

# Worcester & District Football League Rules

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a) In these Rules:

“Affiliated Association” means an Association accorded the status of an Affiliated Association under the Rules of the FA.

“AGM” shall mean the annual general meeting held in accordance with the constitution of the Competition.

“Deposit” means a sum of money deposited with the Competition as part of the requirements of membership of the Competition.

“Club” means a Club for the time being in membership of the Competition and “Team” means a side from a Club especially where a Club provides more than one team in the Competition in accordance with the Rules.

“Competition” means the Worcester and District Football League.

“Competition Match” means any match played or to be played under the jurisdiction of the Competition.

“Secretary” means such person or persons appointed or elected to carry out the administration of the Competition.

“Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play under a written contract of employment with a Club.

“Fees Tariff” means a list of fees approved by the Clubs at a general meeting to be levied by the Management Committee for any matters for which fees are payable under the Rules.

“Fines Tariff” means a list of fines approved by the Clubs at a general meeting to be levied by the Management Committee for any breach of the Rules.

“Ground” means the ground on which the Club’s team(s) plays its Competition matches.

“Management Committee” means in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition and where the Competition is incorporated it means the Board of Directors appointed in accordance with the articles of association of that company

“Match Officials” means the referee, the assistant referees and any fourth official appointed to a Competition match.

“Non Contract Player” means any Player (other than a Player on a Scholarship) who is eligible to play for a Club but has not entered into a written contract of employment.

“Officer” means an individual who is appointed or elected to a position in a Club or Competition which requires that individual to make day to day decisions.

“Player” means any Contract Player, Non Contract Player or other Player who plays or who is eligible to play for a Club.

“Playing Season” means the period between the dates on which the first competitive fixture in the Competition is played each year until the date on which the last competitive fixture in the Competition is played each year.

“Rules” means these rules under which the Competition is administered.

“Sanctioning Authority” means the Worcestershire Football Association Limited.

“Scholarship” means a Scholarship as set out in Rule C 3 (a) (i) of the Rules of The FA.

“Team Sheet” means a form provided by the Competition on which the names of the Players taking part in a Competition match are listed.

“The FA” means The Football Association Limited.

“Written” or “in writing” means the representation or reproduction of words or symbols or other information in a visible form by any methods or combination of methods, whether sent or supplied in electronic form or otherwise.

(b) Each Club shall adhere to the Rules. Each Club shall be deemed, as a member of the Competition, to have accepted the Rules and to have agreed to abide by the decisions of the Management Committee in relation thereto, subject to the provisions of Rule 16.

(c) Each Club participating in the Competition must be a member of the Competition. A Club which ceases to exist or which ceases to be entitled to play in the Competition for any reason whatsoever shall thereupon automatically cease to be a member of the Competition.

d) The administration of the Competition under the Rules will be carried out by the Competition acting (save where otherwise specifically mentioned herein) through the Management Committee in accordance with the rules, regulations and policies of The FA.

## 1. Nomenclature and Constitution

a) This Competition shall consist of not more than 150 Clubs approved by the Sanctioning Authority.

b) All Clubs must be affiliated to an Affiliated Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the Worcestershire Football Association and must have a constitution approved by the Sanctioning Authority.

- The Competition shall apply annually for sanction to the Worcestershire Football Association and the constituent teams of Member Clubs may be grouped in divisions, each not exceeding 16 in number.

c) Only one team shall be permitted from any Club to participate in the same division as another team from the same Club unless there is no viable alternative because of logistical issues and/or reasons linked to participation and geographical boundaries. The Competition will obtain the prior approval of the Sanctioning Association in the event of a division comprising of more than one team from the same Club. The Competition will ensure that, where permission is given, teams from a Club operating in the same division are run as separate entities with no interchange of players other than via transfers of registration in accordance with these Rules.

d) Inclusivity and Non-discrimination

i) The Competition and each Club must be committed to promoting inclusivity and to eliminating all forms of discrimination

ii) Any alleged breach of the Equality Act 2010 legislation must be referred to the appropriate Authority authorised by the FA for investigation

e) Clubs must comply with the provisions of any initiatives of the FA which are adopted by the Competition including but not limited to Charter Standard and RESPECT programmes

f) Clubs shall not enter any of their teams playing in the Competition in any other Competitions (with the exception of the FA and County FA Competitions) except with the written consent of the Management Committee of the Competition.

g) At the Annual General Meeting or at a Special General Meeting called for the purpose, a majority of the delegates present shall have the power to decide or adjust the constitution of the divisions at their discretion. When necessary this Rule shall take precedence over Rule 12.

## 2. Entry Fee, Subscription, Deposit

a) Applications by Clubs for admission to the Competition or the entry of an additional team(s) from the same Club must be made in writing to the Secretary on or before the 30th April in each year and must be accompanied by an Entry Fee per team which shall be returned in the event of non-election.

- At the discretion of a majority of the accredited voting members present applications, of which due notice has been given, may be received at the Annual General Meeting or a Special General Meeting.

- When Rule 12(b) is applied and a team seeks a transfer or is compulsorily transferred to another division no Entry Fee shall be payable.

b) The Annual Subscription and Internal Cup Fees per Team are payable on or before the 31st July in each year.

c) In the event of any issue concerning the membership of any Club with the Competition the Management Committee may require a Deposit to be paid by or on behalf of the Club on such terms and for such period as it may in its entire discretion think fit.

d) A Club shall not participate in the Competition until the Entry Fee, Annual Subscription and Deposit (if required) have been paid.

e) Clubs must advise annually to the Secretary in writing by the 31st July of its Sanctioning Authority affiliation number for the forthcoming season.

- Clubs must advise the Secretary in writing, or on the prescribed form, the details of its Headquarters, Officers and any other information required by the Competition.

f) Each Club must pay its Annual Club Account as required by the Treasurer by the 30th April failing which they shall be fined.

### 3 Officers

a) The Officers of the Competition shall be determined by the Annual General Meeting and elected thereat. (NB Auditors are not Officers).

b) The Secretary shall be the representative of the Competition at the Sanctioning Authority.

- In the event of the Secretary not being eligible the Management Committee shall nominate another person as their representative.

