



## 1. DEFINITIONS

### 1.1 In these Rules:

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

“Appointing Authority” means the Competition

“Articles” means the Articles of Association of the Company

“Board” means the Board of Directors of the Company appointed in accordance with the Articles or, in the case of a Competition which is an unincorporated association, the management committee elected to manage the running of the Competition.

“Club” means a club for the time being in membership of the Company (including a Club which has had a transfer of membership approved under Rule 2.7 below)

“Company” means The United Counties Football League which administers the Competition and shall, where the Competition is an unincorporated entity, include that entity

“Competition” means the United Counties Football League

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

“Competition Secretary” means such person or persons appointed or elected by the Board to carry out the administration of the Competition, which in the case of this Competition is the General Secretary

“Criteria Document” means the document entitled “National Ground Grading Document” issued by The FA from time to time and shall, unless stated to the contrary, mean the latest edition of the document

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

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

“Fit and Proper Declaration” means a declaration required from an Officer by The FA from time to time

“Football Creditor” means any one of the following:

- The Football Association Limited
- Any Club affiliated with an affiliated Association
- Any League sanctioned by the Association or an affiliated Association
- Any full time or part time employee of a Club, or former full time or part time employee of a Club, in respect of sums due to such person by way of arrears of remuneration or expenses. This excludes for these purposes all and any claims for redundancy, unfair or wrongful dismissal or other claims arising out of the termination of the contract or in respect of any period after the actual date of termination
- The Professional Footballers’ Association Limited
- The Football Foundation
- Any affiliated Association
- Any pension scheme or plan administered by or on behalf of the Competition

“Insolvency Event” means any one of the following:

- A manager, receiver, administrator, administrative receiver, liquidator, provisional liquidator or supervisor to a voluntary arrangement is appointed in respect of a Club or any part of its undertaking or assets;
- A Club applies for an Administration Order (as defined in Section 10 of Schedule B (i) of the Insolvency Act 1986) or an Administration Order is made in respect of it or it otherwise enters into Administration;
- A winding-up order is made in respect of a Club;

- A Club enters into any arrangement with its creditors or some part of them in respect of the payment of its debts or any of them as a Company Voluntary Arrangement (under the Insolvency Act 1986) or a Scheme of Arrangement (under the Companies Act 1985).
- A Club passes a resolution pursuant to Section 84 (i) (c) of the Insolvency Act 1986 to the effect that it cannot by reason of its liabilities continue its business and that it is advisable to wind up.
- A Club ceases or forms an intention to cease wholly or substantially to carry on its business save for the purpose or reconstruction or amalgamation or otherwise in accordance with the scheme of proposals that have previously been submitted to and approved to and approved in writing by the Board.
- A Club convenes a meeting of its creditors pursuant to Section 95 or Section 98 of the Insolvency Act 1986.

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

“Officer” means an individual who is required to make a Fit and Proper Declaration by The FA

“Players’ Agent” means a person who, for reward, represents, negotiates on behalf of, advises or otherwise acts for a Principal in the context of either the transfer of a player’s registration, the terms of a contract between a player and a Club or the terms of a contract between a manager and a Club.

“Playing Season” means the period between the date on which the first league fixture in the Competition is played each year until the date on which the last league fixture in the Competition is played. For Clubs participating in play off matches this does include the period when play off matches are played.

“Play Off Position” means the position of a Club in the table at the end of each Playing Season which is provided for in Rule 13 as qualifying the Club to take part in a play off match to qualify for promotion to the next step of football for the next Playing Season

“Principal” means a Club, a manager, an official of a Club, or a player employing an Agent for one of the purposes set out in the definition of Agent above

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

“SSAP” means a sporting sanctions appeal panel to be appointed to determine an appeal against a deduction of points under Rule 14

“The FA” means The Football Association Limited

“writing” means a communication sent by post, facsimile or email (where the intended recipient has provided an email address to the Company)

- 1.2 Words or expressions used in these Rules shall, if not inconsistent with the subject or context, bear the same meanings as in the Articles
- 1.3 All Clubs shall adhere to the Rules and will be provided with 6 copies of the Rules of the League. Every Club shall be deemed, as a member of the Company to have accepted the Rules and to have agreed to abide by the decisions of the Board in relation thereto, subject to the provisions of Rule 17.
- 1.4 The Competition will be known as The United Counties Football League (or such other name as the Company may adopt). The Clubs participating in the Competition must be members of the Company. 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 Company.
- 1.5 The administration of the Competition under these Rules will be carried out by the Company acting (save where otherwise specifically mentioned herein) through the Board in accordance with the Rules Regulations and Practices of The FA.
- 1.6 The Company shall be part of the National League Structure established by The FA and shall sign such documents as are required from time to time to confirm such membership[s].

