

STANDARD CODE OF RULES

The following Rules have been compiled for the use of Competitions and are mandatory for all new Competitions, and will be mandatory for all sanctioned Competitions at Step 7 or below of the National League System as from Season 2002/2003.

Competitions seeking sanction must draft their Rules in conformity with this Code, putting them in the correctly numbered Rule and showing the Standard Headings.

It should be noted that in many cases Rules are so printed because they are alternatives. For instance *shall/shall not* or, more elaborately, in Rule 8(B) where there is a differing procedure. In such cases the procedure to apply should be retained and the others omitted. In all cases where a line is shown the necessary name, address, number or wording to complete the Rule must be inserted.

NOMENCLATURE AND CONSTITUTION

1. (A) This Competition shall be designated the _____
League/Cup and known as the _____
(*sponsorship title*) and shall consist of not more than _____
Clubs who shall be Full Member Clubs *and not more than* _____
Clubs who shall be Associate Member Clubs.

All such Member Clubs must be affiliated to an affiliated County Football Association and their names and particulars shall be returned annually by the appointed date on the Form "D" to the _____ County Football Association. The area covered by the Competition Membership shall be _____.

This Competition shall apply annually for sanction to the _____
Football Association(s) and the constituent teams of Member Clubs may be grouped in divisions, *each not exceeding* _____ *in number.*

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

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

ENTRY FEE, SUBSCRIPTION, DEPOSIT

2. (A) Applications by Clubs for admission to this Competition *or the entry of an additional team(s)* must be made in writing to the Secretary and must be accompanied by an Entry Fee of _____ 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. The Entry Fee shall apply.

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

(B) The Annual Subscription shall be _____ per *Club/Team* payable on or before the _____ in each year.

(C) Each Club shall within _____ *days/on the day of* election pay a Deposit of _____ which shall be returnable to Clubs on leaving the Competition provided they have fulfilled their fixtures and complied with all orders of the Management Committee.

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

(E) Clubs must advise annually to the Secretary in writing by _____ of its _____ County Football Association affiliation number for the forthcoming Season, *failing which they shall be fined* _____. Clubs must advise the Secretary in writing, or on the prescribed form, of details of its Headquarters, Officers and any other information required by the Competition.

OFFICERS

3. The Officers of the Competition shall be the *President, Vice-Presidents, Chairman, Vice-Chairman, Treasurer, Secretary, Registration Secretary, Referees Secretary and* _____ to be elected annually at the Annual General Meeting. (*N.B. Auditors are not Officers*).

MANAGEMENT, NOMINATION, ELECTION

4. (A) The Competition shall be governed in accordance with the Rules and Regulations of The Football Association by a Management Committee comprised of the Officers and _____ members who shall be elected at the Annual General Meeting. All Participants shall abide by The Football Association Regulations for Safeguarding Children as determined by The Association from time to time.

(B) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other 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, not later than _____ 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 monthly/as often as is necessary* to deal with business as it arises.

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.

POWERS OF MANAGEMENT

5. (A) The Management Committee may appoint sub-committees and delegate such of their powers as they deem necessary. *The decisions of all sub-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 _____ County Football Association 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. (See Rule 6(e)).

(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. (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 the Rules of the Competition and shall also have jurisdiction over all matters affecting the Competition, including any not provided for in the Rules. Except where these Rules provide for the imposition of a set penalty any Club, Club Official (limited to Chairman, Secretary or Treasurer) or Player alleged to be in breach of a Competition Rule must be formally charged in writing and given the opportunity to present their case before the Management Committee. Financial penalties can only be imposed if included within the set penalties for breaches of Competition Rules. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with F.A. Rules by the appropriate Association.

With the exception of Clubs playing at Step 7 of the Football Pyramid and the FA Women's Premier League, the maximum fine permitted for any breach of a Competition 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 to the Board of Appeal in accordance with Rule 16.

Decisions of the Management Committee must be notified in writing to those concerned within _____ days.