### 4. Management, Nomination, Election

a) The Competition shall be governed in accordance with the Rules and Regulations of The FA by a Management Committee comprised of the Officers and up to 9 ordinary members (four of whom shall be elected representatives of clubs) who shall be elected at the Annual General Meeting.

- The elected representatives of the clubs shall not vote on any disciplinary matter concerning any club or player in the Competition.

b) All candidates for election as Officers or Members of the Management Committee shall be nominated to the Secretary in writing, signed by the Secretaries of two Member Clubs, no later than 30th April in each year.

- Names of the candidates for election shall be circulated with the notice of the Annual General Meeting.

- In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.

c) The Management Committee shall meet as and when required at least quarterly. On receiving a requisition signed by two thirds of the members of the Management Committee the Secretary shall convene a meeting of the Committee.

d) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Competition and keep a record of its proceedings.

e) All communications received from Clubs must be conducted through their nominated Officers.

### 5. Powers of Management

a) The Management Committee may appoint sub-committees as they consider necessary and may delegate such of their powers as they deem necessary to such committees.

- The decisions of all such committees shall be reported to the Management Committee for ratification.

- The Management Committee shall have power to deal only with matters within the Competition and not for any matters of misconduct that are under the jurisdiction of the Football Association or Affiliated Association.

b) Subject to the permission of the Sanctioning Authority having been obtained the Management Committee may order a match or matches to be played each season, the proceeds to be devoted to the funds of the Competition and, if necessary, may call upon each Club (including any Club which may have withdrawn during the season) to contribute equally such sums as may be necessary to meet any deficiency at the end of the season.

c) Each Member of the Management Committee shall have the right to attend and vote at all Management Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or to the Club so represented or where there may be a conflict of interest. (This shall apply to the procedure of any sub-committee.)

- In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.

d) The Management Committee shall have powers to apply, act upon and enforce these Rules and shall also have jurisdiction over all matters affecting the Competition. Any action by the Competition must be taken within 28 days of the Competition being notified.

- With the exception of Rules 5(l), 6(h), 8(q), 11 and 19, for all breaches of Rule a formal written charge must be issued to the Club concerned. The Club charged shall be given seven days from the date of notification of the charge to reply to the charge and given the opportunity to:-

(i) Accept or deny the charge

(ii) Submit in writing a case of mitigation, or

(iii) Put their case before the Management Committee at a personal hearing

All breaches of the Laws of the Game, or the Rules and Regulations of The FA shall be dealt with in accordance with FA Rules by the appropriate Association. Any fines levied shall be in accordance with the Fines Tariff

The maximum fine permitted for any breach of a Rule is £250 and, when setting any fine, the Competition must ensure that the penalty is proportional to the offence, taking into account any mitigating circumstances.

e) All decisions of the Management Committee shall be binding subject to the right of appeal in accordance with Rule 16. Decisions of the Management Committee must be notified in writing to those concerned within ten days.

f) More than fifty percent (50%) of its members shall constitute a quorum for the transaction of business by the Management Committee or any subcommittee thereof.

g) The Management Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

h) A Club must comply with an order or instruction of the Management Committee, and must attend to the business and/or the correspondence of the Competition, to the satisfaction of the Management Committee.

i) All fines and charges are payable forthwith and must be paid within 21 days of the date of notification of the decision.

• Any Club failing to do so will be fined in accordance with the Fines Tariff. Further failure to pay the fine including the additional fine within 14 days will result in fixtures being withdrawn until such time as the outstanding fines are paid.

j) A member of the Management Committee appointed by the Competition to attend a meeting or match may have any reasonable expenses incurred refunded by the Competition.

k) The Management Committee shall have the power to fill any vacancy that may occur in the membership of the Competition between the Annual General or Special General Meeting called to decide the constitution and the commencement of the Competition season.

l) The business of the Competition as determined by the Management Committee may be transacted by electronic mail or facsimile.

m) Any Member Club failing to be represented at a General Meeting of the Competition shall be fined.

## 6. Annual General Meeting

a) The Annual General Meeting shall be held not later than 30th June in each year.

• At this meeting the following business shall be transacted provided that at least 75% of the Members are present and entitled to vote:

i. To receive and confirm the Minutes of the preceding Annual General Meeting.

ii. To consider any business arising therefrom.

iii. To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.

iv. Election of Clubs to fill vacancies (as recommended by the Management Committee).

v. Constitution of the Competition for ensuing season.

vi. Election of Officers and Management Committee.

vii. Appointment of Auditors.

viii. Alteration of Rules, if any (of which notice has been given).

ix. Fix the date for the commencement of the season and kick-off times applicable to the Competition.

x. Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

b) A copy of the duly audited/verified Balance Sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least 14 days prior to the meeting, together with any proposed change of Rules.

c) A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Sanctioning Authority within 14 days of its adoption by the Annual General Meeting.

d) Each Club shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. 14 days' notice shall be given of any Meeting.

e) Clubs who have withdrawn their Membership of the Competition during the season being concluded or who are not continuing Membership shall be entitled to attend but shall vote only on matters relating to the season being concluded.

- f) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least 50% of the delegates qualified to vote or the Chairman so decides.
- g) No individual shall be entitled to vote on behalf of more than one Full Member Club.
- h) Any continuing Club must be represented at the Annual General Meeting.
- i) Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.

## 7. Agreement to be Signed

• The Chairman and the Secretary of each Club which is an unincorporated Association and two directors of each club which is an incorporated entity shall complete and sign the following agreement which shall be deposited with the Competition together with the Application for Membership for the coming season, or upon indicating that the Club intends to compete.

• "We, A,                      of                      (Chairman) and B                      of                      (Secretary) of the Football Club have been provided with a copy of the Rules and Regulations of the Competition and do hereby agree for and on behalf of the said Club to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the Competition, subject to the right of appeal in accordance with Rule 16."

• Any alteration of the Chairman and /or Secretary on the above Agreement must be notified to the Sanctioning Authority to which the Club is affiliated and to the Secretary of the Competition.

## 8. Qualification of Players

- a)
  - i) Contract players are not permitted in this Competition with the exception of those Players who are registered under Contract with the same Club who have a team operating at Steps 1 to 6 of the National League System.

It is the responsibility of each Club to ensure that any player signing a registration form for that Club has, where necessary, the required International Transfer Certificate. Clearance is required for any player aged 10 and over crossing borders including Wales, Scotland and Ireland.