## **2. MEMBERSHIP REQUIREMENTS**

- 2.1 All Clubs shall have grounds or headquarters situated in England or Wales and the Competition Secretary shall send their names and particulars, to The FA annually by the date



appointed by, and in the format required by, The FA. English Clubs shall be duly affiliated at all times to a recognised County Football Association. Welsh Clubs shall be affiliated to The FA of Wales. Each Club shall notify the Competition Secretary of its affiliation number each year as soon as practicable after it has received same. Each Club shall return to the Competition Secretary a fully completed questionnaire relating to Form "D" required by The FA by the date given in the circular letter accompanying the questionnaire issued by the Competition Secretary.

A Club may share its ground (subject to the provisions of Rule 4.12) with another club (including a club engaged in another sport) providing, in the case of any football club, the club playing in the most senior competition has priority of fixtures and, in the case of any other club, providing the Club has priority of fixtures. In the case of dispute the Company shall have the power to accept an alternative agreement on priority.

- 2.2 No club which is a "nursery" club for a football club shall be eligible for membership of the Company.

No club which is a reserve side for a football club shall be eligible for membership of the Premier Division or Division One

A club shall be deemed to be a "nursery" club if it is under obligation, written or otherwise, to another football club by reason of which it has not the sole and entire control of its own management, finance and players.

- 2.3 Clubs seeking membership or applying to retain membership of the Company must comply with the requirements provided for in the Criteria Document for the step at which the Club is playing. Only clubs which meet these criteria in full will be eligible for membership. All Clubs visited by representatives of the Competition in pursuance of the document will pay a non-returnable fee. In the absence of a procedure for application for membership being established by The FA, the Management Committee shall establish such procedure.

All applications for admission must be made on or before the 1 February prior to the season in which membership is desired and will be dealt with by the Management Committee (also see Rule 3.1), except that this date shall not be maintained in the case of a Club being relegated under the National League System.

A Club making application for its Reserve team to enter the Reserve Divisions shall be a member of the Competition or a League at Steps 1 to 6 of the National League System within the geographical catchment area of the Competition (at the discretion of the Management Committee).

A Club with both its First and Reserve teams in the Competition whose First team is relegated to another competition in accordance with Rule 13 shall only be allowed to maintain its Reserve team in the Reserve Section for the season following the relegation season. Extension to this one season shall be at the discretion of the Management Committee.

- 2.4 The FA shall determine a time scale whereby all Clubs in membership must attain the grade provided for in the Criteria Document. The grade applicable for each Club for the commencement of a Playing Season shall be that existing at the previous 1st April, such grading to be ascertained by an inspection carried out on or before 1st April or as soon as practicable thereafter. Any Club not maintaining the grade set for the Competition shall be relegated at the end of the Playing Season to a step determined by The FA.

- 2.5 Any Club wishing to incorporate shall notify The FA, its affiliated Association and the Competition Secretary before it makes any resolutions in this regard

- 2.6 In the event that any Club which is an unincorporated association incorporates itself it shall notify the Competition Secretary in writing within 14 days of the passing of the resolution to take this action and shall with such notice provide the Competition Secretary with a copy of the Memorandum and Articles of Association of the company. Any amendments to the Memorandum and Articles of Association of a Club must be notified to the Competition Secretary in writing within 14 days of the passing of the resolution with a copy of the change(s).

- 2.7 In the event that any Club which is an unincorporated association resolves to transfer its membership of the Competition to a company or in the event that a Club which is a company resolves to transfer its membership to a different company the Management Committee will use the following minimum criteria in deciding whether to approve that transfer:

