
THE UK MINIFOOTBALL ASSOCIATION*
POLICY FOR THE DISCIPLINE OF MEMBERS

February 2016

Initial Approval Date: 4th February 2016

Subsequent Amendment Date: 4th February 2017

The UK Minifootball Association
272 Kensington High Street
London
W8 6ND

Telephone: 0871 250 0131
Email: office@ukminifootball.co.uk

*UK Minifootball is a trading name of Treacle and Swiss Limited



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The UK Minifootball Association
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The following document outlines the UK Minifootball Association policy for the discipline of members of the UK Minifootball Association.

Introduction

The UK Minifootball Association is the governing body of 5, 6, and 7-a-side football in the UK, and was granted the licence in March 2013 to that effect. The UK Minifootball Association also currently holds the licence to operate the England, Scotland, Wales and Northern Ireland 6-a-side teams which represent their respective countries during international small-sided football competitions.

As the governing body for 5, 6, and 7-a-side football in the UK, the UK Minifootball Association has a reputation for delivering honest, trustworthy and professional support and guidance to all of its affiliated league providers, accredited facilities and registered UKMA national 6-a-side team players.

As such, the UK Minifootball Association is required to have in place a disciplinary policy for its members for the protection of the organisation, its reputation and associated individuals.

The term associated individuals means all staff, volunteers, members, players, affiliated league providers, accredited facilities and other persons connected with the UK Minifootball Association.

Purpose

The purpose of this document is to outline the policy and procedures of the UK Minifootball Association which will be enforced by the CGDD Officer, the UKMA Complaints, Grievances, Disputes and Disciplinary Committee, and/or the Chairman of the UK Minifootball Association, in the case that a person outlined in the scope of this document has breached the various policies of the UK Minifootball Association.

Scope

This policy applies to the following persons connected to the UK Minifootball Association:

- i. Members of the UK Minifootball Association who have subscribed to the articles of the UK Minifootball Association. Note that a Director of the UK Minifootball Association can also hold the position of a member of the UK Minifootball Association as defined under the Articles of the UK Minifootball Association.

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Definitions

Terms and definitions as defined in memorandum and articles of association of the UK Minifootball Association shall have the same meaning in these complaints, grievances, disputes, disciplinary rules and internal appeals procedures unless they are otherwise defined below.

Accredited facilities means a facility which has been fully accredited by the UK Minifootball Association to be of the standard required to run small-sided football leagues and games.

Affiliated league provider means a league provider affiliated to the UK Minifootball Association as either a bronze, silver or gold affiliated league provider.

Anti-doping Officer means the representative of the Executive Body of the UK Minifootball Association appointed to the role of the National Anti-doping Officer, responsible for the implementation of UK Minifootball Association anti-doping policy.

Appelier means the person who has applied for an appeal to or against an affiliated league provider or body of the UK Minifootball Association.

Bronze affiliated league provider means any affiliated league provider who has registered online and has been certified as a bronze affiliated league provider of the UK Minifootball Association.

Complainant means the person making the complaint.

Complaint means an expression of discontent by one individual concerning the behaviour of another individual, which must be submitted in writing (by post only) accompanied with all relevant documents and witness statements in support of the complaint.

Complaints, Grievance, Dispute and Disciplinary Officer means the representative of the UK Minifootball Association, who is responsible for the administration, communication and mediation of all complaints, grievances, disputes, disciplinary rules and appeals in the first instance they are delivered to the UK Minifootball Association. This individual may in the first instance share the role of the Administrator of the UK Minifootball Association. In all subsequent notations, the Complaints, Grievance, Dispute and Disciplinary Officer will be referred to as the CGDD Officer.

Dispute means an expression of discontent by one individual concerning the behaviour of another individual, or the issuing of a disciplinary offence by an affiliated body of the UK Minifootball Association, of which must be submitted in writing (by postal mail or email) accompanied with all relevant documents, and witness statements in support of the dispute.

Disputer means the person making the dispute.

Executive Board means the members of the Executive Board for the time being of the UK Minifootball Association.

Gold affiliated league provider means any affiliated league provider who has registered online and/or upgraded from a bronze and/or silver affiliated league provider to a gold affiliated league provider and has been certified as a gold affiliated league provider of the UK Minifootball Association.

Grievance means expression of discontent by one individual concerning the behaviour of another individual of which must be submitted in writing (by postal mail only) accompanied with all relevant documents, and witness statements in support of the grievance.