(F) _____ Members of the Management Committee shall constitute a quorum for the transaction of business of the Management Committee and _____ Members shall constitute a quorum for the transaction of business by any sub-committee of the Competition.

(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 having failed to comply with an order or instruction of the Management Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Competition, shall be liable to be fined or otherwise penalised at the discretion of the Management Committee.

(I) All fines and charges shall be paid within 14 days of the date of posting of the written notification.

Clubs, Officials or individuals committing a breach of this Rule will incur such penalties as the Management Committee may impose.

(J) *A member of the Management Committee appointed by the Competition to attend a meeting or match may have any 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) No participant under the age of 18 can be fined.

ANNUAL GENERAL MEETING

6. (A) The Annual General Meeting shall be held not later than _____ in each year. At this meeting the following business shall be transacted provided that at least _____ 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 and conclusion of playing season.
- (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 fourteen days prior to the meeting, and to the _____ County Football Association(s).

(C) A signed copy of the *duly audited/verified* Balance Sheet and Statement of Accounts shall be sent to the _____ County Football Association(s) within fourteen days of its adoption by the Annual General Meeting.

(D) Each *Full Member Club/team* shall be empowered to send two delegates to an Annual General Meeting. Each Club shall be entitled to one vote only. Not less than _____ days' notice shall be given of any Meeting.

Associate Member Clubs may be represented at an Annual General Meeting in the proportion of one representative for each six or part of six Associate Member Clubs and such representatives shall exercise the powers and rights of Full Members at such meetings.

(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. *This provision will not apply to Clubs expelled in accordance with Rule 17.*

(F) All voting shall be conducted by a show of voting cards unless a ballot be demanded by at least _____ 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 *unless the individual is also appointed to vote as a representative of a group of Associate Member Clubs.*

(H) Any continuing Member Club failing to be represented at the Annual General Meeting without satisfactory reason being given *shall/may* be fined _____.

(I) *Officers and Management Committee members shall be entitled to attend and vote at an Annual General Meeting.*

AGREEMENT TO BE SIGNED

7. The Chairman and the Secretary of each Club 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, if elected or accepted into Membership, 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 _____ County Football Association(s) to which the Club is affiliated and to the Secretary of the Competition.

(Note: The spaces above are intended for the inclusion of the signatures and addresses of officers and members).

QUALIFICATION OF PLAYERS

8. (A) Contract players, as defined in Football Association Rules, *are/are not* permitted in this Competition.

(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 (Registrations) Secretary _____ days prior to playing and whose completed registration counterfoil has been received by the Club prior to playing.*

(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 witnesses by an Officer of the opposing Club, and submitted to the (Registrations) Secretary within two days (Sundays excluded) subsequent to the match. The player shall not again play until the Club is in possession of the*

completed counterfoil. A maximum of _____ players may be registered in this way.

Registration forms may also be submitted to the (Registrations) Secretary by facsimile machine prior to the player playing.

(iii) While serving in any branch of Her Majesty's Regular Forces, a player must first obtain the consent of his/her Commanding Officer before signing a registration form to play for a Club

(C) A team shall not include any player/more than _____ players who has/have taken part in any _____ or more senior competition matches during the current season unless a period of _____ days has elapsed since they played.

For the purpose of this Competition a senior competition(s) is/are _____.

(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.

(E) A fee of _____ shall be paid for each player registered.

Registration forms shall be obtained from the (Registrations) Secretary on prepayment of _____ per form.

(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 (Registrations) 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 to:-

(i) 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, sign for another Club in the Competition in that season except for the purpose of a transfer.

(iii) Submit a signed registration form for registration that the player had wilfully neglected to accurately or fully complete.

(H) (i) The Management Committee shall have power to accept the registration of any player.

(ii) The Management Committee shall have power to refuse, cancel or suspend the registration of any player or may fine any player, except those under 18 years of age, 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 conduct, 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 with.

(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.) 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.

