NEW LAMBTON FC

Incident Reporting, Game Infringement and Appeals Policy and Procedure

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Document Revision History

Version	Date	Summary of Changes	Approved By
1.0	2026	Initial version	NLFC Committee
2.0	2026	Yellow card reporting scope narrowed: standalone yellow cards no longer mandatory. Reporting required for red cards / send-offs (incl. second-yellow send-offs), accumulated yellow card suspensions, and yellow cards where appeal may be sought. Regulatory reference updated to Newcastle Football competitions administered under Northern NSW Football Regulation G. Appeals eligibility criteria updated accordingly.	NLFC Committee

1. Purpose

This policy establishes the requirements and procedures for New Lambton FC (NLFC) in relation to the reporting of game infringements and injuries. It also establishes the club's appeals process for players, coaches, and team officials who wish to contest a formal infringement decision.

The objectives of this policy are to:

- ensure all reportable incidents are formally documented on the day they occur, in compliance with Newcastle Football competition requirements administered under Northern NSW Football (NNSWF) Regulation G;
- protect the welfare of all participants, officials, and members of the public;
- provide a clear, transparent, and equitable appeals process; and
- protect the club from liability through timely and accurate record-keeping.

2. Scope

This policy applies to all NLFC participants, including:

- players (all age groups and genders);
- coaches and assistant coaches;
- team managers and team officials;
- spectators and supporters affiliated with NLFC; and
- any member of the public involved in an incident at an NLFC event.

This policy applies to all incidents occurring:

- on the field of play during training or competition;
- in the immediate surrounds of the playing field; and
- at any NLFC event or activity.

Regulatory Framework
This policy operates within, and is supplementary to, the disciplinary framework established by Newcastle Football competitions administered under Northern NSW Football (NNSWF) Regulation G – Disciplinary Rules and Procedures (as issued jointly by the Boards of Macquarie Football, Newcastle Football, and Hunter Valley Football).
In the event of any inconsistency between this policy and NNSWF Regulation G or the FA National Disciplinary Regulations, NNSWF Regulation G and the FA National Disciplinary Regulations prevail to the extent of the inconsistency.

3. Definitions

Term	Definition
Yellow Card (Caution)	A formal caution issued by a match referee to a player or team official for a bookable offence under Law 12 of the FIFA Laws of the Game.
Accumulated Yellow Card Suspension	A mandatory match suspension imposed by the competition administrator when a player or team official accumulates the prescribed number of yellow cards under NNSWF Regulation G (currently: players – 5 yellow cards within the same points-score season; team officials – 2 yellow cards within the same season).
Second-Yellow Send-Off	A send-off that occurs when a player receives a second yellow card in the same match, resulting in an automatic red card (R7 offence). The two yellow cards are expunged from the player's cumulative record and the send-off is recorded as a red card.
Red Card / Send-Off	A formal dismissal issued by a match referee to a player, coach, or team official under Law 12 of the FIFA Laws of the Game, resulting in immediate expulsion from the field and a mandatory suspension pending assessment by the competition administrator.
Incident	Any injury, accident, disciplinary matter, or event involving a participant, official, spectator, or member of the public that occurs in connection with NLFC activities.
Incident Report	The formal online report submitted via the NLFC Incident Report Form.
Team Manager	The designated team representative responsible for administrative duties, including incident reporting, for a given NLFC team.
Secretary or other Executive Committee Member	The NLFC club official responsible for receiving, recording, and escalating incident reports.

Appeals Committee	A panel of three NLFC committee members convened to hear and determine infringement appeals. No member of the Appeals Committee may have a direct involvement in the incident under review.
Regulation G	Northern NSW Football Regulation G – Disciplinary Rules and Procedures, as issued jointly by the Boards of Macquarie Football, Newcastle Football, and Hunter Valley Football, and as amended from time to time.

4. Incident Report Form

4.1 Form Details

NLFC uses a single online form for reporting all injuries, incidents, and disciplinary matters. The form is accessible at the following link:

NLFC Incident Report Form
https://forms.gle/rtVxJdnQHqtZ4F1D9
Use this form to report any injuries, incidents, or disciplinary issues involving a participant, coach, team official, spectator, match official, or member of the public — whether on the field or off the field.