- 2.7.1 The shareholders or members of the Club have voted to agree the transfer of the Club's membership to the new entity
- 2.7.2 All Football Creditors in the Club must be satisfied in full or transferred (with the creditors' consent) to the new entity, and evidenced as such.
- 2.7.3 All other creditors in the Club must be satisfied and evidenced as such.
- 2.7.4 The proposed new entity has provided financial forecasts showing its ability to fund the Club for the next 12 months or to the end of the Playing Season following transfer (whichever is the longer) and that evidence of funding sources has been provided.
- 2.7.5 The FA has given approval for the transfer to take place
- 2.8 The Competition shall allow for up to 50 member Clubs (also see rule 29). Member clubs will be grouped in Divisions as determined by the Management Committee, with 22 Clubs in each division where possible. The divisions will be "Premier Division"; "Division One"; plus appropriately named Reserve Division(s). The Clubs competing in each division each season will be confirmed by the Annual General Meeting of the Company each year.
- 2.9 Any Club or Club representative found guilty of serious irregularities regarding players Contract payments under The FA Rules may be expelled from the Company in accordance these Rules and, in addition, may be fined such sum as the Management Committee shall determine.
- 2.10 The Company will hold a register of the full name of the company/unincorporated entity constituting each Club. If the Club is an incorporated entity, it must provide the Company with its company registration number. If the Club is an unincorporated entity, it must provide the Company with the name of an individual in whose name the membership of the Company will be vested.
- Any Club wishing to change its name whilst members of this competition must seek prior permission from the Management Committee.
- The Company will provide a copy of its membership register to The FA annually.
- 2.11 In the event that an Insolvency Event occurs in relation to any Club, that Club must inform the Competition Secretary and The FA immediately.
- The Management Committee shall have the power to suspend a Club on notification of it having entered an Insolvency Event.
- At the discretion of the Management Committee, a suspension may take effect from the giving of the notice or it may be postponed subject to any conditions as the Management Committee may think fit to impose.
- In the event that a Club is suspended or its suspension is postponed, the Management Committee shall have power to make such payments as it may think fit to the Club's Football Creditors out of any monies due to that club from the Company.
- 2.12 An Officer must submit a Fit and Proper Declaration to The FA and the Competition within 14 days of becoming an Officer.
- No individual will be permitted to act as an Officer if they fail to meet any of the requirements of the Fit and Proper Declaration, as set out in the Rules of The FA.
- In the event that an individual/entity is found to have either:
- Completed false or misleading statements on their Fit and Proper Declaration;
  - acted as an Officer when in breach of the requirements of the Fit and Proper Declaration;
  - Acted as an Officer without having submitted a fully completed Fit and Proper Declaration;
- then the individual/entity or Club shall be subject to such fine or other sanction as may be determined by The FA.
- 2.13 Any Club which is incorporated must be incorporated in England and Wales
- 2.14 If during the course of a season the Management Committee decide that the organisation and management or finances of a particular Club fall below the standards appropriate to membership of the Competition, the Competition Secretary shall be instructed to warn the Club at once that it may be excluded from membership of the Competition at the end of that



playing season. Such a Club shall have the right to appeal to the FA within 14 days of the date of notification of the Management Committee's decision.

- 2.15 The Competition, through the Management Committee shall be empowered from time to time by subscription, levy or otherwise to require Clubs to contribute such sum or sums of money to the funds of the League as may be necessary for the proper conduct of the business of the League. Such contributions by Clubs may be collected by deduction from sums due to Clubs under any promotion agreement or from sponsorship money due or by whatever means the Management Committee shall think fit. There shall be added to any sums to be contributed from Clubs, if applicable, Value Added Tax at the then prevailing rate.
- 2.16 Any Club failing to be represented at an Annual General Meeting or any other General Meeting called in accordance with the Rules without satisfactory reason being given shall be fined in accordance with the Fines Tariff.
- 2.17 The Management Committee shall establish a procedure for inspecting Clubs' grounds from time to time as well as a procedure for inspecting the grounds of clubs applying for membership of the Company.

### **3. MEMBERSHIP – ANNUAL SUBSCRIPTION**

- 3.1 Any Club applying for membership of the Company shall submit to the Company a fully completed Competition application form, the application fee and non-refundable ground inspection fee set out in the Fees Tariff (also see Rule 2.3)
- 3.2 Clubs which have qualified for membership of the Company must confirm their acceptance of membership on the appropriate Competition form to be received by the Company at least 14 days prior to the next Annual General Meeting of the Company accompanied where appropriate by the membership fee set out in the Fees Tariff.

The Chairman, Secretary and two responsible members 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.B.....of.....Chairman, and C.D.....of.....Secretary, and E.F.....of.....and G.H.....of.....members of .....Football Club, have been provided with a copy of the Rules and Regulations of the United Counties Football League and do hereby agree for and on behalf of the said Club to, if elected or accepted into membership, conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Management Committee of the League, subject to the right of appeal in accordance with Rule 17.

(NB - The spaces above are intended for the inclusion of the signatures and addresses of officers and members)

The annual subscription set out in the Fees Tariff shall be paid by each Club to the Company no later than 1 August in each year.

### **4. POWER OF THE BOARD**

- 4.1 The Management Committee shall have power to deal with all matters of management of the Competition covered by the Rules. The Management Committee shall conduct the business of the Competition and shall meet as often as is necessary for this purpose. The Management Committee may appoint such committees as it deems appropriate which shall be fully empowered to act on their behalf subject to ratification by the Management Committee.
- 4.2 Save where specifically provided otherwise in these Rules, the Management Committee shall have power to apply, act upon and enforce these Rules and shall have jurisdiction over all matters affecting the Company or the Competition including any not provided for in these Rules.

