



SWF Disciplinary Policy

Outline:

This policy is issued in accordance with the Scottish Women's Football (SWF) Articles of Association. For the avoidance of doubt, these procedures are designed to cover all complaints and breaches of policies not already managed via Senior/Youth League Management Committees and the Scottish FA's Judicial Panel as outlined in the FAQs section.

Scope of Policy:

The policy and procedures outlined apply to all complaints received or raised by SWF which include, but are not exclusive of, breaches in relation to below policies and procedures:

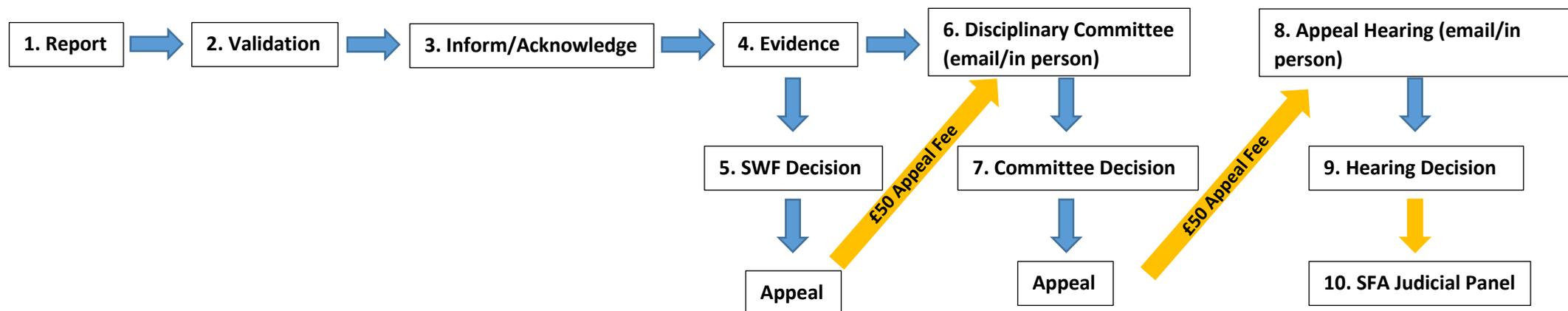
- SWF Articles of Association
- Player Approach Policy
- Social Media Policy
- Transgender People Playing in SWF
- SWF Code of Conduct (Club, Players and Managers & Coaches)
- Child Wellbeing & Protection Policy*
- Player Registration Procedures
- Football Betting Policy**
- SWPL Criteria
- Media Guidelines
- Ethical Policy
- Business & Integrity Policy
- Equity Policy
- Health & Safety Policy
- Information & Data Protection
- Anti-Doping Policy
- Fraud Policy
- Photographic & Video Use

*Note – all concerns regarding child wellbeing and protection should still be reported to SWF's Child Wellbeing & Protection Officer and managed in accordance with Child Wellbeing & Protection Policy

**Note – all breaches of SWF's Football Betting Policy in the senior game will be referred to the Scottish FA's Judicial Panel



Scottish Women's Football Complaint Handling Process



- 1. Report:** A complaint is reported by a third party, an SWF Administrator and/or individual.
- 2. Validation:** SWF shall validate the submitted complaint document before opening the case for investigation.
- 3. Inform:** SWF shall inform the respondent of the report and acknowledge receipt to the reporter within 7 working days.
- 4. Evidence:** SWF shall seek evidence from the respondent and, if necessary, from the reporter and other sources. A period of up to 7 working days from acknowledgement will be provided for this.
- 5. SWF Early Decision:** If there has been a manifest breach of the policy concerned, the SWF Administrator shall issue an early decision and, where applicable, an appropriate sanction; likewise, if there is clearly no case to answer, the complaint shall be discharged by the SWF Administrator. The respondent will be informed of this within 7 working days from acknowledgement. The respondent will have a further 7 working days to lodge a notice of appeal against the early decision. The Disciplinary Database will be updated on the 7th working day if no notice of appeal is lodged.
- 6. Disciplinary Committee Panel:** If the case is ambiguous, or if the respondent appeals an early decision, the report will be referred to a 3-person Panel of the SWF Disciplinary Committee to consider. The Panel may request more or specialist evidence and will decide if a Hearing in Person is required. The

Panel will be convened within 7 working days from the referral or the appeal being lodged pending availability of the respondent and the Disciplinary Committee Panel.

7. Disciplinary Committee Panel Decision: If the Panel is satisfied with the evidence available, they may issue a decision including any sanction if appropriate. The respondent may lodge an appeal within 7 working days. The Disciplinary Database will be updated on the 7th working day if no notice of appeal is lodged.