- ii) Each Club must have at least 12 players registered for each team no later than 14 days before the start of each Playing Season.

b) A registered playing member of a Club is one who, being in all other respects eligible, has

- i) Signed a fully and correctly completed Competition registration form in ink, countersigned by an Officer of the Club, and who has been registered with the Registration Secretary at least 2 days prior to playing and whose completed registration has been confirmed by the Competition prior to that player playing in a Competition match or

- ii) Signed a fully and correctly completed Competition registration form in ink on a match day prior to playing, countersigned by an Officer of the Club and witnessed by an Officer of the opposing Club, and submitted to the Registration Secretary within two days of the match. Failure to comply with this requirement shall render the Club liable to a fine. Should the registration form not be received before 5.00 p.m. on the fifth day subsequent to the match the player shall be deemed to have been ineligible to have played in that match. The player shall not play again until the Club is in possession of the approval of the Registration Secretary. A maximum of 2 players may be registered in this way.

c) Not used

d) A player having taken part in matches for any Club affiliated to any County Football Association shall not be allowed to join, be transferred to, or sign for a Club in the Competition without first proving to the officials of the intended Club that the player has discharged all reasonable financial liabilities to the previous Club or Clubs, and a Club official may not accept such player's signature without first ascertaining whether such claims have been discharged to the satisfaction of the Club, or Clubs, for which the player last played. In the event that a Player could be required to pay a proportion of a debt due under the FA Football Debt Recovery System then, whether or not the debt has been referred to the relevant County FA, the Competition must not affect the player's registration in any way or refuse to register a transfer due to that debt being outstanding. The Competition cannot refuse to register a player for an unpaid non-footballing debt.

e) A fee as set out in the Fees Tariff shall be paid by each club / team for each player registered.

f) The Management Committee shall decide all registration disputes.

In the event of a player signing a registration form or having a registration submitted for more than one Club priority of registration shall decide for which Club the player shall be registered. The Registration Secretary shall notify the Club last applying to register the player of the fact of the previous registration.

g) It shall be a breach of Rule for a player:

- (i) to play for more than one Club in the Competition in the same season without first being transferred.
- (ii) having signed for one Club in the Competition, to sign for another Club in the Competition in that season except for the purpose of a transfer.
- (iii) to submit a signed registration form for registration that the player has wilfully neglected to accurately or fully complete.

h)

- i) The Management Committee shall have the power to accept the registration of any player subject to the provisions of clauses (ii) and (iii) below.
- ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player at their discretion who has been charged and found guilty of registration irregularities. (Subject to Rule 16).
- iii) The Management Committee shall have power to make application to refuse or cancel the registration of any player charged and found guilty of undesirable conduct (subject to Rule 16) subject to the right of appeal to the FA or the relevant County Football Association. Undesirable conduct shall mean an incident of repeated proven misconduct, which may deter a participant from being involved in this Competition. Application should be made to the parent County of the Club the player is registered or intending to be registered with.
- iv) A player who has previously had a registration removed in accordance with clause (iii) but has a registration accepted at the expiry of exclusion will be considered to be under a probationary period of 12 months. Whilst under a probationary period, should the player commit a further act of proven misconduct under the jurisdiction of the Competition, (excluding standard dismissals), the Competition would be empowered to consider a further charge of bringing the Competition into disrepute.

Note: Action under Clause (iii) shall not be taken against a player for misconduct until the matter has been dealt with by the appropriate Association, and then only in cases of the player bringing the Competition into disrepute and will in any case be subject to an Appeal to the Football Association. All decisions must include the period of restriction. For the purpose of this Rule, bringing the competition into disrepute can only be considered where the player has received in excess of 112 days' suspension, or 10 matches in match based discipline, in a period of two years or less from the date of the first offence for any team playing in this Competition.

- i) Subject to compliance with FA Rule C 2(a) when a Club wishes to register a Player who is already registered with another Club it shall submit a transfer form to the Registration Secretary accompanied by a fee as set out in the Fees Tariff. Such transfer shall be referred by the Registration Secretary to the Club for which the player is registered. Should this Club object to the transfer it should state its objections in writing to the Registration Secretary and to the player concerned within three days of receipt of the notification. Upon receipt of the Club's consent, or upon its failure to give written objection within three days, the Registration Secretary may, on behalf of the Management Committee, transfer the player who shall be deemed eligible to play for the new Club from such date.
  - In the event of an objection to a transfer the matter shall be referred to the Management Committee for a decision.

j) A player may not be registered for a Club nor transferred to another Club in the Competition after the 31st March in each year except by special permission of the Management Committee.

k) A Club shall keep a list of the players it registers and a record of the games in which they have played, and shall produce such records upon demand by the Management Committee.

l) A register containing the names of all players registered for each Club, with the date of registration, shall be kept by the Registration Secretary and shall be open to the inspection of any duly appointed Member Club representative at all Management Committee meetings or at other times mutually arranged.

Registrations are valid for one Season only.

- In the event of a player without a written contract changing his status to that of a contract player with the same Club, another Club in the Competition or with a Club in another Competition his registration as a player without a written contract will automatically be cancelled and declared void unless the Club conforms to the exception detailed in Rule

8 (a) (i)

m) A player shall not be eligible to play for a team in any special championship promotion or relegation deciding match (as specified in Rule 12(a)) unless the player has played at least six games for that team in this Competition in the current season.

n) Not used

o) Any Club found to have played an unregistered or otherwise ineligible Player or Players shall have any points gained from that match or matches deducted from its record, up to a maximum of 12 points, and have levied upon it a fine. The Management Committee may also order that such match or matches be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default.

The Management Committee may vary the decision in respect of the points gained only in circumstances where the ineligibility is due to the failure to obtain an International Transfer Certificate or where the ineligibility is related to the Player's status. In exceptional circumstances the Management Committee may, at its discretion, award the points available in the match in question to the opponents, subject to the match not being ordered to be replayed.

- p) (The following Clause applies to players in full-time Secondary Education):
- i) Priority must be given at all times to school and school organisations activities.
  - ii) The availability of children must be cleared with the Head Teachers (except for Sunday Leagues).
  - iii) To play open age football the player must have achieved the age of 16.

## 9. Club Colours, Club Name

a) Every Club must register the colour of its shirts and shorts with the Secretary by 30th June in each year who shall decide as to their suitability.