Clubs and/or Officials will be informed of the proposed fine and/or potential penalties to be imposed for allegedly breaching the Rules of the Competition and shall be given the opportunity to respond. The Competition Secretary may impose the proposed fine where the breach of rule is confirmed by the Club/Official (excluding any matter relating to playing an unregistered/ineligible player(s) or a Club withdrawing from the Competition) without further

reference to the Management Committee, providing an appropriate report is presented to the next scheduled Management Committee Meeting.

- 4.3 All decisions of the Management Committee shall be binding, subject to a right of appeal to The FA pursuant to Rule 17. Decisions of the Management Committee must be notified, in writing, to all concerned within fourteen days of the making of such decision.
- 4.4 Any Club or person committing a breach of any Rule shall be liable to the penalties set out in the Fines Tariff, or if not therein set out, such as the Management Committee may decide.
- 4.5 All fines and charges imposed by the Management Committee shall be received by the Company within twenty-eight days of the date of notification of imposition (unless otherwise ordered). Any Club or person breaking this Rule or defaulting in paying any Football Creditor shall be liable to such penalties as the Management Committee may impose. The Management Committee shall have the power to place an embargo on the registrations of transfers by any Club defaulting in the payment of a transfer or compensation fee to another Club.
- 4.6 If a Club fails to comply with an order or instruction of the Management Committee within fourteen days of notification of such order or instruction, or within fourteen days of an operative date specified in that order or instruction, it shall not be allowed to play or take part in the business of the Company until the expiry of 7 days from the day the order or instruction is complied with.
- 4.7 Except where otherwise mentioned, all communications shall be addressed to the Competition Secretary, who shall conduct the correspondence of the Competition and keep a record of its proceedings.
- In an emergency the Competition Secretary shall have power to act on behalf of the Competition.
- 4.8 A Club must at all times attend satisfactorily to the business of the Competition and/or the correspondence of the Competition or Company.
- 4.9 If a Club is asked to submit a report in relation to any violation of these Rules it may have a personal hearing, providing it notifies its intention of such within fourteen days of the date of notification from the Company, or the case will be dealt with in its absence.
- 4.10 The Management Committee shall have the power to arrange representative matches at their discretion.
- 4.11 A match may be played each season between two clubs nominated by the Management Committee, usually the Competition Champions and the Competition Cup Winners (or, if no Cup Competition is played for, or if the same Club wins both competitions, between the Competition Champions and a club nominated by the Management Committee). The venue and the date for playing the match will be decided by the Management Committee. The distribution of the proceeds of the match, after the match expenses have been deducted, will be decided by the Management Committee.
- 4.12 No Club shall move to another ground or seek to share a ground, including its own, without first obtaining the consent, in writing, of the Management Committee. Any ground sharing agreement for a period in excess of 13 weeks must be in writing and be approved by the Management Committee before being entered into and (except in an emergency) completed by 31<sup>st</sup> May in each year to be effective for the following Playing Season. A copy of the completed agreement must be sent to the Competition Secretary within 7 days of signing.
- 4.13 Within ten months of its accounting reference date, each Club shall submit to the Company a copy of its full financial statements as presented to its members/shareholders with confirmation that the accounts have been approved at a duly convened general meeting.

## **5. INTERESTS IN MORE THAN ONE CLUB**

Except with the prior written consent of the Management Committee no person, company or business institution (including insolvency practitioners) may at any time be interested in more than one Club or in a Club and any other club playing in a Competition sanctioned by The FA. The definition of "interested" shall be the same as provided for by the Rules of the FA Challenge Cup Competition in force from time to time.

## **6. PLAYERS**

### **6.1 STATUS OF PLAYERS**

The FA Rules will apply in respect of all matters concerning players.

Players will be contract, non-contract or scholars. All players must be registered on forms provided by the Competition. To be eligible a player of a Club must have obtained an International Transfer Certificate (if required), have signed a Competition registration form and have been registered and approved by the Company in accordance with a procedure set by the Management Committee before playing in any competition organised by the Company.

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.

All players' contracts shall be in the full name of the Club. If the club is a corporate body, the contract must state the full name of the company, and also include the company registration number.

The registration of a player shall be valid for one Playing Season only.

Players' Registration Forms will be made available to Clubs by the League and will be charged in accordance with the Fees Tariff.

The registration of scholars must be in accordance with The FA Rule C3(a).