The form link is also pinned in the relevant NLFC team group chats and is available on the club's website and notice board at Novocastrian Park.

4.2 Who Completes the Form

The Incident Report Form is to be completed as follows:

Circumstances	Who Completes the Form
The person injured or involved is 18 years of age or over	The person injured or involved completes the form themselves, where possible.
The person injured or involved is under 18 years of age	A parent or guardian of that person completes the form.
The injured or involved person is incapacitated and cannot complete the form	The Team Manager or attending first-aid officer completes the form on their behalf. The person or their parent / guardian must be notified and the form updated as soon as practicable.

Where a reportable game infringement has been received (see Section 5), the Team Manager is responsible for ensuring the Incident Report Form is submitted if the affected person does not do so themselves.

5. Mandatory Reporting Requirements

5.1 What Must Be Reported

Not every yellow card requires an Incident Report. The following must be reported via the Incident Report Form on the day they occur:

Reportable Event	Notes
Red card (straight red)	All red card offences (R1–R6) under Law 12, issued by the referee for a direct sending-off offence.
Second-yellow send-off	Player receives a second yellow card in the same match (R7 offence). Recorded as a red card for competition purposes; the two yellow cards are expunged from the cumulative record.
Accumulated yellow card suspension triggered	Report required on the day the triggering yellow card is received, regardless of whether the suspension is confirmed by the competition administrator at the time. Thresholds under Regulation G: players – 5 yellow cards (main season); team officials – 2 yellow cards (main season).
Any yellow card where the player, coach, team official or Team Manager believes there may be grounds for a future appeal or disciplinary review	Proactive report lodged at the discretion of the player, team official, or Team Manager. Failure to report on the day forfeits any future appeal support from the club.
Any injury sustained during NLFC activities	All injuries regardless of apparent severity. See Section 7.
Any other on-field or off-field incident	Including conduct by coaches, team officials, spectators, or members of the public. See Section 8.

Standalone Yellow Cards – Not Mandatory to Report
A yellow card received by a player or team official does NOT need to be reported via the Incident Report Form unless one of the conditions above applies.
However, clubs and players are reminded that under Regulation G, the member club and Team Manager are primarily responsible for keeping track of accumulated cautions. NLFC will not receive automatic notification from the competition administrator of every yellow card issued. It is the Team Manager's responsibility to monitor the caution tally for each registered player and team official.
If a Team Manager is unsure whether the accumulation threshold has been reached, a report should be lodged as a precaution.

5.2 Reporting Timeframe

⚠ CRITICAL REQUIREMENT – SAME-DAY REPORTING
All reportable events (as defined in Section 5.1) MUST be reported via the Incident Report Form on the day the event occurs.
Failure to submit a report on the same day will result in the club being unable to support or progress any subsequent appeal in relation to that infringement or incident.
There are no exceptions to this requirement.

For the purpose of this policy, “same day” means before midnight (11:59 PM) on the date the incident occurred. Where a game is played close to midnight, the Secretary or other Executive Committee Member has discretion to extend this to 8:00 AM on the following day, provided the Team Manager contacts the Secretary or other Executive Committee Member before midnight on the day of the game to advise of the situation.

5.3 Minimum Information Required

At minimum, the following information must be captured in the Incident Report Form at the time of initial submission:

- date, time, and location of the incident;
- name of the person(s) involved;
- team and age group;
- nature of the event (injury / accumulated yellow card suspension triggered / red card / second-yellow send-off / other);
- current caution tally for the player or team official (where applicable);
- a brief description of what occurred; and
- name and contact details of the person submitting the form.

Additional detail (e.g. medical reports, witness statements) may be added after initial submission, but the initial report must be submitted on the same day.