- Goalkeepers must wear colours which distinguish them from all other players and the match officials.
- No player, including the goalkeeper, shall be permitted to wear black or very dark shirts.
- Any team not being able to play in its normal colours as registered with the Competition shall notify its opponents the colours in which they will play (including the colour of the goalkeepers jersey) at least 3 days before the match.
- If, in the opinion of the referee, two Clubs have the same or similar colours, the home team shall make the change. Any team not having a change of colours or delaying the kick-off by not having a change shall be fined.
- The Secretary of the Competition may request shirts to be submitted if complaints are received as to lack of distinguishing colours, and the Management Committee may refuse to permit any shirts or shorts as they think fit.
- Shirts must be numbered.

b) Any Club wishing to change its name and/or colours must obtain permission from the Sanctioning Authority and from the Management Committee.

## 10. Playing Season, Conditions of Play, Times of Kick-off, Postponements, Substitutes

a) The Annual General Meeting shall determine the date for the commencement of the season.

- Original fixtures arranged by the Fixture Secretary, or at a meeting specially convened for that purpose, must not be rearranged for a date later than seven days preceding the concluding date.

b) All matches shall be played in accordance with the Laws of the Game as determined by the International Football Association Board.

- Clubs must take all reasonable precautions to keep their grounds in a playable condition.
- All matches shall be played on pitches deemed suitable by the Management Committee.
- If through any fault of the home team a match has to be replayed, the Management Committee shall have power to order the venue to be changed.
- The Management Committee shall have power to decide whether a pitch and/or facilities are suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.

Football Turf pitches (3G) are allowed in this Competition providing they meet the required performance standards and are listed on the FA's register of Football Turf pitches. For clubs playing at Step 7 and below a pitch must be tested by a FIFA accredited test institute every three years and the results passed to the FA. The FA will give a decision on the suitability for use and add the pitch to the Register.

The Home club is also responsible for advising participants of footwear requirements when confirming match arrangements in accordance with Rule 10 (d).

- All matches shall have a duration of 90 minutes unless a shorter time (not less than sixty (60) minutes) is mutually arranged by the two Clubs in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves. Two matches involving the same two teams can be played on the same day providing the total playing time is not more than 120 minutes.
- The times of kick-off shall be fixed at the AGM and can only be altered by the mutual consent of the two competing clubs prior to the scheduled date of the match with written notification given to the Competition at least 7 days prior to the match.
- Any Club failing to commence at the appointed time shall be fined or otherwise dealt with as the Management Committee may determine.



- Referees must order matches to commence at the appointed time and must report all late starts to the Competition.
- The home team must provide to the Referee at least 10 minutes prior to kick-off at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable.
- Goal nets in a reasonable condition and corner flags must be used.

(c)

i) Except by permission of the Management Committee all matches must be played on the dates originally fixed but priority shall be given to The Football Association and parent County Association Cup Competitions. All other matches must be considered secondary. Clubs may mutually agree to bring forward a match with the consent of the Fixture Secretary. In the case of a revised fixture date, the Clubs must be given, by the Competition, at least 5 clear days' notice of the match (unless otherwise mutually agreed).

ii) If a club wishes not to have a fixture on a particular date and gives not less than six weeks written notice to the Fixture Secretary, then in such circumstances the Fixture Secretary shall have the power to amend fixtures accordingly. A club may make such a request on not more than two occasions each season.

d) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to, the ground, Club colours and time of kick-off to the match officials and the Secretary of the opposing Club at least 2 clear days prior to the playing of the match.

- If not so provided, the away team shall seek such details and report the circumstances to the Competition.
- Any Club failing to comply with this Rule shall be liable to a fine.

e) In the event of a Club playing in any match with less than 11 players they shall be liable to a fine for each missing player. A minimum of 7 players will constitute a team for a Competition match.

Every Club shall play its best available qualified team or teams in all matches in the Competition.

- (Note: The intention of this Rule is not to interfere with normal team selection by Clubs, but to prevent Clubs deliberately fielding a weakened team in order to unreasonably reserve players for another game or to boost the strength of another or lower team. It is NOT intended that Clubs MUST field higher team players in lower teams when the higher team has no engagement. If, in the opinion of the Management Committee, the substance or spirit of the Rule is obviously being disregarded, the Club or Clubs concerned may be called to account for its / their actions and shall be subject to such decisions as the Management Committee may determine, despite the fact that Rule 8 has not been infringed.)

f)

i) Home and away matches shall be played and when possible there shall be a minimum of 4 weeks for home and away fixtures between the same teams.

- In the event of a Club failing to keep its engagement the Management Committee shall have power to inflict a fine, deduct points from the defaulting Club, award the points from the match in question to the opponents, order the defaulting Club to pay any expenses properly incurred by the opponents or match officials or otherwise deal with them except the award of goals.

• Notwithstanding the foregoing home and away provision, the Management Committee shall have power to order a match to be played on a neutral ground or on the opponent's ground if they are satisfied that such action is warranted by the circumstances.

(ii) Any Club with more than one team in the Competition shall always fulfil its fixture, within the Competition, in the following order of precedence: - First Team, Reserve Team, A Team. Clubs in breach of this requirement shall be fined or otherwise dealt with by the Management Committee.

(iii) Any Club unable to fulfil a fixture or where a fixture has been postponed for any reason must, without delay, give notice to the Fixture Secretary, the Referees Appointments Secretary, the Secretary of the opposing Club and the match officials.

- Any Club failing to comply shall be dealt with by the Management Committee who may inflict a fine.

Written notice setting out the reasons for postponement shall be sent to the Fixture Secretary within 3 days of the date of the fixture.

(iv) In the event of a match not being played or abandoned owing to causes over which neither Club has control, it shall be played in its entirety on a date to be arranged by the Fixture Secretary or mutually agreed by the two clubs and approved by the Management Committee.

(v) The Management Committee shall review all matches abandoned in cases where it is consequent upon the conduct of either or both Teams.

- Where it is to the advantage of the Competition and does no injustice to either Club, the Management Committee shall be empowered to order the score at the time of the abandonment to stand.

• In all cases where the Management Committee are satisfied that a match was abandoned owing to the conduct of one team or its Club member(s) they shall be empowered to award the points for the match to the opponents and/or take what other action they may deem necessary.