A player, having taken part in matches for any Club affiliated to any County 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 his intended Club that he has discharged his reasonable financial liabilities to his 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 he has played.

In the period between signing a player and receiving written acknowledgement of a player's registration form from the Registration Secretary, Club's must take responsibility for ensuring that any player was eligible to sign and play for the Club.

It shall be deemed misconduct for a player to:

- Play for more than one Club in the Competition in the same season without first being transferred
- Having signed for one Club in the Competition, sign for another Club in the Competition in that season except for the purpose of transfer
- Submit a signed registration form for registration that he has wilfully neglected to accurately or fully complete

The Management Committee have the power to refuse or cancel the registration of any player found guilty of undesirable conduct and to disqualify the player in question from participating in any or all matches in the Competition for a breach of rule.

Except when specific approval has been given by the Management Committee a Club cannot sign or transfer more than one player, contract or non-contract, from another Club at any one time, unless a period of 14 days has elapsed between each signing.

The Management Committee have the power to place an embargo on the registration, transfer [or the loan transfer] of players by any Club who are deemed to be in breach of these Rules.

## **6.2 REGISTRATIONS**

6.2.1 In the event of a player signing registration forms for more than one Club, priority of registration shall decide for which Club he is entitled to play. The Club submitting the later form shall be notified of the prior registration of the player and the circumstances under which the registration forms were signed shall be investigated by the Management Committee. Any player found to have wilfully signed registration forms for more than one Club or any Club found to have knowingly induced a registered player of another Club to sign a registration form, shall be dealt with by the Management Committee in such a manner as it shall think fit.

6.2.2 At least 15 players per team must be registered seven days prior to the commencement of each playing season. Clubs not complying will be subject to a fine in accordance with the Fines Tariff.

## **6.3 FACSIMILE REGISTRATIONS**

Subject to the provisions of rule 6.5, a player will only be eligible to play in a match organised by the Company under these Rules if the appropriate forms:

- (a) are received by the Company (including by facsimile) prior to the scheduled kick off time of such match. Incomplete forms will be returned to the Club and in these circumstances the player will not be entitled to compete in any matches until the form has been properly completed and returned to the Registration Secretary by either facsimile or post.
- (b) are submitted to the Registration Secretary with the result sheet submitted in accordance with Rule 12. Incomplete forms will be returned to the Club and in these circumstances the player will not be entitled to compete in any further matches until the form has been properly completed and returned to the Registration Secretary by either facsimile or post.

No player whose registration is received after the scheduled kick off time of any match will be eligible to play in a match organised by the Company on that day unless rule 6.3 (b) applies

If a registration form is sent to the Company by facsimile or by email, that form must be received by the Company within 5 days of the sending of the facsimile or email and in default the player shall not be eligible to play in the Competition unless and until a valid registration form is received. The form when received must be identical to that received by facsimile or email. Any Club deemed to have falsified any form will be deemed to have played an ineligible player and dealt with in accordance with Rule 6.8.

The late registration of a player by facsimile or email is not automatically valid and it is the responsibility of the Club to ensure that the player is NOT registered with any other Club. When the player involved was previously registered with another Club, it is necessary for that Club to complete the transfer form prior to or at the same time as the registration or transfer to the new Club.

#### **6.4 TRANSFERS**

- 6.4.1 The transfer of the registration of a contract player from one Club to another must be in writing, on the Competition transfer form, duly signed by the contract player and the two Clubs and forwarded to the Company for approval and registration. Such contract player does not become a bona-fide player of the Club seeking his transfer until that Club has received from the Company a certificate of registration or the provisions of Rule 6.3 have been complied with. The registration of a contract player whose contract is cancelled by mutual consent shall be automatically cancelled upon receipt by the Company of a copy of the relevant FA form.

Where a Club cancels the registration of a player, contract or non-contract, for any reason whatsoever, the Club must notify the Registration Secretary immediately, in writing and such notification must be signed by an authorised signatory of that Club to be valid.

A non-contract player whose registration for a Club is cancelled or transferred for any reason whatsoever, cannot return to his original Club until a minimum of four weeks has elapsed from the date of the cancellation or transfer without the consent of the Management Committee.

- 6.4.2 Any player not under written contract wishing to transfer from one Club to another shall submit to the Club for whom he is registered a League transfer form properly completed by both the player and the Club to whom he wishes to be transferred. Should the Club for whom the player is registered object to the transfer it must state its objections in writing to both the player concerned and the Registration Secretary. Upon receipt of the Clubs consent or upon its failure to give written objection the Registration Secretary may, on behalf of the Management Committee, transfer the player, and he shall be deemed eligible to play for his new Club from that date. Any objection to a transfer will be dealt with at the next Management Committee meeting following receipt of the objection.