Grievant means the person making the grievance.

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Individual case means any complaint, grievance, dispute or appeal referred to the UK Minifootball Association where the Chairman of the UK Minifootball Association has decided to amend the costs of referral to other sport resolution services due to mitigating or unique circumstances.

Minor means any person under the age of 18.

National Children's Officer means the designated responsible person of the UKMA responsible for the overseeing of all local and/or regional Children's Officers affiliated to the UKMA, and held responsible to the UKMA Child Protection Policy.

Silver affiliated league provider means any affiliated league provider who has registered online and/or upgraded from a bronze affiliated league provider to a silver affiliated league provider and has been certified as a silver affiliated league provider of the UK Minifootball Association.

The UK Minifootball Association means the not-for-profit governing body for 5, 6, and 7-a-side football in the UK. UK Minifootball is a trading name of Treacle and Swiss Limited. In all subsequent notations, the UK Minifootball Association will be referred to as the UKMA.

The UK Minifootball Association Complaints, Grievances, Disputes and Disciplinary Committee means the impartial body formed from representative members of the Executive Board of the UK Minifootball Association with no direct connection to the instigator of the complaint, grievance, dispute and/or appeal, or the defendant. In all subsequent notations, the UK Minifootball Association Complaints, Grievances, Disputes and Disciplinary Committee will be referred to as the UKMA CGDD Committee.

UKMA national 6-a-side teams means the England, Scotland, Wales and Northern Ireland 6-a-side teams operated by the UK Minifootball Association.

Part 1: Policy for the discipline of members

1. Introduction

Directors and members of the UKMA are expected to uphold the good image and reputation of small-sided football and the UKMA by adhering to the following policies of the UKMA:

- a. The UK Minifootball anti-doping policy.
- b. Child protection policy.
- c. Equity and access policy.
- d. Privacy policy.
- e. Health and safety policy.

Failure to adhere to or uphold the policies of the UKMA can result in sanctions detailed in section 2. of this policy being imposed on a member of the UKMA by the CGDD officer, the UKMA Complaints, Grievance, Disputes and Disciplinary Committee (UKMA CGDD Committee) and/or the Chairman of the UKMA.

Further, any action that is detrimental to the good image and reputation of small-sided football and the UKMA can result in sanctions detailed in section 2. of this policy being imposed on a member of the UKMA by the CGDD officer, the UKMA Complaints, Grievance, Disputes and Disciplinary Committee (UKMA CGDD Committee) and/or the Chairman of the UKMA. These actions include and are not limited to:

- i. Criminal investigation for indictable offences;
- ii. Criminal investigation that may bring the UKMA into disrepute;
- iii. Criminal conviction for charges (not including motoring offences);
- iv. Any action bringing the sport of small-sided football into disrepute;
- v. Any action that may bring the UKMA into disrepute.

2. Sanctions

2.1 Warning sanctions

Prior to imposing an immediate sanction, the CGDD Officer, the UKMA CGDD Committee and/or the Chairman of the UKMA may impose the following warnings.

- i. Verbal warning

A verbal warning is to be issued by the CGDD officer, the UKMA CGDD Committee and/or the Chairman of the UKMA, concerning the breach of any clauses indicated in the policies of the UKMA.

- ii. Written warning

A written warning is to be issued by the CGDD officer, the UKMA CGDD Committee and/or the Chairman of the UKMA, concerning the breach of any clauses indicated in the policies of the UKMA.

2.2 Immediate sanction

The following sanctions may be imposed only by the Chairman of the UKMA and/or the Directors of the UKMA during a general meeting, following a breach of any clauses indicated in the policies of the UKMA.

- i. Temporary suspension as a member of the UKMA;

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- ii. Termination as a member of the UKMA;

If the member is also a Director of the UKMA then clause 2.2 i. and 2.2 ii. of the Articles of the UKMA will be enacted.

2.3 Immediate sanctions for the protection of children

In the case of a breach of the UKMA child protection policy by a member of the UKMA, the terms and sanctions outlined in the child protection policy are to take precedence whilst the matter is being investigated. Following the investigation, if it is determined by the Courts that a criminal offence has occurred then the member will be immediately terminated as a member as outlined under the Articles of the UKMA.

