more than one member League or Association.	Fine not exceeding £200
EM50	Failure of a team to notify their league in writing within seven days of a team or club that resigns its membership.	Fine not exceeding £200
EM51	Failure of a team to update the registration system with a change of club secretary or team manager within 48 hours	Fine not exceeding £200
EM52	Failure of a team to notify the SYFA in writing of its resignation within seven days of alerting their league	Fine not exceeding £200

APPENDIX 6

Misconduct by Leagues

Code	Offence	Sanction
EM53	Disclosing information from a committee's deliberations to any third party	Fine not exceeding £500
EM54	Breaching General Data Protection Regulation and/or Data Protection Act 2018 in relation to passing personal information, including team lines, onto any other party for any reason except as designated in the SYFA policies and procedures.	Fine not exceeding £500 or Expulsion from SYFA
EM55	Allowing club(s) or team(s) not affiliated to SYFA to participate in any league and/or association match(es)	Fine not exceeding £200
EM56	Allowing club(s) or team(s) with insufficient registered players to participate in any league and/or association match(es)	Fine not exceeding £200
EM57	Failing to respond to requests or correspondence received from SYFA staff, including Directors, the relevant secretary, or a match official	Max – Expulsion from SYFA
EM58	Misconduct due to the actions of a league official(s)	Fine not exceeding £500
EM59	Sending an offensive electronic communication or posting offensive material on a website or social media, whether public or private	Fine not exceeding £500
EM60	Knowingly, and/or without reasonable inquiry, provide false, misleading and/or inaccurate information	Fine not exceeding £500
EM61	Gambling on an SYFA match or receiving a bonus or any other inducement to influence the result of a match or otherwise affect the conduct of a match.	Max – Expulsion from SYFA
EM62	Breaching the SYFA National Player Journey	Max – Expulsion from SYFA or fine not exceeding £500
EM63	Failure of a league to notify the SYFA in writing within seven days of a team or club that resigns its membership	Fine not exceeding £200

APPENDIX 7

Guidance for the Administration of Disciplinary Procedures

Standard Offences – Cautionable

1. SYFA, League Secretary receives a match official's misconduct report.
2. If in a National or Regional Cup-tie, then the SYFA or regional secretary will send the caution to the team's League secretary.
3. The league secretary will check for previous cautions and administer accordingly.
4. If a suspension is imposed, this will be recorded by the relevant disciplinary committee.
5. The league secretary will also inform the player's team of the suspension

Standard Offences – Sending Off Offences

1. SYFA, regional secretary or league secretary receives a match official's misconduct report.
2. SYFA, regional secretary or league secretary, records standard offence fixed penalty on spreadsheet.
3. Team notified on player suspension, fixed penalty suspensions are effective with immediate effect and are not dependent on confirmation from the SYFA or league.

Disputing a Fixed Penalty Automatic Suspension (FPAS)

1. Club/team/coach/official/player disputes must submit written statement/evidence within 2 days of the fixed penalty notice. The party can only dispute on the following grounds:
 - a) Mistaken identity – (must provide identity of player/coach/official who should have received fixed penalty)
 - b) Party did not commit the offence.
2. League disciplinary committee reviews the evidence and the match report
3. Decision of disciplinary committee emailed to club/team secretary.
4. Club/team may appeal disciplinary committee decision to SYFA appeal committee – see Appeals Procedure.

APPENDIX 8

Publication and Data Control

1. Publication & Confidentiality

- 1.1. Parties agree to keep confidential any information or documentation relating to proceedings arising under this Protocol which is not in the public domain (including but not limited to the identities of the Panel Members) and save where required by law.
- 1.2. Parties should take reasonable steps to prevent unauthorised disclosure of such confidential information by any third Party involved in proceedings.
- 1.3. Notwithstanding the provisions of Paragraph 1, the Scottish Youth FA and/or its officers may publicly disclose the following information:
 - a. decisions and Determinations by Panels;
 - b. issued reasons by Tribunals; and/or
 - c. any information or documentation (including but not limited to the identities of the Panel Members) where the Scottish FA, in its sole discretion, considers the public disclosure of such information to be appropriate.
- 1.4. Panel shall have the power to Determine that a Party is in breach of this Paragraph and may impose such sanction in respect of such breach as they deem appropriate.

2 Information & Personal Data

- 2.1 The Scottish Youth FA is the data controller in respect of any personal data provided to the Scottish Youth FA as a result of this Policy and the Scottish Youth FA will process such personal data in accordance with its obligations under the Data Protection Act 2018.
- 2.2 The Scottish Youth FA will use personal data for the purposes set out in this Policy. This may include obtaining an individual's personal data from a third Party or disclosing an individual's personal data to a third Party where that is necessary for the purpose of proceedings arising in terms of this Policy, and subject to the consideration of the rights, freedoms and legitimate interests of the data subject.