A player may be transferred by or on the day of the game in which he is to be played provided that at least two hours prior to kick off a properly completed transfer form is either in the possession of the Registration Secretary or has been sent by facsimile to the Registration Secretary. In the case of forms transmitted by facsimile the original form must be forwarded to the Registration Secretary within 48 hours. All transfers will be subject to a fee in accordance with the Fees Tariff which must be paid within 14 days of receipt of an invoice from the General Secretary. If the fee is not paid within 14 days of receipt of the invoice, the player(s) concerned will be ineligible to participate in any further matches in the Competition until the fee has been received.

If a non-contract player also registers for a club not in membership of the Competition, his registration for the Competition may be retained by the Club.

6.4.3 A player may not register for a Club unless at least 14 days have expired from the date of registration with another Club. A Club may not register a transfer of a contract or non-contract player unless that player has been registered with the transferring Club for at least 14 days

6.4.4 Short Term Loan Transfers

Loans of contract players shall be allowed to or from clubs in membership of:

- The FA Premier League Limited
- The Football League Limited
- The Football Conference Limited
- The Isthmian Football League Limited
- The Northern Premier Football League Limited
- The Southern Football League Limited
- Any other Leagues which have been authorised by The FA as shown in Appendix B

on such terms and conditions as shall be mutually agreed by the two clubs and the player. For transfers between Clubs in the same Competition the transfer must be completed on the National League System Temporary Transfer Form and for transfers between Clubs in different Competitions the transfer must be completed on FA Form H3.

The Competition shall not approve more than TWO short term loan transfers to or from any club including FA Premier League or Football League clubs at any one time.

A Club can have up to a MAXIMUM of 8 players on short term loan during the season. The minimum period of a short term loan transfer must be 28 days with a maximum of 93 days in any one season.

Short term loan transfers which become permanent before their expiry date shall not count against a Club's quota of days or players.

A player whose contract registration is cancelled by mutual consent and immediately re-registered by the same or a different Club on a non-contract basis shall not subsequently be registered as a contract player for the same Club within three months of the date of the cancellation except with the consent of the Management Committee.

On completing the National League System Temporary Transfer Form or FA form H3, a Club must send the top copy to The FA, one copy to the Company and the third copy to the secretary of the league with which the player is registered.

To extend the period of any short term loan transfer a further National League System Temporary Transfer Form or FA form H3 must be completed, with copies sent as provided above.

The player being taken on short or long term loan must sign a Competition contract registration form, which will be valid for the full period of the loan, including any extension to the loan period. The standard Competition cancellation form must be used to prematurely end the temporary transfer period.

The short term transfer of a player to a Club must be completed and registered with the Company at least twenty four hours before the scheduled time of the kick-off of the first match in which the player is required to play.

If the short term loan transfer is extended, only the Club for whom the player was originally registered will be allowed to cancel the agreement at any time within the extension period. In the case of a goalkeeper, Clubs may mutually agree, if they so wish, to include a recall clause in the agreement to enable the Club for whom the player was originally registered to recall the player at any time during the loan period. Players, other than goalkeepers, may NOT be recalled within the first month (i.e. 28 days) of any loan period.

Any short term loan transfer which may terminate after the last day for registrations (Rule 6.5) may be extended for a further period.

The short term loan transfer of a player must be continuous. If the same player is taken on loan at a later date, this second loan period will count against the permitted number of short term loan transfers.

A player cannot play for a Club on a short term loan for more than 93 days in any one Season

#### 6.4.5 Long Term Loan Transfers

The Management Committee may approve loans between clubs in membership of the leagues referred to in Rule 6.4.4 in respect of players aged 24 and under on or before 30th June prior to the commencement of the playing season and provided the loan is registered on or before the 31st December and providing that such agreement is dated to expire at the end of the season relative to the Club taking him on loan.

A player on long term loan may not be recalled except for a goalkeeper or where the player is to be transferred permanently by the Club holding his registered contract. A player other than a goalkeeper so recalled cannot be permitted to play for the Club holding his registration after such recall until the end of the Season. Players so recalled can only be replaced by a further long term loan with permission from the Company. Long term loans transfers will not count against the number of short term loans in Rule 6.4.4.

6.4.6 The maximum number of Short Term Loans will be 8 per Season and Long Term Loans will be 2 per Season. Whilst a Club may register any number of Work Experience players only 2 may play in any one match in accordance with FA Rules. A Club may name up to a maximum of 5 players on a team sheet who are either Long Term Loans, Short Term Loans or Work Experience players with no more than 2 from any one Category.