(I) Subject to The Football Association Rules dealing with players without a written contract when a player desires a transfer, the Club the player wishes to transfer to shall submit a transfer form to the (*Registrations*) Secretary accompanied by a fee of _____. Such transfer shall be referred by the (*Registrations*) 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 (*Registrations*) Secretary and to the player concerned within seven days of receipt of the transfer form. Upon receipt of the Club's consent, or upon its failure to give written objection within seven days, the (*Registrations*) 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 or _____ days after receipt of such transfer.

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 [date] _____ 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 (*Registrations*) 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. In order to play in the League again either for his original Club or for another Club it will be necessary for him to be re-registered as required by this Rule.

(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 _____ games for that team in this Competition in the current season.

(N) *A player who has played for a team in the _____ Division _____ times or more shall not in that season be eligible to play in a lower Division except by permission of the Management Committee.*

(Note: There are many differing procedures to cover eligibility of players in various divisions of which the above is only one example. A Competition should adopt a Rule to suit their particular requirements.)

(O)(i) Any team playing an unregistered or otherwise ineligible player or players *may/shall* have the points gained in the match deducted from its total and may be fined and/or otherwise dealt with at the discretion of the Management Committee.

(ii) In addition the team *may/shall* have _____ points deducted from its total at the discretion of the Management Committee and may be dealt with in any further manner which is thought to be fit.

(iii) 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.

(The following Clause applies to Competitions involving players in full-time secondary education):-

(P) (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.

(Note: For players under the age of 18 the provisions contained in Football Association Rules will apply.)

CLUB COLOURS. CLUB NAME

9. (A) Every Club must register the colour of its shirts and shorts with the Secretary by _____ (date) who shall decide as to their suitability.

Goalkeepers must wear colours which distinguish them from other players and the referee.

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 the colours in which they will play to its opponents at least _____ days before the match.

If, in the opinion of the referee, two Clubs have the same or similar colours, the *away/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 its affiliated County Association and from the Management Committee.

PLAYING SEASON. CONDITIONS OF PLAY

TIMES OF KICK-OFF. POSTPONEMENTS. SUBSTITUTES

10. (A) The Annual General Meeting shall determine the commencing and concluding dates for the ensuing season which shall be in accordance with Football Association Rules. No Club shall be compelled to play after the concluding date. Original fixtures arranged by the (*Fixtures*) Secretary, or at a meeting specially convened for that purpose, to be held no later than _____, must not be arranged for a date later than seven days preceding the concluding date determined by the Annual General Meeting.

If mutually arranged at a meeting a list of fixtures must be forwarded to the (Fixtures) Secretary within seven days of the meeting. Fixtures are deemed to be accepted unless objections are received by the (Fixtures) Secretary within fourteen days of their issue.

Any Club failing to be represented at a fixture meeting or otherwise infringing this Rule shall be liable for a fine of _____ and the Management Committee or the (Fixtures) Secretary shall arrange that Club's fixtures.

(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.

All matches shall have a duration of 90 minutes unless a shorter time (not less than _____ minutes) is mutually arranged by the two captains in consultation with the referee prior to the commencement of the match, and in any event shall be of equal halves.

The times of kick-off shall be fixed by the A.G.M. or the Management Committee. Any Club failing to commence at the appointed time *shall/may* be fined a sum not exceeding _____ or be 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 at least two footballs fit for play and the referee shall make a report to the Competition if the footballs are unsuitable. *Goal nets must be used.*

(C) 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 all relevant 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 (*Fixtures*) Secretary.

(D) The Secretary of the home Club must give notice in writing of full particulars of the location of, and access to, the ground and time of kick-off to the *match officials* and the Secretary of the opposing Club at least _____ clear days prior to the playing of the match. *The away Club shall seek and acknowledge receipt of such particulars.*

Any Club failing to comply with this Rule shall be liable to a fine of _____.

(E) 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.)