8. Appeal/Hearing in Person: If the respondent appeals a Panel decision the report will be referred to a 3-person Panel of the SWF Appeals Committee to consider. The Panel may request more or specialist evidence and will decide if a Hearing in Person is required. The Panel will be convened within 7 working days from the referral or the appeal being lodged pending availability of the respondent and the Appeals Committee

9. Hearing Decision: Following a Hearing in Person the Appeals Committee will issue its final determination; respondents will have 5 working days to lodge an appeal against this decision to the Scottish FA. The Decision will be added to Disciplinary Database 5 working days after the decision if there is no notice of appeal.

10. SFA Judicial Panel: An appeal can only be lodged with the Scottish FA if there is new evidence to be presented which was not available or considered by the Panel of the Disciplinary Committee. Should you require more information regarding this stage of appeal, please contact judicialpanelsecretary@scottishfa.co.uk

Key Documents

[SWF Intimation of Alleged Breach of Policy Form](#)

[Respondent Submission Form](#)

[Further Information Submission Form](#)

Outcomes:

The relevant Committee reserves the right to take such action it considers may be merited upon the completion of its investigation into any complaint received. The range of sanctions open to the Committee to impose on a player, official or club include, but are not exclusive of:

- Issue censure and/or a warning
- Impose a financial sanction
- Deduction of points
- Suspension or expulsion of player or club official
- Suspension or expulsion of club
- Impose a combination of any or all of the foregoing
- To take no action

The Committee reserves the right to escalate sanctions if it is determined that the respondent has repeatedly breached SWF Policy and/or Procedures.

Note: All outcomes relating to matters managed via this Disciplinary Policy will be posted accordingly on SWF's website.

Frequently Asked Questions (FAQ's)

How do I raise a complaint/report a policy breach?

- A complaint will only be considered if it has been submitted to Scottish Women's Football (SWF) on the correct form. The 'SWF Intimation of Alleged Breach of Policy Form' should be completed fully and accurately with supporting evidence attached where applicable, before submitting to SWF@scottish-football.com. The complaint will not be considered unless this form has been submitted in full. The form is available to download from the SWF website on the 'Docs & Downloads' section.

How long does the process take?

- Once your complaint has been received by SWF you should receive a response to acknowledge receipt within 7 days. If the complaint is valid, you should receive an outcome within 21 days. Should you wish to appeal the decision, the process can take up to a maximum of a further 21 days from the date of the original outcome.

Can anyone raise a complaint?

- Yes, anyone can raise a complaint however, our preferred means of club communication is via the Club Secretary. A third party or any other individual can still raise a complaint to SWF.

Can I request to attend a hearing?

- You can request that you wish to be present at the hearing of your complaint. The relevant committee will determine if your attendance is required and confirm to you via email. Should you appeal the outcome of the original decision making body, you may be invited to attend a further hearing.

Is there a fee attached to the process?

- Should you wish to appeal the decision of the relevant SWF committee, a £50 fee is required.

What if I'm not satisfied with the SWF outcome?

- In accordance with Section 14.4 of the Scottish FA Judicial Panel Protocol, you have the right to appeal against the decision of a recognised football body. There is a £100 appeal fee required.

14.4 A player, official, match official, club, League or association has the right to appeal to an Appellate Tribunal under this Protocol against a Determination of a disciplinary or adjudicatory nature involving a defined process or procedure by a recognised football body which is imposed upon such person or body, provided that the Appellant has exhausted such appeals as were available to the Appellant consequent to the Determination in question, unless a satisfactory reason is given for not having done so, and provided that the appeal to the Appellate Tribunal is not excluded by any provision of the Articles, this Protocol, or by law.