5.4 Team Manager Responsibilities

Each Team Manager is responsible for:

- maintaining a current record of accumulated yellow cards for each player and team official in their team, updated after every match;
- ensuring the Incident Report Form link is saved and accessible on match days;
- confirming at the end of each match whether any reportable events (as defined in Section 5.1) have occurred;
- following up with affected players, parents, or guardians to ensure reports are submitted on the day;
- forwarding a copy of the form submission confirmation to the Secretary or other Executive Committee Member via email or the designated club channel; and
- alerting the Secretary or other Executive Committee Member as soon as a player or team official is approaching an accumulation threshold under Regulation G.

6. Game Infringement Reporting

6.1 Red Cards and Second-Yellow Send-Offs

A red card or second-yellow send-off must be reported via the Incident Report Form on the day it is issued. The report should include:

- the player's or official's full name and registered number (if applicable);
- the match in which the card was received (competition, round, opponent);
- the approximate minute of the game;
- the stated or understood reason for the dismissal;
- whether the offence was a straight red card (R1–R6) or a second-yellow send-off (R7);
- whether any other players, officials, or spectators were involved; and
- any witness details if available.

The affected player or official will be stood down immediately in accordance with Regulation G. Under Regulation G, a participant who receives a red card is prohibited from participating in any role from the time they are sent from the field until the competition administrator has issued a sanction in writing and that suspension has been fully extinguished. The club will notify the player or official of the suspension status as soon as it is confirmed.

6.2 Accumulated Yellow Card Suspensions

A report must be submitted on the day the triggering yellow card is received — that is, the card that causes the player or team official to reach the applicable accumulation threshold under Regulation G. Current Regulation G thresholds for Newcastle Football competitions are:

Participant	Competition Stage	Suspension Triggered At
Player	Pre-Season	3rd yellow card (1-match suspension)
Player	Points-Score Season	5th yellow card (1-match); 8th yellow card (2-match); 9th yellow card (3-match, no right to appeal)
Team Official	Pre-Season	1st yellow card (1-match suspension)
Team Official	Points-Score Season	2nd yellow card (1-match); each subsequent yellow card (1-match each)

Note: Under Regulation G, cautions reset at the end of each competition stage (pre-season, points-score season, and finals series). Yellow cards do not carry over between stages.

The report should include all information required for a red card report (see 6.1), adapted as appropriate, plus the player's or official's current yellow card tally for the relevant competition stage.

Important: Under Regulation G, a player or team official who has accumulated the threshold number of yellow cards is ineligible to participate from the conclusion of the match in which the suspension is triggered, regardless of whether the suspension notification has been issued by the competition administrator. NLFC will not accept the non-receipt of official notification as a defence for fielding a suspended player.

6.3 Yellow Cards Where Appeal or Review May Be Sought

Where a player, coach, team official, or Team Manager believes a yellow card was incorrectly issued (e.g. on grounds of mistaken identity), they should submit an Incident Report Form on the same day. Under Regulation G, the only appeal available against a yellow card caution is for mistaken identity.

Submission of a report does not guarantee that an appeal will be supported by the club (see Section 9). However, failure to submit a report on the day will mean the club cannot support any appeal.

7. Injury Reporting

7.1 All Injuries Must Be Reported

Any injury sustained during NLFC activities — whether during a match, training, or any other club event — must be reported via the Incident Report Form on the day it occurs, regardless of apparent severity.

This includes but is not limited to:

- muscle strains, sprains, and tears;
- fractures, dislocations, and breaks;
- head injuries and suspected concussion;
- lacerations, abrasions, or bleeding wounds; and
- any injury requiring medical attention or resulting in the person leaving the field of play.

7.2 Concussion Protocol

Any player suspected of having sustained a concussion must be immediately removed from play in accordance with Football NSW's Concussion Policy and the "If in doubt, sit it out" principle. The incident must be reported on the same day. The player may not return to training or competition until cleared by a registered medical practitioner.

7.3 Serious Injuries

In the event of a serious or life-threatening injury, the immediate priority is to ensure the safety and medical care of the injured person by calling emergency services (000). The Team Manager must also notify the Club President or Secretary by phone as soon as practicable on the day, in addition to completing the Incident Report Form.