In the event of a Club playing in any match with less than _____ players they *may/shall* be fined _____ for each missing player. A minimum of _____ players will constitute a team for a Competition match.

(F) Home and away matches shall be played. 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 to the opponents*, order the defaulting Club to pay any expenses incurred by the opponents 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.*

Any Club with more than one team in the Competition shall always fulfill 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 a sum not exceeding _____ or otherwise dealt with by the Management Committee.

Any Club unable to fulfil a fixture must, without delay, give notice to the (*Fixtures*) Secretary, the Competition *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 any penalty it may deem suitable.

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 mutually agreed by the two Clubs and approved by the Management Committee. Failing such agreement and notification to the (*Fixtures*) Secretary within _____

days the Management Committee shall have power to order the match to be played on a named date or on or before a given date. *Providing gate money is taken and retained the visiting Club shall receive their actual standard class rail or bus fares or the equivalent for _____ persons, or car allowance at _____ p per mile for transporting _____ persons, or hire charge of a coach (receipt to be submitted)., The residue (if any) to be equally divided between the two Clubs after deducting the cost of advertising, printing, posting, police and match officials charges. The home Club shall take the whole of the proceeds of the second match.*

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 opponent*. 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.

(G) A Club may at its discretion and in accordance with the Laws of the Game use 3 substitute players in any match in this Competition who may be selected from _____ (3,4,5,6 or 7) players.

The referee shall be informed of the names of the substitutes not later than _____ minutes before the start of the 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 _____ minutes duration, but it shall not exceed fifteen minutes. The half time interval may only be altered with the consent of the referee.

REPORTING RESULTS

11. (A) The (*Registration/Fixtures*) Secretary must receive within _____ days of the date played, the result of each Competition match in the prescribed manner. This must include the forename(s) and surname of the team players (in block letters) *and also the Referee markings required by Rule 13, or any other information required by the Competition*. Failure to do so will incur a fine of _____ and/or the Club being dealt with as the Management Committee decide.

(B) *The Home Club shall telephone the result of each match to the _____ by _____.*

(C) The match result notification, 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.

DETERMINING CHAMPIONSHIP

12. (A) Team rankings within the Competition will be decided by points with _____ points to be awarded for a win and _____ points 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 the event of two or more teams being equal on points team rankings may be decided in any one or more of the following ways:-

- (i) *goal average*
- (ii) *goal difference*
- (iii) *goals scored*
- (iv) *deciding match(es) played under conditions determined by the Management Committee.*

(B) *Automatic promotion and relegation shall be applied for the first _____*

and last _____ teams in each Division except as provided for hereunder, subject to the provisions of Rule 1(b).

(i) Should one or more teams withdraw from any one Division after the fixtures have commenced an equal number of teams to those withdrawing in that Division shall not be automatically relegated.

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

- (a) retention of otherwise relegated team(s)
- (b) additional promotion of the next ranked team(s) from the Division below
- (c) election

(iii) The last _____ teams in the lowest Division shall retire, but be eligible for re-election except as below, and be subject to the conditions of paragraph (B)(1) above.

(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 _____ of its fixtures for the season all points obtained by or recorded against such defaulting team shall be expunged from the Competition table.

(D) Where a promotion and/or relegation link exists between Competitions _____ Clubs, providing they meet the appropriate grading criteria, will be eligible to make application to the _____ Competition at their Annual General Meeting. Should the Champion Club not wish for promotion or, alternatively, not have the necessary grading criteria, then the _____ or _____ place Club will be eligible under the same conditions.

At the end of each season and depending on the geographical location of Clubs gaining promotion to or being relegated from the _____ Competition, it may be necessary for the Competition either (a) to accept a Club from the _____ Competition, or (b) have a Club transferred to the same Competition.

The bottom _____ Clubs in the _____ Competition will be relegated. Each relegated Club will be allocated either to the _____ Competition or to the _____ Competition recommended as most appropriate by the Joint Liaison Committee. _____ Clubs will be promoted to the _____ Competition from the _____ Competition, and the _____ Competition providing that each Club is either the Champion Club or Runner-up or _____ place Club and has the necessary grading criteria.