• In cases where a match has been abandoned owing to the conduct of both teams or their Club member(s), the Management Committee shall rule all points for the match as void.

- No fine(s) can be applied by the Management Committee for an abandoned match.

(vi) The Management Committee shall review any match that has taken place where either or both teams were under a suspension imposed upon them by the Association or Affiliated Association. In each case the team that

was under suspension would be dealt with in the same manner as if they had participated with ineligible players in accordance with Rule 8 (o) above. Where both teams were under suspension, the game must be declared null and void.

g) A Club may at its discretion and in accordance with the Laws of the Game use 5 substitute players in any match in this Competition who may be selected from 5 players. A player who has been substituted himself becomes a substitute and may replace another player at any time subject to the substitution being carried out in accordance with Law 3 of the Laws of Association Football.

- The referee shall be informed of the names of the substitutes not later than ten minutes before the start of the match and a player not so named may not take part in that match.
- A player who has been selected, appointed or named as a substitute before the start of the match but does not actually play in the game shall not be considered to have been a player in that game within the meaning of Rule 8 of this Competition.

h) The half time interval shall be of ten minutes duration and may only be altered with the consent of the referee.

i) The Clubs taking part in a fixture Competition Match shall identify a team captain who has a responsibility to offer support in the management of the on-field discipline of his team mates

j) Clubs will be exempt from fulfilling fixtures on recognised Religious Festivals.

- Clubs so wishing to be exempt shall inform the Fixture Secretary prior to the commencement of the season.

## 11. Reporting Results

a) The Registration Secretary must receive no later than 5.00 p.m. on the third day following each game played the result of each Competition League match and each internal Competition cup match in the prescribed manner.

- This must include the forenames and surnames of the team players (in block letters) who have actually taken part in the match and any other information required by the Competition.
- Failure to do so will incur a fine and/or the Club being dealt with as the Management Committee may decide.

b) The Home Club shall as requested by the Secretary either telephone / sms / email / notify the result of each match (whether played or postponed) to the person appointed by the Management Committee as follows:

- For Matches played on a weekend - no later than 5.00 p.m. on the Sunday
- For Matches played on a weekday within 24 hours of the game being played.
- Any Club failing to comply with the rule will be liable to a fine.

c) The match report form, correctly completed, shall be signed by a responsible member of the Club.

- The Management Committee shall have power to take such action as they deem suitable against a Club which submits an incomplete form or incorrect information. If any fine imposed exceeds £20 the Club must be charged as detailed in Rule 5(D).

d) Completed External Cup Exit forms must be received by the Fixture Secretary within three days of the Club's elimination from an external cup competition.

## 12. Determining Championship

a) Team rankings within the Competition will be decided by points with 3 points to be awarded for a win and 1 point for a drawn match.

- The teams gaining the highest number of points in their respective Divisions at the conclusion shall be adjudged the winners. Matches must not be played for double points.

In circumstances where two or more teams are equal on points team rankings shall be determined by goal difference where the goals scored against by each team shall be deducted from the goals scored by that team and the largest positive difference shall be placed the highest. In the event of the goal difference being equal the highest placed team shall be the team which has scored the most goals. In the event that two or more teams have the same goal difference and have scored the same number of goals then the highest placed team shall be the team which has won the most matches.

In the event of the two teams still being equal the team which has the better playing record against the other team in their head to head Competition matches during the Season will be the highest placed team.

If the records of two or more teams are still equal and it is necessary for any reason to determine the position of each team then the teams affected shall play a deciding match or matches as determined by the Management Committee.

b) Automatic promotion and relegation shall be applied for the first two and last two teams in each Division except as provided for hereunder subject to the provisions of Rule 2(b). (This rule shall not apply to promotion to or

relegation from the Premier Division, membership of which shall always be at the discretion of the Management Committee).

(i) Not used

(ii) Vacancies occurring after the conclusion of the season may be filled in any of the following ways:

- a) Retention of otherwise relegated teams
- b) Additional promotion of the next ranked teams from the Division below
- c) Election

(iii) The last two teams in the lowest Division shall retire, but be eligible for re-election except as stated in (iv) below

(iv) When a senior team is relegated to a lower Division of which its reserve team is a member, or entitled to be a member, such reserve team must accept relegation to, or retain its position in, the next lower Division; and should the senior team be relegated to the lowest Division its reserve team automatically retires from the Competition.

(v) Should either or both of the leading teams in any of the Divisions have its senior team in the next higher Division, promotion shall fall, at the discretion of the General Meeting, to the next highest team or teams in the Division concerned.

c) In the event of a team not completing 75% of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

### 13. Referees

a) Registered Referees (and Assistant Referees where approved by the FA or the Sanctioning Authority) for all matches shall be appointed in a manner approved by the Management Committee and by the Sanctioning Authority.

b) In the event of the non-appearance of the appointed Referee the appointed senior Assistant Referee shall take charge and a substitute Assistant Referee appointed by the competing Teams.

• In cases where there are no officially appointed Assistant Referees, the Clubs shall agree upon a Referee. An individual thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee. Individuals under the age of 16 must not participate either as a Referee or Assistant referee in any open age competition.

c) The Management Committee may, if they consider it desirable, or upon application by the two competing Clubs, appoint Assistant Referees, if available, to any match.

• Where Assistant Referees are not appointed each Team shall provide a Club Assistant Referee. Failure to do so may result in a fine being imposed on the defaulting Team.

d) The appointed Referee shall have power to decide as to the fitness of the ground in all matches and the decision shall be final except that in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbiter and whose decision must be accepted.

e) Subject to any limits / provisions laid down by the Sanctioning Authority, Match Officials appointed under this Rule shall be paid a match fee of £25.00 and private car expenses of 35p per mile.

The Home Club shall pay the Officials their match fees and travel expenses in the changing room or at the ground immediately after the match.

f) In the event of a match not being played because of circumstances over which the Clubs have no control, the Match Officials, if present, shall be entitled to half fee plus expenses.

• Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the Officials, if they attend the ground, their full fee and expenses. Referees shall report the facts to the Secretary within three days.

g) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may have the fact reported to the Affiliated Association with which he or she is registered.

h) Each Club shall, in a manner prescribed from time to time by The FA, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition Secretary on the prescribed Form no later than 5.00 p.m. on the third day following each match.

• Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.

i) The Competition shall keep a record of the markings and, on the Form provided by the prescribed date each season, shall submit a summary to the Sanctioning Authority.

j) The Referee shall print his name clearly and sign the match report from checking the result of the match the players names who have been cautioned or sent off (entered by the club secretary) the time of the kick off reporting any late starts and entering details of his fee and expenses and any discrepancies noted shall be taken up with the appropriate club secretary.

k) Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.

l) Not used

m) Referees and Assistant Referees appointed by the Management Committee shall wear the traditional black uniform.

n) If a Club has awarded the Referee a mark of sixty or less, that Club must send to the Competition Secretary within three days of the match being played a detailed report giving the reasons for the mark.

- In the event that the reasons given are not deemed to be satisfactory the Club shall be required to justify the report to the Management Committee.

## 14. Continuation of Membership or Withdrawal of a Club

a) A Club intending or having a provisional intention to withdraw a team from the Competition on completion of its fixtures and fulfilment of all other obligations to the Competition must notify the Secretary in writing by 31st March each Season or be liable to a fine.

- All Clubs wishing to remain in membership of the Competition for the following Season must confirm their intention to do so, in writing, to the Secretary by 30th April or be liable to a fine.

b) The Management Committee shall have the discretion to deal with a team being unable to start or complete its fixtures for a Playing Season. A Club shall not be allowed to withdraw any or all of its teams from the Competition after the Annual General Meeting for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding £ 200 per team and shall also be liable for its share of any call which may be made under Rule 5(b).

c) In the event of a Member Club failing to discharge all its financial obligations to the Competition in excess of £50, the Management Committee are empowered to refer the debt under the FA Football Debt Recovery provisions.

d) The Membership for the coming season having been decided at the Annual General Meeting, held not later than the 30th June in each year, the Competition shall have the right, irrespective of other provisions in this Rule, to refuse to permit a Club to withdraw its team(s) in order to join another Competition and may hold the Club to its engagements.

e) In the event of a Member Club which is an unincorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial obligations to the Competition.

- In the event that any such obligation remains undischarged after a period of 21 days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age.

- Until a Club Member's pro rata obligation is discharged in full the Club Member shall not be allowed to participate in the Competition, which may apply to the Club's Affiliated Association for a suspension order.

## 15. Protests and Complaints

a) i) All questions of eligibility, qualification of players or interpretation of the Rules shall be referred to the Management Committee.

ii) Objections relating to the dimensions of the pitch, goals, flag posts or other facilities of the venue will not be entertained by the Management Committee unless a protest is lodged with the Referee before the commencement of the match. Any Club lodging such protest and not proceeding with it shall be deemed guilty of a breach of this Rule and shall be dealt with by the Management Committee.

b) Except in cases where the Management Committee decide that there are special circumstances, protests and complaints (which must contain full particulars of the grounds upon which they are founded) must be lodged with the Secretary within three days (excluding Sundays) of the match or occurrence to which they refer.

- A protest or complaint shall not be withdrawn except by permission of the Management Committee.

- A Member of the Management Committee who is a member of any Club involved shall not be present (except as a witness or representative of the Club) when such protest or complaint is being determined.

c) No protest or complaint of whatever kind shall be considered by the Management Committee unless the protesting or complaining Club shall have deposited with the Secretary a sum in accordance with Fees Tariff.

- This may be forfeited in whole or in part in the event of the complaining or protesting Club losing its case.

- The Competition shall have power to order the defaulting Club or the Club making a losing or frivolous protest or complaint to pay the expenses of the enquiry or to order that the costs be shared by the parties.

d) All parties to a protest or complaint must receive a copy of the submission and must be afforded an opportunity to make a statement at least 7 days prior to the protest or complaint being heard.

- i) All parties must have received no less than 7 days' notice of the Hearing should they be instructed to attend.
- ii) Should a Club elect to state its case in person then the Club should indicate such when forwarding the written response.

## 16. Protests, Appeals

- a) All protests, claims or complaints relating to these Rules and appeals arising from a Player's contract shall be heard and determined by the Management Committee, or a sub-committee duly appointed by the Management Committee. The Clubs or Players protesting, appealing, claiming or complaining must send a copy of such protest, appeal, claim or complaint and deposit a fee which shall be forfeited in the event of the protest, appeal, claim or complaint not being upheld, and the party not succeeding may, in addition, be ordered to pay the costs at the direction of the Management Committee.
- b) All such protests, claims, complaints and appeals must be received in writing by the Secretary within fourteen days of the event or decision causing any of these to be submitted.
- c) The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.
- d) Any appeal against a decision of the Management Committee must be lodged with the Sanctioning Authority within fourteen days of the posting of the written notification of the decision causing the appeal, accompanied by a fee which may be forfeited in the event of the appeal not being upheld. A copy of the appeal must also be sent to the Competition Secretary.
- e) If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two Clubs in which event both Clubs shall send a non-returnable fee. Such arbitration shall be final and binding upon the parties to the arbitration.

## 17. Exclusion of Clubs or Teams, Misconduct, Clubs, Officials, Players

- a) At the Annual General Meeting, or at a Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda by direction of the Management Committee, the accredited delegates present shall have the power to exclude any Club or Team from membership which must be supported by (more than) two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A Club which is the subject of the vote being taken shall be excluded from voting.
- b) At the Annual General Meeting, or at a Special General Meeting called for the purpose, in accordance with the provisions of Rule 19, the accredited delegates present shall have the power to exclude from further participation in the Competition any Club whose conduct has, in their opinion, been undesirable which must be supported by more than two-thirds of those present and voting. Voting on this point shall be conducted by ballot. A Club whose conduct is the subject of the vote being taken shall be excluded from voting.
- c) Any official or member of a Club proved guilty of either a breach of Rule, other than field offences, or of inducing or attempting to induce a player or players of another Club in the Competition to join them shall be liable to expulsion or such penalty as a General Meeting or the Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (a) or (b) of this Rule.