2.4 Immediate sanctions for a breach of the UKMA anti-doping policy

In the case of a breach of the UKMA anti-doping policy by a member of UKMA, the terms and sanctions outlined in the anti-doping policy are to take precedence whilst the matter is being investigated. Following the investigation, if it is determined by the Courts that a criminal offence has occurred then the member will be immediately terminated as a member as outlined under the Articles of the UKMA.

3. Appeals

Members of the UKMA have the right to appeal against any sanction outlined in section 2. of this policy which has been imposed upon them. The appeal procedure for the discipline of members of the UKMA is outlined in Part 2. of this document

Part 2: Appeals Procedure for the discipline of members

1. General

1.1 Introduction

The UKMA respects the rights of all members of the UKMA to appeal against any sanction outlined in Part 1. section 2. of this policy which has been imposed upon them.

1.2 Proof

The CGDD Officer, UKMA CGDD Committee, Chairman of the UKMA and/or the Directors of the UKMA shall make their decisions based upon the judgement of physical evidence, or the incident in question, to be proven true and accurate in accordance with the 'balance of probability'.

1.3 Confidentiality

All correspondence, judgements, witness statements and physical evidence presented to the UKMA by the appellant will remain strictly confidential, with the exception of the administration purposes of the UKMA, and referral to the statutory authorities if necessary.

1.4. Exemption from liability

The Chairman of the UKMA, the Directors of the UKMA, the UKMA CGDD Committee members and/or the CGDD Officer may not be held personally liable for any deeds, actions, decisions or recommendations in regards to appeals and referrals.

1.5. Costs and expenses

The costs and expenses of the appeal are to be entirely payable by the member with the exception of any individual case for costs and expenses to be decided by the Chairman of the UKMA.

The costs and expenses of the services of any other UK sport resolution body are entirely payable by the appellant, with the exception of any individual case for costs and expenses to be decided by the Chairman of the UKMA. All parties will be advised of the costs and expenses of the services of all other sport resolution services prior to referral.

1.7 Criminal charges

In the case of a criminal charge being brought to or against the UKMA by a member of the UKMA then the case will be immediately referred to the statutory authorities.

1.8 Suspension pending hearing

The Chairman of the UKMA and/or the Directors of the UKMA following a vote at a general meeting, shall reserve the right to suspend any member of the UKMA, prior to a hearing, depending upon the gravity of the complaint against them.

1.9 Communication

The CGDD Officer, UKMA CGDD Committee and the Chairman of the UKMA will respond to all appeals primarily by postal correspondence.

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2. Complaints, Grievances, Disputes and Disciplinary Officer (CGDD Officer)

- 2.1 The UKMA shall appoint a CGDD Officer.
- 2.2 The CGDD Officer shall have the following responsibilities in accordance with the policy for the discipline of members of the UKMA:
- i. To be the recipient of any complaints, grievances and disputes concerning a member of the UKMA (to be shared with the Personal Assistant of the Chairman of the UKMA as and when required);
 - ii. To administer the receipt, collection and presentation of any and all evidence submitted to the UKMA as part of a complaint, grievance or dispute by or against a member of the UKMA;
 - iii. To liaise with the Chairman of the UKMA and/or the Personal Assistant of the Chairman of the UKMA as and when required;
 - iv. To investigate the case of a complaint, grievance or dispute by or against a member of the UKMA. In the case that a complaint, grievance, or dispute involves a potential case of child abuse, then the CGDD Officer is to refer the case immediately to the National Children's Officer of the UKMA;
 - v. To refer the complaint, grievance or dispute to the UKMA CGDD Committee and/or the Chairman of the UKMA provided that the investigation has determined probable cause or guilt against the member;
 - vi. To dismiss a complaint, grievance and/or dispute where after investigation, in the opinion of the CGDD Officer there is no probable cause or guilt against the member;
 - vii. To decide whether a complaint, grievance or dispute by a member of the UKMA has been made in the correct jurisdiction and the correct timeframes;
 - viii. To prepare all documents for the UKMA CGDD Committee and/or the Chairman of the UKMA;
 - vix. To present the case for sanctions against a member of the UKMA to the UKMA CGDD Committee and/or the Chairman of the UKMA;
 - vx. To maintain a record of the UKMA CGDD Committee.
- 2.3 Where in the case that the CGDD Officer has a conflict of interest regarding the investigation of a complaint, grievance, dispute or appeal, the CGDD Officer is to stand aside from the investigation of the complaint, grievance, dispute and/or appeal, and the Chairman of the UKMA is to appoint another CGDD Officer to investigate the complaint, grievance, dispute or appeal.
- 2.4 The CGDD Officer is not obliged to investigate any complaint made to the UKMA.
- 2.5 The CGDD Officer must confirm the receipt of all complaints, grievances, disputes and appeals to the complainant, grievant or disputer within 14 days of the date of the complaint, grievance, dispute and/or appeal.
- 2.6 The CGDD Officer must notify the result of the investigation of all complaints, grievances or disputes to all parties within one month of receipt of the complaint, grievance, dispute and/or appeal.
- 3. UKMA Complaints, Grievances, Disputes and Discipline Committee (UKMA CGDD Committee)**
- 3.1 The UKMA CGDD Committee shall be appointed by the Chairman of the UKMA, for the mediation and hearing of any and all complaints, grievances, disputes and appeals delivered to the UKMA CGDD Committee by the CGDD Officer.
- 3.2 The UKMA CGDD Committee shall hold the right to issue warning sanctions against a member of the UKMA during the course of the mediation and hearing of any and all complaints, grievances and disputes delivered to the UKMA CGDD Committee.