In the event of there being no eligible Club wishing promotion or not having the necessary grading criteria from any of the Competitions, this will reduce the number of Clubs to be relegated from the _____ Competition.

If only _____ Clubs are eligible or wish for promotion, the bottom _____ Clubs in the _____ Competition will be relegated. If only _____ Club is eligible or wishes promotion, only the bottom Club in the _____ Competition will be relegated.

If no Clubs are eligible, or wish for promotion, no Clubs will be relegated from the _____ Competition.

In the event of a _____ Competition Club not being placed in the bottom _____ Clubs at the end of the season, wishing to resign from the Competition at

the end of the season, or having been excluded under Rule _____ only _____ Clubs will be relegated at the end of the season.

In the event of a _____ Competition Club opting to be relegated or being relegated under Rule _____ such Club or Clubs will replace the Club or Clubs otherwise due for relegation

REFEREES

13. (A) Registered Referees and Assistant Referees for all matches shall be appointed in a manner approved by the Management Committee and by the sanctioning Association(s).
- (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. A Referee thus agreed upon shall, for that game, have the full powers, status and authority of a registered Referee.
- (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 will result in a fine of _____ 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 *subject to either in the case of a ground of a Local Authority or the owners of a ground, the Representative of that body is the sole arbitor and whose decision must be accepted unless the ground is declared fit for play.*
- (E) Match Officials appointed under this Rule shall be entitled to charge standard class public transport expenses or private car expenses of _____ p per mile and any other permitted expenses actually incurred together with the following match fees:-
Referee _____ Registered Referees appointed by the Management Committee as Assistant Referees _____, subject to any limits laid down by the sanctioning Association(s).
- The Home Club shall pay the Officials their fees and expenses *before/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 *full fee plus expenses/half fee plus expenses/expenses only*. 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.
- (G) A Referee not keeping his or her engagement, and failing to give a satisfactory explanation as to their non-appearance, may be reported to the Association with which he or she is registered.
- (H) *Each Club shall, in a manner prescribed from time to time by The Football Association, award marks to the Referee for each match and the name of the Referee and the marks awarded shall be submitted to the Competition on the prescribed Form provided. Clubs failing to comply with this Rule shall be liable to be fined or dealt with as the Management Committee shall determine.*
- 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 Football Association/County Association.*
- (J) *The Referee shall submit a report Form, supplied by the Competition, giving the result of the match, the number of players in each team and the time of kick-off to the (Registration) Secretary within two days of the match.*
- (K) *Referees and Assistant Referees shall be supplied, each Season, with a copy of the Competition Rules free of charge.*

**CONTINUATION OF MEMBERSHIP OR
WITHDRAWAL OF A CLUB**

14. (A) After 31st December in the current Season 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 not exceeding _____.

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 _____.

(B) A Club shall not be allowed to withdraw any or all of its teams from the Competition after the *Annual General Meeting/arrangement of fixtures* for the following Season. Any Club infringing this Rule shall be liable to a fine not exceeding _____ per team and shall also be liable for its share of any call which may be made under Rule 5(B).

(C) *The Membership for the coming season having been decided at a Special General Meeting held for that purpose not earlier than _____ nor later than _____ or at the Annual General Meeting held not later than _____ 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*

(D) In the event of a Member Club which is an un-incorporated association withdrawing and/or disbanding it shall be immediately liable to discharge all its financial and other obligations to the Competition.

In the event that any such obligation remains undischarged after a period of twenty-one (21) days then such obligation shall be met by the then current Club Members, excluding those under the statutory school leaving age. Until a Member's pro rata obligation is discharged in full the Member shall not be allowed to participate in the Competition, which may apply to the Club's Parent County Association for a suspension order.

PROTESTS AND COMPLAINTS

15. (A)(i) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Management Committee.