8. Other Incident Reporting

The Incident Report Form must also be used to report any on-field or off-field incident not covered by Sections 6 or 7, including:

- conduct by a coach, team official, or spectator that may constitute a breach of the Football Australia Code of Conduct;
- incidents involving match officials;
- incidents involving members of the public at an NLFC venue; and
- any event that may give rise to a complaint, insurance claim, or liability exposure for the club.

9. Appeals Process – Game Infringements

9.1 Eligibility to Appeal

A player, coach, or team official who has received a red card, a second-yellow send-off, or an accumulated yellow card suspension may request the club lodge a formal appeal on their behalf, subject to the following conditions:

Conditions for NLFC Appeal Support
1. An Incident Report Form must have been submitted on the same day as the infringement. No appeal will be supported by the club if this mandatory reporting requirement was not met.
2. The appeal request must be submitted to the Secretary or other Executive Committee Member in writing (email or written notice) within 48 hours of the player or official being notified of the infringement or suspension.
3. The 50% team appeal cost contribution (see Section 9.3) must be paid to the club prior to the appeal being lodged.
4. The appeal must have a valid basis under Regulation G. Note the following Regulation G restrictions:
• The only appeal permitted against a mandatory one-match suspension for a red card offence is for mistaken identity.
• The only appeal permitted against an accumulated yellow card suspension is for mistaken identity.
• Appeals against the minimum mandatory suspension for accumulation of 9+ yellow cards are not permitted under Regulation G.
• Appeals against any suspension above the minimum sanction are permitted on their merits.

Standalone yellow card cautions are not subject to an appeals process under this policy. Under Regulation G, the only appeal permitted against a yellow card is for mistaken identity, and only where sound evidence exists. The club will assess such requests on a case-by-case basis.

9.2 Internal Review Prior to Appeal

Before lodging a formal appeal with the competition administrator under Regulation G, the club will conduct a brief internal review to assess whether the appeal has a valid basis and reasonable prospects of success. This review will be conducted by the Secretary or other Executive Committee Member within 24 hours of the appeal request being received.

The outcome of the internal review will be one of the following:

- Support the appeal: the club will proceed to lodge the appeal on behalf of the player or official.

- Not support the appeal: the club will advise the player or official in writing and no appeal will be lodged. The team cost contribution will not be charged where the club declines to support an appeal.

The internal review is not an appeal in itself. Its purpose is to avoid lodging appeals that have no reasonable basis under Regulation G and to protect the club's standing with the competition administrator.

9.3 Appeal Cost Sharing

Formal appeals lodged with the competition administrator under Regulation G involve a filing fee set by that body. NLFC operates the following cost-sharing arrangement:

Party	Appeal Unsuccessful	Appeal Successful
Team (player or official's team)	50% of appeal fee (not refunded)	50% of appeal fee refunded in full
NLFC (club)	50% of appeal fee (not refunded)	50% of appeal fee refunded in full

The team's 50% contribution must be paid to NLFC before the appeal is lodged. Payment must be made by bank transfer to the club's nominated account or by cash to the Treasurer, with a receipt issued. The Secretary or other Executive Committee Member will confirm receipt of payment before lodging the appeal.

In the event that the appeal is successful and the competition body refunds the appeal fee, the club will refund the team's 50% contribution within 14 days of the club receiving the refund.

Note on the 50/50 Cost Split
The 50/50 split ensures shared accountability for the decision to appeal while ensuring no team is excluded from the appeals process on financial grounds. The committee will review this split annually and may vary it based on the financial circumstances of the team or the nature of the infringement.

9.4 Lodgement of the Appeal

Once all conditions in Section 9.1 are satisfied, the Secretary or other Executive Committee Member will:

1. complete the formal appeal documentation as required by the competition administrator under Regulation G;
2. attach a copy of the Incident Report Form submitted on the day of the infringement;
3. attach any supporting material provided by the player, official, or witnesses;
4. submit the appeal within the timeframe required by Regulation G (seven (7) working days of the sanction notice being issued); and
5. notify the player or official in writing that the appeal has been lodged.