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- 3.3 The UKMA CGDD Committee shall make its recommendations following the mediation and hearing of any and all complaints, grievances, disputes and appeals to the Chairman of the UKMA.

4. Chairman of the UKMA

- 4.1 The Chairman of the UKMA shall hold the right to call a general meeting of the UKMA and request a vote to impose immediate sanctions on a member following recommendations being made to the Chairman of the UKMA by either the CGDD Officer or the UKMA CGDD Committee.
- 4.2 The Chairman of the UKMA shall notify the member of any immediate sanctions being imposed upon them by postal correspondence no less than 7 days after the vote by the Directors of the UKMA has been cast.
- 4.3 The Chairman of the UKMA reserves the right to immediately temporarily or permanently suspend a member of the UKMA if they have been convicted of a criminal charge (not including motoring offences) in a Court of law.

5. Role of the National Children's Officer

- 5.1 The National Children's Officer is to be appointed by the Chairman of the UKMA.
- 5.2 The role of the National Children's Officer in the context of this policy for the discipline of members of the UKMA is to safeguard the rights of minors in the instigation, commencement, investigation, hearing, appeal and enforcement of any sanctions for complaints, grievances, disputes and/or breaches of this policy.
- 5.3 The National Children's Officer is to be present for all UKMA complaints, grievances, disputes and disciplinary hearings in which a minor is to be in attendance.
- 5.4 The National Children's Officer is to be given notice of any complaint, grievance, and/or dispute, response and subsequent action, where the complaint, grievance and/or dispute involves a minor.
- 5.5 Upon the receipt of the complaint, grievance or dispute involving a minor, the National Children's Officer is to liaise with the parents or guardians of the minor immediately.
- 5.6 The National Children's Officer is not permitted to give evidence or to take a formal role in any UKMA complaints, grievance, dispute and disciplinary hearing.
- 5.7 The National Children's Officer is not permitted to sit on the UKMA CGGD Committee.

6. Commencement

6.1 Introduction

The following procedures are to be applied in immediate effect following the commencement of a complaint, grievance, dispute and/or appeal made to the UKMA concerning a member of the UKMA.

6.2 Complaints, grievances and disputes procedure

The complaints, grievances and disputes procedure by or against a member of the UKMA may be commenced following the submission of a complaint, dispute or grievance to the CGDD Officer.

- 6.2.1 The complaint, grievance or dispute must be delivered by post to the CGDD Officer.

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- 6.2.2 In order to be valid, the complaint, grievance or dispute shall be made:
- 6.2.3 In writing to the CGDD Officer with a full description of the incident, any applicable witness statements and full contact details.
- 6.2.4 Delivered to the CGDD Officer within 14 days of the occurrence of the incident.

Following the appropriate employment of this procedure, the complainant, grievant or disputer will be responded to by post within 21 days of the date of the complaint, grievance or dispute.

For further information on the administration, investigation and judgement of a complaint, grievance or dispute please refer to Part 2. sections 6-12.

6.3 Internal appeals procedure

The internal appeals procedure may be commenced following a written appeal by a member of the UKMA, following any and all sanctions highlighted in Part 1. section 2. with the exception of Part 1. section 2.3 and 2.4.