6.4.7 The Company may, at its discretion, refuse any further registration of players to any Club which has not completed payment of a transfer arrangement made with another Club or arranged for the payment to be adequately secured. The Club concerned will continue to pay the player in accordance with his contract.

### 6.5 CLOSING DATE FOR REGISTRATIONS

A player may not be transferred to another Club in the Competition after 31 March.

There is no date restriction for registrations that do not require a transfer from another Club in the Competition. However a player shall not be eligible to play for a team in any Championship or relegation deciding match specified in Rule 13 unless he has played two or more games for that team in this Competition in the current season.

### 6.6 CLUB LIST OF PLAYERS AND TRANSFER LIST

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

A register containing the names of all members registered for each Club, and the date of registration shall be kept by the Registration Secretary and shall be open to the inspection of any duly appointed member Club representatives at times mutually arranged with the Registration Secretary.

### 6.7 SUBSTITUTE PLAYERS

A Club at its discretion may use three substitute players at any time in a match. Substitution can only be made when play is stopped for any reason and the Referee has given permission. When a Club is making a substitution in Premier Division and Division One Matches it shall use a board to show the number of the player to be substituted and the number of the substitute player

A maximum of 5 substitutes may be nominated and they must be included on the official team sheet handed to the Referee before the match in accordance with Rule 8.11.1. A substitute may not be used to replace a player who has been suspended from the match by the Match Officials.

If a player does not take part in the match for which he is a nominated substitute he shall be deemed as not having played for the Club in that match.

If a named substitute is not a registered player with the Club for the Competition and does NOT take part in the match, the offending Club may be fined in accordance with the Fines Tariff.

#### **6.8 PLAYING AN INELIGIBLE PLAYER**

Any Club found to have played an ineligible player in a match shall have any points gained from that match deducted from its record and have levied upon it a fine in accordance with the Fines Tariff. Ineligible players include players under suspension imposed by the FA or County FA's. The Company 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 in the case of where a substitute player who is ineligible participates in a match or is listed on the official team sheet but does not participate in that match.

The Management Committee may also order that such match be replayed on such terms as are decided by the Management Committee which may also levy penalty points against the Club in default.

#### **6.9 FINANCIAL ARRANGEMENTS**

6.9.1 Subject to clauses 6.9.2 to 6.9.7, and to the Rules and Regulations of The FA, a Club may negotiate a financial arrangement with its players.

6.9.2 All players under a written contract must be registered with the Competition and The FA.

6.9.3 All payments and benefits due to the player must be shown in the contract.

6.9.4 All payments made to players must be made by the Club and fully recorded in the accounting records of the Club.

6.9.5 All salaried payments (whether to contract or non-contract players) must be subject to PAYE and National Insurance.

6.9.6 All salary payments due on written contracts must be stated gross, before PAYE and National Insurance deductions.

6.9.7 Any players paid expenses should be reimbursed via an expense claim form. The club should retain all expense records in a format acceptable to the Inland Revenue.

#### **6.10 NON UNITED KINGDOM PLAYERS**

In a Competition match a Club shall not, without the consent of the Management Committee, play more than three players who are not citizens of the European Union or colonies of the United Kingdom unless such person has been resident in the United Kingdom for a continuous period of five years. Any Club in breach of this Rule will be deemed to have played an ineligible player and will be dealt with in accordance with Rule 6.8.

#### **7. CLUB COLOURS**

7.1 On or before a date specified by the Company each year, every Club shall notify the Competition Secretary, in writing, of details of their first choice colours (shirts, shorts and socks) and such details shall be printed in the Handbook published by the Company for the ensuing Playing Season. The colours registered by each Club shall be worn during the following season when playing at home. Shirts must be numbered [1-16 (or 17 where 13 is excluded) such that the numbers can be clearly identified by officials and spectators. Striped, hooped or otherwise patterned shirts shall have numbers affixed to contrasting patches or numbers in a contrasting colour with bold outline. No changes to the first choice colours or combination of colours shall be permitted without the consent of the Management Committee

7.2 When the registered colours of shirts shorts or socks of two competing Clubs are alike or similar the visiting Club shall change the relevant item to a colour which does not clash with the corresponding item of the home Club. Neck and cuff trim colours on shirts shall not be regarded as a basic colour for the purpose of this Rule.

Subject to the foregoing a Club may, if they wish, wear colours not registered with the Competition for away matches. It is the responsibility of the visiting Club, if they do not intend to play in their registered colours, to notify the home team and check that their colours will not clash 7 days before the scheduled date of any match.

