**Tandridge Youth League: Reporting Incidents of poor behaviour.**

* None of us wish to become involved in situations of ill discipline at or near a football match especially so if the players are ‘children’.
* BUT – sadly we all know that problems do occasionally arise.
* So what exactly is the correct way to ensure that problems are reported and hopefully dealt with to a satisfactory conclusion?

**This is a summary of the procedure which MUST be followed.**

* The League’s responsibility is to enforce the Competition Rules, allow players to participate in the correct environment and ensure that it is fair and equal for all involved within the League. Should a Club breach a Competition Rule the League may charge the Club and hear the case following their response. **However,** The League is **not permitted** to directly deal with matters of misconduct, which are the responsibility of the County Association or The Football Association.

 **Step 1** Do you consider that the incident concerns **serious misconduct?** (i.e. an incident which in your opinion requires a response from higher authority).

 **If YES – proceed to Step 2**

 (**Minor incidents** or those relating to interpretation of League Rules should be reported to the

 League Secretary by a **Club Secretary only**, using form **TAN 7**).

**Step 2** Was the serious incident observed by a League appointed Panel Referee?

**If YES – proceed to Step 3** (The Referee will automatically submit a report to his/her County F.A.)

 If NO - was the incident observed by a Referee appointed by your Club?

 Please remember that any such appointed Referee has full powers and authority.

 **In such cases then you must obtain a full written report from this Referee.**

 It is imperative that the person acting as referee for the match, completes a report giving their

 perspective on what took place.

 **Having thus obtained (or put in hand) a Referee’s report – proceed to Step 3**

**Step 3**  You must compile your own (Club) report on the incident. Give all relevant details as

 briefly and succinctly as possible. Avoid repetition and conjecture. **Stick to facts.**

 **Your report must be sent directly to the County F.A. of the offending Club\*.**

**The Referees Report** (mentioned above) **must also be sent directly to the County F.A.**

 You are not obliged to send copies of these reports to the League, but it might help the

 League if you do so. Either way, the League will wish to know that you have reported the incident.

**Step 4** Once your **Club Secretary** has reported the incident to the County F.A. the matter is now in

their hands. The County F.A. will take whatever action they feel appropriate and may, or may

 not seek further information from your Club.

 **Step 5** **County Action and Feedback** – depending on the nature and severity of the incident, the

 County F.A. may decide to hold a Hearing and/or to charge a Club or an individual with a

 breach of FA Rules. It is possible that neither your Club nor the League are specifically notified by

 County of their proposed action, nor the eventual outcome. However, any charges issued by County

 should appear in the League Statement issued at regular intervals to the League from the FA.

 Where a match is abandoned, the League is unable to determine the ‘result’ of the match until

 after the County F.A. have reached their decision (after which League Rule 20.E.iv will apply).

**NB** – **Unless you follow all these steps and ensure that reports are submitted to the appropriate County F.A. then do not expect the incident to receive the attention you would wish. It’s no good complaining that “nothing is done” if you have not done your bit first. \*If you are not sure which County FA is responsible for the Club you are reporting, then please ask the League to advise.**