- 6.3.1 The appeal must be delivered by post to the CGDD Officer.
- 6.3.2 In order to be valid, the appeal shall be made:
- 6.3.3 In writing to the CGDD Officer with a full description of the incident, any applicable witness statements, a statement that the appellant is a member of the UKMA and full contact details.
- 6.3.4 Delivered to the CGDD Officer within 14 days of the sanction being imposed on the member.

Following the appropriate employment of this procedure, the member of the UKMA will be responded to by post within 21 days of the date of the appeal submitted by the member.

For further information on the administration, investigation and judgement of an appeal please refer to Part 2. sections 6-12.

7. **Mediation**

The UKMA acknowledges the need for mediation during the hearing of complaints, grievances, disputes and appeals prior to immediate sanctions. The following clauses will apply to the application of mediation by the UKMA CGDD Committee.

- 7.1 In the first instance, the CGDD Officer may refer all parties to the mediation services of an alternative sport resolution service, for the issue of a complaint, dispute or grievance only with the express agreement of the Chairman of the UKMA.
- 7.2 The Chairman of the UKMA holds the right to refuse mediation services, both within the UKMA and the services of an alternative sport resolution service, to any complainant, grievant, or disputer, provided that the Chairman of the UKMA has obtained agreement from the majority of the Executive Board of the UKMA.
- 7.3 The CGDD Officer is to inform the complainant, grievant, disputer and/or appellant, that they have been referred to mediation within seven days of referral. All further communications, including the arrangement of mediation dates are to be made by the CGDD Officer to the complainant, grievant or disputer.
- 7.4 All complaints, grievances and disputes referred to mediation, by whatever route, are to be formally dealt within the period of one month from the point of referral. Failing resolution by this date, the complaint, grievant or disputer is to be referred to the UKMA CGDD Committee by the CGDD Officer for further action.

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- 7.5 The mediator is to keep the outcome, correspondence and initial complaint and appeal strictly confidential, with the exception of what is required for administration and mediation charges.
- 7.6 The CGDD Officer is to inform the complainant, grievant or disputer of the outcome of mediation, and any further action, within seven days of the final mediation meeting.
- 7.7 All charges for cases referred to either the services of an alternative sport resolution service or internal mediation by the UKMA, are to be made at the discretion of the Chairman of the UKMA, as advised to all parties before the outset of mediation.
- 8. Hearing**
- 8.1 The UKMA CGDD Committee will meet to form a complaints, grievances, disputes and disciplinary hearing with the express consent of the Chairman of the UKMA.
- 8.2 The complaints, grievances, disputes and disciplinary hearing will take place within the period of one month after a complaint, grievance, dispute or appeal has been submitted to the UKMA CGDD Committee.
- 8.2 The CGDD Officer must contact by post the complainant, grievant, disputer and/or the appellant within fourteen days of a complaints, grievances, disputes and disciplinary hearing being sanctioned. The CGDD Officer will inform the complainant, grievant, disputer and/or the appellant of:
- i. Time and date of the UKMA complaints, grievances, disputes and disciplinary hearing;
 - ii. Declaration that the UKMA CGDD Committee has no interest in the outcome of the meeting;
 - iii. Details of the offence, breach of procedure, and sanctions which have since been enforced;
 - iv. List of all parties;
 - v. List of witnesses to be called;
 - vi. Process of the UKMA complaints, grievances, disputes and disciplinary hearing;
 - vii. Procedures of the UKMA complaints, grievance, disputes and disciplinary hearing, which are applicable to all parties;
 - viii. The rights of all parties;
 - ix. Sanctions enforceable by the UKMA complaints, grievances, disputes and disciplinary hearing;
 - x. Confirmation of the documents to hand.
- 8.3 In certain circumstances, the CGDD Officer may designate himself/herself or a UKMA CGDD Committee member, to serve as the committee, in the event that the full committee cannot be convened. In such cases, the CGDD Officer or the person designated by the CGDD Officer will have the full powers of the UKMA CGDD Committee.
- 8.4 The UKMA CGDD Committee may convene either an oral meeting or decide the matter on a documents only basis.
- 8.5 The UKMA CGDD Committee shall conduct the hearing in any manner that seems appropriate.
- 8.6 The UKMA CGDD Committee shall have the right to decide the admissibility of evidence submitted to the UKMA, including any and all witness statements, written appeal documents and admissions. The committee shall not be bound by the laws and regulations governing court proceedings in relation to such matters.