## 18. Trophy: - Legal Owners, Condition of taking over, Agreement to be Signed, Awards

The following agreement shall be signed on behalf of the winners of the Cup or Trophy:

"We A ----- and B -----, the Chairman and Secretary of ----- FC, members of and representing the Club, having been declared winners of ----- Cup or Trophy, and it having been delivered to us by the Competition, do hereby on behalf of the Club jointly and severally agree to return the Cup or Trophy to the Competition Secretary on or before the 1st February. If the Cup or Trophy is lost or damaged whilst under our care we agree to refund to the Competition the amount of its current value or the cost of its thorough repair."

Failure to comply will result in a fine determined by the Management Committee.

## 19. Special General Meetings

- Upon receiving a requisition signed by not less than two-thirds of the Clubs in membership the Secretary shall call a Special General Meeting.
- The Management Committee may call a Special General Meeting at any time.
- At least seven days' notice shall be given of either meeting under this Rule, together with an agenda of the business to be transacted at such meeting.
- Each Club shall be empowered to send two delegates to all Special General Meetings.

- Each Club shall be entitled to one vote only, as will members of the Management Committee.
- Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall be fined.
- Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

## 20. Alterations to Rules

- Alterations, for which consent has been given by the Sanctioning Authority, shall be made to these Rules only at the Annual General Meeting or at a Special General Meeting specially convened for the purpose called in accordance with Rule 19.

Any alteration made during the playing season to these Rules shall not take effect until the following season.

Notice of proposed alterations to be considered at the Annual General Meeting shall be submitted to the Secretary by the 31st January in each year. The proposals together with any proposals by the Management Committee shall be circulated to the Clubs by the 31st March and any amendments thereto shall be submitted to the Secretary by the 30th April. The proposals and the proposed amendments thereto shall be circulated to Clubs with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if more than two thirds of those present and entitled to vote and voting are in favour. A copy of the proposed alterations to Rules to be considered at the Annual General Meeting or Special General Meeting shall be submitted to the Sanctioning Authority no less than 28 days prior to the date of the meeting.

## 21. Finance

- a) The Management Committee shall determine with which bank or other financial institution the funds of the Competition will be lodged.
- b) All expenditure in excess of £75 shall be approved by the Management Committee. Cheques shall be signed by at least two Officers nominated by the Management Committee.
- c) The financial year of the Competition will end on 30th April.
- d) The books, or a certified balance sheet, of the Competition shall be prepared and shall be verified annually by some suitable persons who shall be appointed at the Annual General Meeting.

## 22. Insurance

All Clubs must have public liability insurance cover of at least 10 million pounds (£10,000,000).

All clubs shall be members of a Players' personal accident scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the Sanctioning Authority. In instances where The Football Association is the sanctioning Authority, the minimum recommended cover will be the cover required by the Affiliated Association to which a Club affiliates.

## 23. Dissolution

- a) Dissolution of the Competition shall be by resolution approved at a Special General Meeting by at least three quarters (3/4) of the members present and shall take effect from the date of the relevant Special General Meeting.
- b) In the event of the dissolution of the Competition, the members of the Management Committee are responsible for the winding up of the assets and liabilities of the Competition.
- c) The Management Committee shall deal with any surplus assets as follows:-
  - i) Any surplus assets, save for a trophy or any other presentation, remaining after the discharge of the debts and liabilities of the Competition shall be transferred only to another Competition or Affiliated Association or The Football Association Benevolent Fund or to such other charitable or benevolent object in the locality of the Competition as determined by resolution at or before the time of winding up, and approved in writing by the Sanctioning Association.
  - ii) If a Competition is discontinued for any reason a trophy or any other presentation shall be returned to the Donor if the conditions attached to it so provide or, if not, shall be dealt with as the Sanctioning Authority may decide.

## 24. Indemnity

Each club shall agree to indemnify and keep indemnified the Officers and members of the Management Committee and each and every one of them from and against all liability in respect of damage or injury to persons or to any

property real or personal moveable or immovable or any loss damage or costs arising directly or indirectly out of any game or games of association football arranged or organised by or on behalf of the Competition.

**FINES AND FEES TARIFFS**

<b>RULE</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FEE</b>
<b>3 (A)</b>	Entry fee	£25
<b>3 (B)</b>	Annual subscription	£65
<b>3 (C)</b>	Deposit	£100
<b>8 (E)</b>	Registration form	£0.50 (per player)
<b>8 (I)</b>	Transfer form	£20
<b>13 (E)</b>	Referee fees	£25
<b>13 (E)</b>	Asst. Referee fees	£20
<b>15 (C)</b>	Protest/appeal fees (Also rule 16A and 16G)	£25
<b>RULE</b>	<b>DESCRIPTION</b>	<b>MAXIMUM FEE</b>
<b>2(B)</b>	Failure to affiliate	£25*
<b>2 (E)</b>	Failure to comply with FA initiatives	£25
<b>2 (F)</b>	Unauthorised entry of teams into competitions	£25
<b>3 (C)</b>	Failure to pay a deposit	£25
<b>3 (E)</b>	Failure to provide affiliation number/details form	£25*
<b>4 (D)</b>	Communications conducted by persons other than nominated officers	£25
<b>5 (H)</b>	Failure to comply with an instruction of the management committee	£25
<b>5 (I)</b>	Failure to pay a fine within 21 days' notice	£25
<b>6 (H)</b>	Failure to be represented at AGM	£25
<b>7</b>	Failure to submit the required written agreement, or to notify changes to signatories	£25
<b>8 (AIII)</b>	Failure to have the required number of registered players prior to the season starting	£25*
<b>8 (B)</b>	Failure to correctly register a player	£25
<b>8 (C)</b>	Fielding more than the permitted number of players who have participated in senior matches	£25
<b>8 (G)</b>	Signing or playing for multiple clubs, or inaccurate completion of a registration form	£25
<b>8 (HII)</b>	Registration irregularities	£25
<b>8 (O)</b>	Playing an ineligible player	£35
<b>8 (P)</b>	Failure to give priority to school activities	£25
<b>9 (A)/10 (B)</b>	Delaying kick off / no nets / no corner flags	£15*
<b>9 (B)</b>	Failure to obtain consent for a change of club name	£25
<b>10 (C)</b>	Failure to play matches on the fixed date	£100
<b>10 (D)</b>	Failure to provide details of a fixture	£25*
<b>10 (E)</b>	Playing matches with less than required number of players	£15*
<b>10 (F) I&amp;II</b>	Failure to play a fixture	£25
<b>10 (I)</b>	No captains armband	£15*
<b>11 (A) (C)</b>	Late team sheet	£15*
<b>11 (B)</b>	Failure to provide result	£15*
<b>13 (C)</b>	Failure to provide club assistant referee	£15*
<b>13 (E)</b>	Failure to pay match officials fees and expenses	£25
<b>13 (F)</b>	Failure to pay match officials where a match is not played	£25
<b>13 (H)</b>	Failure to provide referees mark	£15*
<b>14 (A)</b>	Withdrawal from league after 31st March	£50
<b>14 (B)</b>	Failure to start/complete fixtures	£200
<b>18 (A)</b>	Failure to submit the required written agreement regarding the trophy	£25
<b>22</b>	Failure to have the required insurance	£25