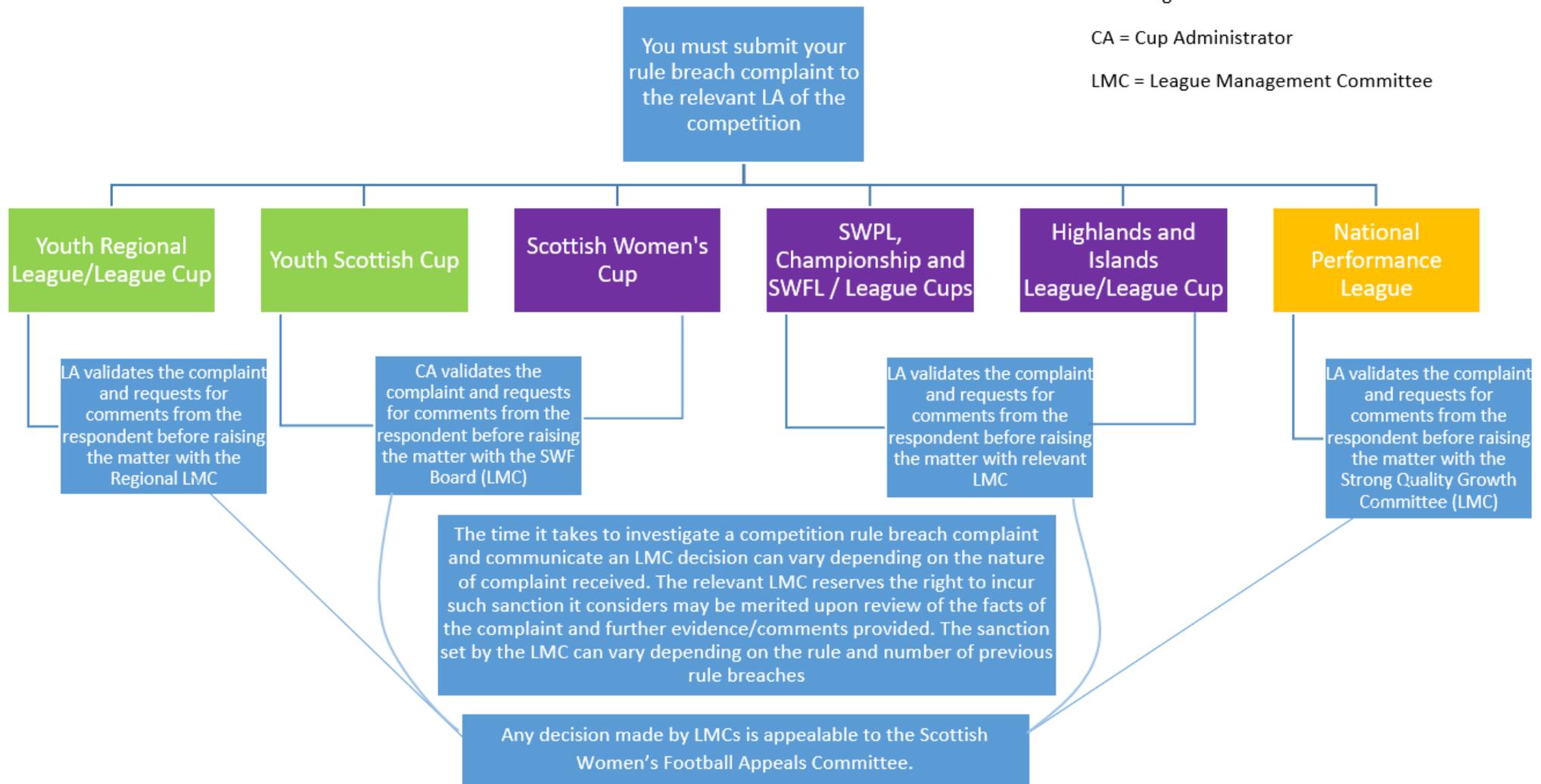
How do I report an SWF Competition rule breach and how is this processed?

Key:

LA = League Administrator

CA = Cup Administrator

LMC = League Management Committee



How is in-match disciplinary recorded and processed?

SWF Youth Competitions (inc. U15's National Performance League) and Highlands and Islands League/League Cup)



SWF Senior Competitions (inc. U19's National Performance League)



Senior League Management Committee/Perform & Win Committee – breaches of Senior League and League Cup Competition Rules in senior game (SWPL, Championship & SWFL)

Scottish FA Judicial Panel – management of SWPL & SWFL in-match disciplinary including suspensions and accumulation of cautions/points and any other breaches of the JPP.

Highlands & Islands League Management Committee – breaches of Highlands & Islands League and League Cup competition rules & management of misconduct reports submitted by match officials in line with SWF's Disciplinary Procedures for Team/Staff Officials Misconduct in Scottish Women's Football Leagues and SWF's Disciplinary Procedures for Players in Scottish Women's Football Leagues

Youth Regional & National League Management Committees - breaches of Youth Regional & National League and League Cup Competition Rules in youth game (U13/U15/U16/U17/U19 – Regional & National) including breach of 'Player Movement Guidelines' & management of misconduct reports submitted by match officials in line with SWF's Disciplinary Procedures for Team/Staff Officials Misconduct in Scottish Women's Football Leagues and SWF's Disciplinary Procedures for Players in Scottish Women's Football Leagues

Scottish Cup League Management Committee (SWF Board) - breaches of Youth/Senior Scottish Cup Competition Rules including breach of 'Player Movement Guidelines' & management of misconduct reports submitted by match officials in line with SWF's Disciplinary Procedures for Team/Staff Officials Misconduct in Scottish Women's Football Leagues and SWF's Disciplinary Procedures for Players in Scottish Women's Football Leagues