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- 8.7 The complainant, grievant, disputer and/or appellant holds the right to be represented at the complaints, grievances, disputes and disciplinary hearing, by either themselves or a responsible person, and maintains the right to give additional evidence or a verbal statement if required by the UKMA CGDD Committee.
- 8.8 The National Children's Officer is to be present at all UKMA CGDD Committee hearings involving parties under 18 years of age, be they complainants, grievant, disputers, appellants or witnesses, and in this regard full permission of the parent or guardian of the individual must be given, before the party can attend the hearing.
- 8.9 In the case of a non-attendance by either the complainant, grievant, disputer and/or the appellant, the UKMA CGDD Committee may either resolve the complaint, grievance, dispute and/or the appeal based on the written documents submitted to the UKMA, or they may re-schedule the hearing based on prior notice of at least 24 hours, and a justifiable reason for the non-attendance. The UKMA CGDD Committee, holds the right to decide whether the reason for non-attendance is justifiable or not, based on individual circumstances.
- 8.10 The CGDD Officer and/or Committee may adjourn or re-arrange the complaints, grievances, disputes and disciplinary hearing at their own discretion. All notice for the re-arrangement of the hearing is to be given to the complainant, grievant, disputer and/or appellant at least 24 hours before the time and date of the hearing.
- 8.11 In the case of a complaint, the complainant has the responsibility of presenting the case against the member.
- 8.12 In the case of a grievance, the grievant has the responsibility of presenting the case against the member.
- 8.13 In the case of a dispute, the disputer or disputers have the responsibility of presenting the case against the member.
- 8.14 The CGDD Officer, complainant, grievant and/or disputer must have the responsibility of proving the guilt of the member at the hearing, beyond any reasonable doubt. The standard for reasonable doubt shall be that the member has committed the offence or breach of regulations outlined in section 3, on the balance of probabilities. For this purpose, the CGDD Committee, complainant, grievant and/or disputer may call upon witness statements and documented evidence relating to the complaint, grievance, dispute, and/or breach of rules.
- 8.15 Facts established in a court of law, where that court has imposed a sanction upon the member are to be taken as irrefutable evidence of those facts in a hearing.
- 8.16 Prior to delivering its recommendations to the Chairman of the UKMA, the UKMA CGDD Committee must take into account any mitigating factors or evidence presented in the hearing.
- 8.17 The UKMA CGDD Committee reserves the right to issue warning sanctions against the respondent as noted in section 4, during the hearing.
- 8.18 The recommendations of the UKMA CGDD Committee to the Chairman of the UKMA shall be notified to the complainant, grievant, disputer or the member within seven days of the final complaints, grievances, disputes and disciplinary hearing.
- 8.19 All warning sanctions issued by the UKMA CGDD Committee will remain in force, until the application of appeal by the complainant, grievant, disputer and/or the member.

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9. Decision of the Chairman of the UKMA

- 9.1 The Chairman of the UKMA shall make the final decision on all complaints, grievances, disputes, breaches of this policy for the discipline of members of the UKMA and appeals concerning a member of the UKMA.
- 9.2 The Chairman of the UKMA shall make the final decision on all aspects outlined in Part 2. section 8.1 based upon the recommendations of the UKMA CGDD Committee following mediation and/or the complaints, grievances, disputes and appeals hearing.
- 9.3 The Chairman of the UKMA shall call a general meeting of Executive Board of the UKMA to vote upon his decision on the temporary suspension or termination of a member of the UKMA.
- 9.4 The terms governing votes on any matter by the Executive Board of the UKMA are outlined in the Articles of the UKMA.
- 9.5 The member who is subject to a vote on his temporary suspension or termination as a member of the UKMA must set aside his right, if any, to vote on this subject.
- 9.5 The Chairman of the UKMA shall notify the member of his decision and the outcome of the vote of the Executive Board of the UKMA within 21 days of the vote being cast.

10. Appeals

The appeals procedure may be commenced following the fulfilment of commencement conditions indicated in Part 2. section 6, and/or the judgement of the UKMA complaints, grievance, disputes and disciplinary hearing outlined in Part 2. section 8.

- 10.1 The appeal before the UKMA CGDD Committee shall take place as a fresh hearing, as if the first hearing had never occurred.
- 10.2 The appeal hearing shall follow the procedures set out in Part 2. section 8. of the policy of the discipline of member of the UKMA.
- 10.3 The appeal to the UKMA CGDD Committee must be made within seven days from the date of the initial decision made by the CGDD Officer, the UKMA CGDD Committee or the Chairman of the UKMA.
- 10.4 A copy of the notice of appeal shall be sent by post to the UKMA for the attention of the CGDD Officer. The CGDD Officer shall respond within 14 working days by email with the receipt of the notice of the appeal.