(ii) Objections relevant 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 in duplicate with the Secretary within _____ 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 his Club) when such protest or complaint is being determined.

(C) Any dispute occurring between Clubs in the Competition shall be referred for determination by the Management Committee whose decision shall be binding upon all parties subject to Rule 16.

(D) No protest of whatever kind shall be considered by the Management Committee unless the complaining Club shall have deposited with the Secretary a sum of _____. 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 to be shared by the parties.

(E) All parties to a protest or complaint must be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received _____ days notice of the hearing, together with a copy of the submission. When dealing with a protest or complaint the Management Committee shall take into consideration the possession by the protesting or complaining Club of any information which, if properly used, might have avoided the protest or complaint.

BOARD OF APPEAL

16. Within 14 days of the posting of written notification of any decision of the Management Committee or the Competition, a Club, Official or Player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the _____ Football Association, including a fee of _____, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

No appeal can be lodged against a decision taken at an Annual or Special General Meeting unless this is on the ground of unconstitutional conduct.

EXCLUSION OF CLUBS OR TEAMS MISCONDUCT, CLUBS, OFFICIALS, PLAYERS

17. (A) At the Annual General Meeting, or Special General Meeting called for the purpose, Notice of Motion having been duly circulated on the Agenda, the accredited delegates present shall have the power to exclude any Club or Team from further membership which must be supported by (more than) two thirds (2/3) of those present and voting. Voting on this point shall be conducted by ballot.

(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 (2/3rds) 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 Management Committee may decide, and their Club shall also be liable to expulsion in accordance with the provisions of Clauses (A) and (B) of this Rule.

(D) *Any Club or Team failing to complete _____ of its fixtures in any season shall (unless the conditions are beyond their control, or the accredited delegates present at the Annual General Meeting or a Special General Meeting decide otherwise by a majority of two-thirds of the votes cast) be debarred from membership the following season.*

TROPHY:- LEGAL OWNERS, CONDITIONS OF TAKING OVER, AGREEMENT TO BE SIGNED. AWARDS.

18. (A) 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, dealt with as the sanctioning Association may decide.

(B) 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 _____. 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.”

(C) At the close of each Competition awards may/shall be made to the winners and runners-up if the funds of the Competition permit.

SPECIAL GENERAL MEETINGS

19. Upon receiving a requisition signed by 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 _____ 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 Full Member Club shall be empowered to send two delegates to all Special General Meetings. Each Club shall be entitled to one vote only.

Associate Member Clubs may be represented at all Special General Meetings in the proportion of one representative for each six or part of six Associate Member Clubs and such representatives shall exercise the powers and rights of Full Members at such meetings.

Any continuing Member Club failing to be represented at a Special General Meeting without satisfactory reason being given shall/may be fined _____.

Officers and Management Committee members shall be entitled to attend and vote at all Special General Meetings.

All amendment of Rules can only be implemented once approved by the appropriate sanctioning authority.

ALTERATION TO RULES

20. Alterations 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 the Rule relating to the qualification of players 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 _____ in each year. The proposals, together with any proposals by the Management Committee, shall be circulated to the Clubs by _____ and any amendments thereto shall be submitted to the Secretary by _____. The proposals and 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 _____ [a majority] of those present and entitled to vote 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 Football Association _____ days prior to the date of the meeting.

Any alterations or additions decided upon at any meeting shall not become operative until the approval of the Association issuing sanction shall have been obtained.

RULES BINDING ON CLUBS

21. Each Member Club shall be deemed to have given its assent to the foregoing Rules and agreed to abide by the decisions of the Management Committee subject to Rule 16. Each Member Club must abide by any issued Football Association Code of Conduct (Appendix _____).

FINANCE

22. (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 £_____ 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 _____.

(D) The books, or a certified balance sheet, of a Competition shall be prepared and shall be *audited/verified* annually by some suitable person(s) who shall be appointed at the Annual General Meeting.