The player or official must co-operate fully with the club throughout the appeals process, including attending any hearing if required. Under Regulation G, a participant cannot participate in any role while a suspension is in effect, even if an appeal has been lodged.

9.5 Outcome and Notification

Upon receiving the outcome of the appeal, the Secretary or other Executive Committee Member will:

- notify the player, official, and Team Manager in writing within 24 hours;
- update the club's disciplinary register; and
- where the appeal is successful, arrange refund of the team's cost contribution within 14 days of the club receiving the refund from the competition administrator.

Where an appeal is unsuccessful, the suspension or penalty as determined by the competition administrator stands. The club will not lodge a further appeal on the same matter unless a grievance process is available under Regulation G and the circumstances warrant it.

10. Process Summary

10.1 Decision Flowchart – Do I Need to Submit a Report?

MATCH ENDS
▼
Was there a red card, second-yellow send-off, or injury? → YES: Submit Incident Report Form today.
Did the player / team official receive a yellow card that triggers an accumulation suspension? → YES: Submit Incident Report Form today.
Was a yellow card received and might there be grounds for a future appeal (e.g. mistaken identity)? → YES: Submit Incident Report Form today.
Was there any other incident (conduct, spectator issue, match official issue)? → YES: Submit Incident Report Form today.
None of the above? → No report required today. Team Manager to update caution tally records.
Form link: https://forms.gle/rtVxJdnQHqtZ4F1D9 | Deadline: Before midnight on the day.

10.2 Appeals Process Flowchart

RED CARD / SEND-OFF or ACCUMULATED YELLOW CARD SUSPENSION received
▼
SAME DAY: Submit Incident Report Form (https://forms.gle/rtVxJdnQHqtZ4F1D9)
▼
Secretary or other Executive Committee Member receives and logs the report
▼ Player / official wishes to appeal ▼
Written appeal request to Secretary within 48 hours of suspension notification → Internal review (24 hrs) → Supported or declined
▼ If appeal supported ▼
Team pays 50% of appeal fee → Club lodges appeal under Regulation G (within 7 working days) → Outcome notified → Refund if successful

11. Record-Keeping and Confidentiality

All incident reports will be maintained in a secure club disciplinary and incident register managed by the Secretary or other Executive Committee Member. Records will be retained for a minimum of seven (7) years in accordance with general liability and insurance requirements.

Incident reports are confidential and will only be disclosed to:

- relevant NLFC committee members on a need-to-know basis;
- the competition administrator or Regulation G disciplinary body as required for disciplinary or appeals proceedings; and
- insurers or legal representatives where required.

Players under 18 years of age have additional privacy protections. Incident reports involving minors will not be disclosed to any person other than the minor's parent or guardian and relevant club officials without the consent of the parent or guardian, except where required by law.

12. Breaches of This Policy

A Team Manager or player who fails to comply with the mandatory same-day reporting requirements in Section 5.1 without reasonable cause may be subject to disciplinary action by the club, which may include:

- a formal written warning;
- a fine as determined by the committee; or
- suspension from club activities.

The club reserves the right to decline any appeal support where this policy has not been followed, regardless of the merits of the underlying infringement matter.

13. Policy Review

This policy will be reviewed at the commencement of each playing season by the NLFC Committee. The review will consider:

- any changes to NNSWF Regulation G or competition administrator requirements;
- the club's experience in administering the policy during the preceding season; and
- any feedback received from players, coaches, or team managers.

Amendments to this policy require approval by a majority of the NLFC Committee and will take effect from the date of approval unless otherwise specified.