11. Referral to the services of an alternative sport resolution service

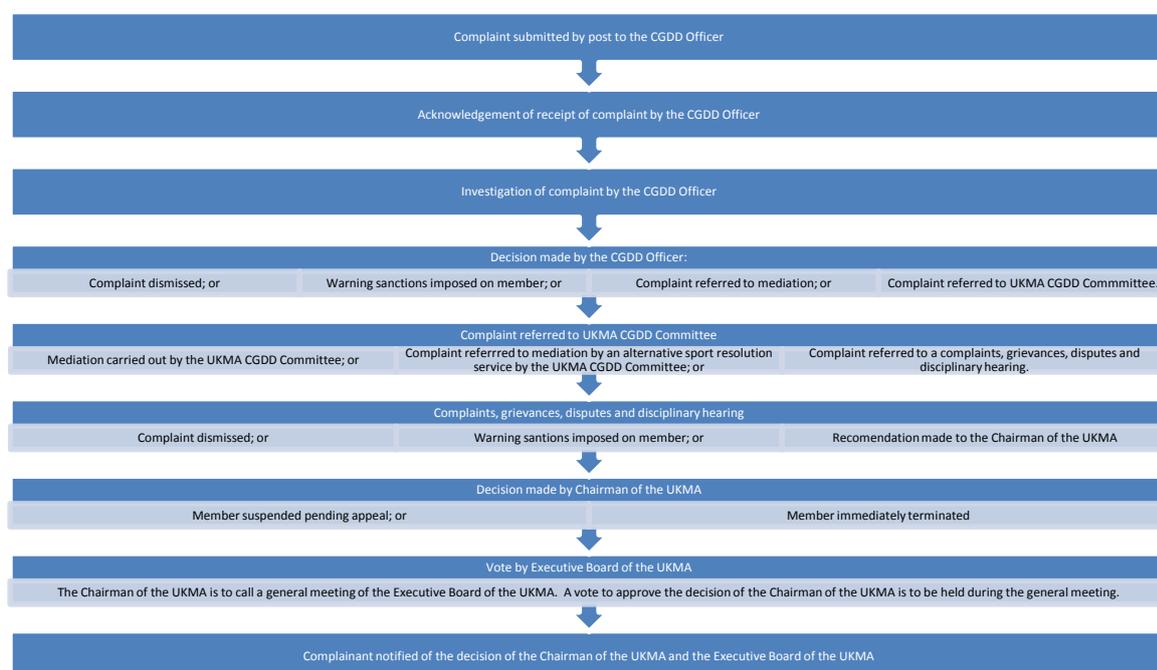
- 11.1 Any complaint, grievance or dispute may be referred to the services of an alternative sport resolution service, with the express approval of the Chairman of the UKMA, provided that all possible forms of resolution available from the UKMA have been exhausted.
- 11.2 Notice of referral of a complaint, grievance or dispute to the services of an alternative sport resolution service must be made by post by the CGDD Officer seven days prior to the referral.
- 11.3 All disputes arising out of or in connection with this policy for the discipline of members of the UKMA shall be referred to an alternative sport resolution service for resolution by mediation in accordance with the alternative sport resolution services mediation rules, provided that the procedures set out in Part 2. section 7. are fulfilled. If the dispute remains unsolved at the conclusion of the mediation process, the dispute shall be referred to the alternative sport

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resolution service for final and binding arbitration in accordance with the alternative sport resolution services rules and at the discretion of the Chairman of the UKMA.

- 11.4 All charges for cases referred to the services of an alternative sport resolution service are to be made at the discretion of the Chairman of the UKMA, as advised to all parties before the outset of any mediation and/or arbitration.
 - 11.5 The National Children's Officer may be permitted to attend all mediation and/or arbitration meetings arranged by an alternative sport resolution service that require the presence of a minor.
- 12. Diagram for the commencement and procedure of a complaint, grievance and/or dispute concerning a member of the UKMA**

For the purpose of simplicity, the term 'complaint' shall mean complaints, grievances and disputes concerning a member of the UKMA.



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13. Diagram for the commencement and procedure of an appeal by a member of the UKMA

