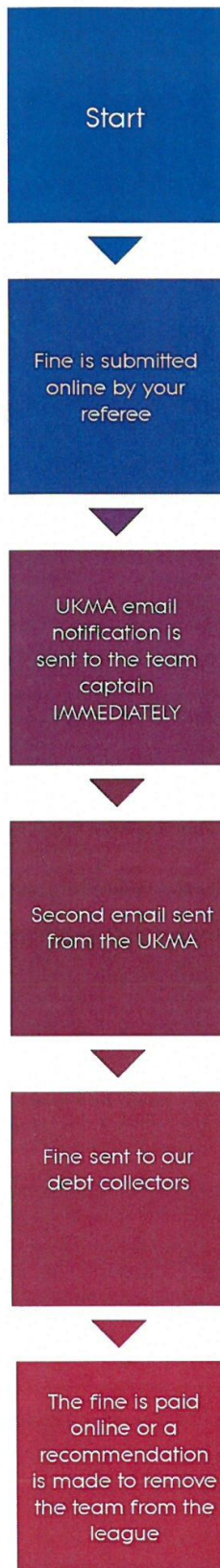

THE UK MINIFOOTBALL ASSOCIATION

**DISCIPLINARY FINE COLLECTION PROCESS
AND APPEALS PROCEDURE**

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

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





SILVER MEMBERSHIP

HOW WE COLLECT DISCIPLINARY FINES

Once a disciplinary fine has been uploaded onto our online system, the team captain will receive an email notification stating that they have incurred a disciplinary fine. This email will be sent automatically from the UKMA and will provide a link to our website where team captains can quickly and easily pay disciplinary fines using their unique reference code.

This link will remain valid at all times during the collection process.

All fine payments should be made through our website at all stages of the collection process. If for any reason, a disciplinary fine cannot be paid through the UKMA website then the payee must contact us at office@ukminifootball.co.uk to request an alternative payment method via cheque, postal order or direct debit as instructed by the United Kingdom Minifootball Association.

Please note that all alternative payment methods must be approved by the UKMA prior to the payment being made.

DISCIPLINARY FINES APPEALS PROCEDURE

The UK Minifootball Association (UKMA) respects the rights of team captains and players to appeal against any disciplinary fine or sanction issued by the UKMA.

In order to appeal against a disciplinary fine, the team captain or player must follow either Appeal Procedure (1) (*informal appeal*) or Appeal Procedure (2) (*formal appeal*) as set out below. The appeal procedure which should be followed by the team captain or player is determined by the size of the disciplinary fine which has been issued to the team.

Appeal Procedure (1) should be followed when a £10 or £15 disciplinary fine has been issued to the team.

Appeal Procedure (2) should be followed when a £20, £50 or £100 disciplinary fine has been issued to the team.

If the team has incurred multiple disciplinary fines then separate appeals must be issued for each disciplinary fine that the team has incurred.

Appeals procedures

Please refer to the relevant appeal procedure as determined by the size of the disciplinary fine that has been issued to your team:

Appeal Procedure (1) – Fine Band 1 and 2 (£10 and £15 disciplinary fines)

The following procedure may be commenced by the team captain and/or player within 28 days of the issuing of a £10 or £20 disciplinary fine. Please note that this procedure forms an informal appeal based on requesting further information and is not a formal appeal.

- 1.1 The team captain and/or player may outline any queries regarding the issuing of a disciplinary fine and request a copy of the UKMA disciplinary fine report by email to office@ukminifootball.co.uk within 28 days of the issuing of the disciplinary fine.
- 1.2 The UKMA will send confirmation of receipt of the query within five working days.
- 1.3 The UKMA will contact the league provider to confirm or query any points raised by the team captain and/or player.
- 1.4 The UKMA will contact the team captain and/or player by email and provide them with any additional information.
- 1.5 If the fine is not cancelled by the UKMA then the disciplinary fine will then be required to be paid within 14 days. Failure to pay the disciplinary fine may result in the team being banned by the league provider and the debt being transferred to an external debt collection agent.
- 1.6 A formal appeal cannot be entered against a £10 or £20 disciplinary fine.

Appeal Procedure (2) – Fine Band 3, 4 and 5 (£20, £50 and £100 disciplinary fines)

The following appeals procedure may be commenced by the team captain within 3 months of a £20, £50 or £100 disciplinary fines being issued to the team and/or team player:

- 2.1 Full payment of the disciplinary fine must be made to the UKMA prior to the entering of a formal appeal.

This payment should be made by credit or debit card online at www.ukminfootball.co.uk. To pay the disciplinary fine, the payee should enter their unique fine reference code into the 'Pay My Fine' section on the home page of the UKMA website and click 'Go'. If this is not possible then the payee may alternatively pay the fine via cheque, postal order or direct debit as instructed by the UKMA.

- 2.2 The appeal should be sent by the team captain within 14 days of payment of the disciplinary fine to our address at The UK Minifootball Association, 272 Kensington High Street, London, W8 6ND.

The appeal should include the team captain's and/or the players who incurred the disciplinary fines version of events, any witness statements that they may possess and any mitigating circumstances.

The following mitigating circumstances may be considered by the UKMA in the case of an appeal of a disciplinary fine:

- (i) Age
- (ii) Disability
- (iii) Sincere apology made
- (iv) Remorse
- (v) Gravity of the offence
- (vi) Inappropriate conduct of a match official
- (vii) Any other mitigating factors

- 2.3 The UKMA will respond to all disciplinary fine appeals by post and email within 21 days of the receipt of the appeal.
- 2.4 If the appeal is successful, then the team captain, or the persons who paid the fine in full by one of the payment methods indicated in section (2.1), will either be refunded for the full amount of the fine or they will be refunded for a proportion of the fine based on a lowering of the fine band.
- 2.5 If the appeal is not successful then the team captain will be notified by post of the reason/s why their disciplinary fine appeal was not successful.

For further information on how to submit an appeal for a disciplinary fine please contact us at office@ukminifootball.co.uk. All correspondence relating to the appeal of a disciplinary fine should be made to the UKMA CGDD Officer.