14. Key Contacts

Role	Responsibility	Contact
Secretary or other Executive Committee Member	Receives and logs incident reports; conducts internal review of appeals; liaises with competition administrator under Regulation G	secretary@newlambtonfcjuniors.org.au vicepresident@newlambtonfcjuniors.org.au president@newlambtonfcjuniors.org.au
Treasurer	Receives appeal fee contributions; processes refunds	secretary@newlambtonfcjuniors.org.au
Club President	Notified of serious injuries; chairs Appeals Committee	president@newlambtonfcjuniors.org.au
Team Manager	Maintains caution tally records; ensures same-day reporting; first point of contact for players and parents	See team group chat

Appendix A – Quick Reference Card for Team Managers

MATCH DAY CHECKLIST – TEAM MANAGERS
AFTER EVERY MATCH, check the following:
☐ Red card or second-yellow send-off issued to any player or team official? → Submit report tonight.
☐ Yellow card received that triggers an accumulation suspension? → Submit report tonight.
(Reg G thresholds: Players – 5th / 8th / 9th yellow card in points-score season; Team Officials – 2nd yellow card in points-score season)
☐ Yellow card received where appeal or review may be sought (e.g. possible mistaken identity)? → Submit report tonight.
☐ Any player or person injured today? → Submit report tonight.
☐ Any on-field or off-field incident (conduct, spectator, match official)? → Submit report tonight.
ALWAYS AFTER EVERY MATCH:
✓ Update the caution tally register for all players and team officials.
✓ Check if anyone is approaching an accumulation threshold.
► Form link: https://forms.gle/rtVxJdnQHqtZ4F1D9
► Deadline: Before midnight on the day of the incident (no exceptions for appeal eligibility).
► Under-18s: Form must be completed by a parent or guardian.
► Appeals: Request in writing to Secretary within 48 hours. 50% of appeal fee must be paid before lodgement.

Appendix B – Regulation G Yellow Card Accumulation Reference

The following table summarises the yellow card accumulation thresholds and suspension levels applicable to Newcastle Football competitions administered under NNSWF Regulation G. Team Managers should use this as a quick reference.

Participant	Stage	Yellow Cards	Suspension	Appeal?
Player	Pre-Season	3rd	1 match	Yes (mistaken identity only for mandatory minimum)
Player	Points-Score	5th	1 match	Yes (mistaken identity only for mandatory minimum)
Player	Points-Score	8th	2 matches	Yes (above minimum)
Player	Points-Score	9th	3 matches	NO
Team Official	Pre-Season	1st	1 match (minimum)	Yes (above minimum)
Team Official	Points-Score	2nd	1 match (minimum)	Yes (above minimum)
Team Official	Points-Score	Each subsequent	1 match (minimum)	Yes (above minimum)

Note: Cautions reset at the end of the last match of each competition stage (pre-season, points-score season, finals series). Yellow cards do not accumulate across stages. These thresholds are current as at the date of this policy. Team Managers should verify thresholds with the Secretary at the start of each season, as Regulation G may be amended by NNSWF.

Appendix C – Appeals Cost Example

The following example illustrates how the 50/50 appeal cost sharing arrangement works in practice.

Example: Red Card Appeal
Scenario: A player receives a red card (R1 – serious foul play) and is suspended for one mandatory match plus one additional match (total: 2 matches). The player believes the sanction above the mandatory minimum is excessive and wishes to appeal.
The club supports the appeal. The Regulation G appeal fee is $1,500.
Step 1: The team (player's team) pays $750 (50%) to NLFC before the appeal is lodged.
Step 2: NLFC pays the remaining $750 (50%) to the competition administrator when lodging the appeal.
Total appeal fee paid: $1,500.
If the appeal is UNSUCCESSFUL:
• The $1,500 fee is forfeited.
• The team's $750 contribution is NOT refunded.
• NLFC absorbs its own $750 cost.
If the appeal is SUCCESSFUL (e.g. additional match reduced):
• The competition administrator refunds the $1,500 fee to NLFC.
• NLFC refunds the team's $750 contribution within 14 days of receiving the refund.
• NLFC recovers its own $750.
Note: No appeal is available against the mandatory one-match minimum suspension (unless mistaken identity). In this example, the mandatory match is served regardless of the appeal outcome.

Document Approval

Name	Role	Date Approved
Stephen MANNING	Club President	29 September 2026
Megan PAYNE	Club Secretary	29 September 2026
David THOMAS	Club Vice President	29 September 2026

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