
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



Start

Fine is submitted online by your referee

UKMA email notification is sent to the team captain IMMEDIATELY

Second email sent from the UKMA

Call made to the team captain by the UKMA

Fine sent to our debt collectors (at no extra cost to you)

SILVER MEMBERSHIP

HOW WE COLLECT YOUR DISCIPLINARY FINES FOR YOU

All silver and gold members have access to our acclaimed automated disciplinary system, which will allow your referees to upload disciplinary fines incurred by teams in your league, then sit back and leave all of the administration and collection of these fines to us.

Better discipline means better leagues, and therefore more teams joining your leagues. We will chase these disciplinary fines for you and collect payment on our safe and secure website. The collected monies will be paid into the registered bank account of the member who submitted the fine on a monthly basis.* Importantly members with this system have reported on average 65% increase in income from fines, just because it is so easy.

Payment of disciplinary fines can be made on our website at any point during the collection cycle.

70% of collected disciplinary fines will typically be paid between the fine being submitted online and a call being made to team captain by the UKMA.

*Please note that the UKMA charges 10% commission on collected fines. This commission is included in the original disciplinary fine values incurred by the team or the team player and submitted to the UKMA for collection through our online disciplinary fine system.

The fine is paid online or a recommendation is made to remove the team from the league

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 is determined by the size of the disciplinary fine which has been incurred by the team or team player.

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

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

If multiple disciplinary fines have been incurred by the team or team player then separate appeals must be issued for each disciplinary fine.

Appeals procedures

Please refer to the relevant appeal procedure as determined by the size of the disciplinary fine:

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 £15 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 obtain further information on any issues 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 team captain will be required to pay the disciplinary fine within 7 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 for a £10 or £15 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 fine being incurred by the team 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.ukminifootball.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 bank transfer as instructed by the UKMA.

2.2 The appeal should be sent by the team captain or player 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 player's 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 disciplinary fine appeals by post and email within 21 days of receipt of the appeal.

2.4 If the appeal is successful then the payee, who paid the fine by one of the methods listed in section (2.1), will either be refunded for the full amount of the disciplinary fine or will receive a partial refund based on a lowering of the fine band.

2.5 If the appeal is not successful then the appellant will be notified by post of the reason why their 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.