Offences marked with a (\*) will attract one penalty point for each breach of those rules. Any club receiving five penalty points will incur a £25 fine. Any subsequent offence for any breach of the rules marked with a (\*) will attract the relevant fine stated above. Those offences not marked with a (\*) will attract up to the maximum fine stated for the first offence and the Management Committee reserves the right to increase the fine for subsequent offences if it considers appropriate.



## INTERNAL CUP COMPETITIONS

### RULES TO APPLY TO BAYLIS CUP, SOUTHAM TROPHY, AND BERNARD FINNEGAN CUP

1. All teams shall initially be included in the above primary Sunday Internal Cup Competitions as decided by the Management Committee. Teams that lose their first match in either the first or second round of these competitions will then automatically be entered into the secondary cup competitions - the Katherine Rayer Cup, the Kilbourne Kay Cup and the Phipps Cup respectively.

2. The competitions shall be competed for annually and semi-finals and finals shall be played on grounds approved by the Management Committee.

- Each club participating in the Final of an Internal Cup Competition must provide two suitable match balls to the match officials at least 15 minutes prior to the commencement of the game.

3. The Registration Rules concerning the qualification of players to apply for these Cup Competitions shall be as follows:—

a) A bona fide playing member of a team shall be eligible to play provided he has signed a correctly completed Registration Form and such form has been received and acknowledged by the Registration Secretary at least 14 days prior to the date of the tie or having received notification from the Registration Secretary that the player is registered the player has played in one or more matches for his team against any other team in this Competition prior to the date of the tie. (In the event of the Management Committee resolving to play any of these internal cup competitions on a league basis the Management Committee may at its discretion amend this rule to comply with League Rule 8(b)(2)).

b)

i) For a player to be qualified to play in a SEMI-FINAL or FINAL of any of these Cup Competitions a player must have played in not less than 4 League or internal League Cup games for his team in the appropriate competition during the season. No exceptions will be made to this rule.

ii) Not less than seven days before the SEMI-FINAL or FINAL game is due to be played, each club shall submit for approval to the Registration Secretary, a list of all players each club considers are eligible to play. The Registration Secretary will inform each club of any players who are not eligible to play.

iii) Only those players submitted for approval to the Registration Secretary and eligible to play as required by Rule 3 (b) (i) above shall be permitted to take part in the semi-final or final. No exceptions will be made to this rule.

c) A player shall be deemed to be cup tied if he has played for another club or team in the respective cup competition in the current season.

d) Any club which has a reserve team can enter that team in the Southam Trophy/Bernard Finnegan Cup Competitions, and the players competing in the Southam Trophy/Bernard Finnegan Cup Competitions are eligible to play in the Baylis Cup Competitions for the same club but a player who has played in the Baylis Cup Competitions cannot play in the Southam Trophy/Bernard Finnegan Cup for his own or any other club.

Eligibility for the Katherine Rayer Cup, the Kilbourne Kay Cup and the Phipps Cup will be advised when the competing teams are known.

e) Any club/team found guilty of a breach of these rules shall be liable to disqualification and/or a fine as deemed appropriate by the Management Committee. If any situation arises which is not covered by these rules the Competition Rules shall apply.

4. Ties shall be drawn for, and the first team drawn will have choice of ground.

- The first team drawn will be the home team.
- The home team will be responsible for all match expenses in all rounds prior to the semi-final.
- Match expenses for the referee and assistant referees in a semi-final shall be shared equally between each competing team.
- The total 'gate' (from all sources) will be shared between the two teams.
- The visitors will not claim travelling expenses.

5. Unless otherwise arranged the Competition will take all proceeds from, and be responsible for all finals.

6. All matches shall be played under the laws of the game as approved by the International Football Association Board and in accordance with the Rules, Regulations and Bye-Laws of the Football Association.

- All matches in all rounds shall be of 90 mins duration, and in all matches which end in a draw, extra time of 15 mins each way shall be played.

- If the scores are still level at the end of extra time the tie shall be decided by the taking of kicks from the penalty mark in accordance with FIFA instructions.

- Substitutes shall be allowed as per league rule 10(g).

7. SOUTHAM TROPHY & BERNARD FINNEGAN CUP. Clubs with reserve sides must play their usual teams and must not include first team players.

As there is no Saturday football again this season the Management Committee will consider appropriate Competitions for the Baylis Cup, the Phipps Cup and the Kilbourne Kay Cup and will inform clubs as early in the season as possible. Whatever the format, the cup rules will be similar to the Internal Cup Competitions rules set out above.

## CHILD PROTECTION

### General

1. Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children, shall constitute behaviour which is improper and brings the game into disrepute.

2. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.

3. Upon receipt by The Association of:-

3.1 notification that an individual has been charged with an Offence; or

3.2 notification that an individual is the subject of an investigation by the Police, social services or any other authority relating to an Offence; or

3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child or children The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.

4. In reaching its determination as to whether an order under Regulation 2 should be made The Association shall give consideration, inter alia, to the following factors:-

4.1 whether a child is or children are or may be at risk of harm;

4.2 whether the matters are of a serious nature;

4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded having regard to the need for any action to be proportionate.

5. The period of an order referred to in 2 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.

6. Where an order is imposed on an individual under Regulation 2 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football for such period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Regulations, The Association shall act through its Council or any committee or sub-committee thereof, including the Board.

9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

10. The applicable standard of proof shall be the civil action standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save that for charges pursuant to the Football Association's Child Protection Policy, where the welfare and protection of children shall be paramount and the test shall be whether more likely than not.