The Competition Secretary may request jerseys, shorts or socks to be submitted to him if complaints are received as to lack of distinguishing colours and the Management Committee may condemn any jerseys, shorts or socks as they think fit.

- 7.3 The goalkeeper shall play in kit clearly distinguishable from the colours of the shirts worn by all other players in the match and the Match Officials. The goalkeeper may not wear a black jersey or a predominantly black jersey in the Competition fixture
- 7.4 No Club shall be permitted to register or play in shirts the colour of which is likely to cause confusion with the outfits worn by the Match Officials (i.e. black or dark blue).
- 7.5 The players' shirts must be clearly numbered in accordance with the list handed to the match referee before a match and there must be no change of numbers during the match except for a change of goalkeeper or if permitted by the match referee because of a blood injury.
- 7.6 The Captain shall wear a distinguishing armband to indicate his status.
- 7.7 Both sleeves of the shirts of all players in matches played under the jurisdiction of the Company shall carry a Competition logo as supplied by the Competition on an annual basis if so decided by the Management Committee.

Shirt advertising must comply with FA Regulations.

## **8. PLAYING OF MATCHES.**

- 8.1 The Management Committee shall fix the date on which the Playing Season shall commence and conclude and no Club shall be compelled to play prior to the commencement date or after the concluding date.
- 8.2 All matches shall be played under the Rules and Regulations of The FA and in accordance with the Laws of the Game as determined by the International Football Association Board.
- 8.3 All matches shall be of ninety minutes' duration (forty five minutes each way). Any match not complying may be ordered to stand as a completed match or replayed for the full period of ninety minutes, or the match awarded to the Club not at fault, as the Management Committee may decide, on such terms as the Management Committee shall decide.

Should a match be interrupted by the failure of floodlights, the home Club must be given a fair chance to rectify the problem, which with the agreement of the Match Referee may be up to a maximum time of 45 minutes. The two teams should be invited to return to the changing rooms while the Referee assesses the situation and makes his decision. Any team changing in this interim period will be deemed to have caused an abandonment and will be dealt with accordingly

The half-time interval in all matches will normally be 10 minutes unless agreed by the Referee and shall not exceed 15 minutes.

Where a match is abandoned for reasons over which neither Club has control, the home Club shall retain the gate receipts of such uncompleted match and the Management Committee shall decide the terms upon which any replayed match shall be played. The visitors travelling expenses, together with the Match Officials fees and expenses, shall be equally shared by the two Clubs. The visitors travelling expenses will be calculated by taking the return distance between the two grounds and multiplying this by the rate shown in the Fees Tariff

Where a match is abandoned because of the conduct of one team or its Club members the Management Committee shall be empowered to award the match to the opponents and fine them in accordance with the Fines Tariff. Where an abandonment is caused by the conduct of both teams or their Club members the Management Committee shall be empowered to take such action as they consider appropriate, including the option to order the match to be replayed at a different venue, and both shall be fined in accordance with the Fines Tariff.

If a match did not commence it shall be played in its entirety on a date fixed by the Fixture Secretary and the home Club shall take the whole proceeds of the match.

In the event of the home Club being at a loss through the non-arrival, or any other cause which is the fault of the visiting Club, the Management Committee shall award compensation, which may be paid on the average gate in the corresponding Saturday or holiday matches, providing the match was fixed for a holiday in the past two seasons.

- 8.4 In the event of the match being postponed, not completed or abandoned, the HOME Club must immediately (within one hour of the postponement) telephone or facsimile the Competition results service, the Fixture Secretary and, in the case of a match postponement, the Appointing Authority, the visiting Club and the Match Officials. When a postponement occurs in any FA or County Cup competition, the HOME Club if two Clubs are playing the tie,

- or the Club if the match involves a team outside of the Competition, must also follow this procedure.
- 8.5 Each Club must take every precaution to keep its ground in good playing condition and amenities (including floodlights) in good working order throughout the Playing Season.
- All matches shall be played on grounds approved by the Management Committee. The Management Committee shall have the power to decide whether a ground is suitable for matches in the Competition and to order the Club concerned to play its fixtures on another ground.
- 8.6 Where a match has been postponed for ANY REASON, the Fixture Secretary shall determine the new date.
- Any Club without just cause failing to fulfil an engagement to play a Competition match on the appointed date shall for each offence be liable to expulsion from the Competition and/or such other disciplinary action the Management Committee may determine, including the deduction of up to a maximum of three points from the offending Club's record, any expenses incurred by their opponents, to order the match to be played on a neutral ground or on the ground of their opponents, and a fine in accordance with the Fines Tariff.
- In the event of a Club being in breach of the previous paragraph of this Rule then the Management Committee may award points to the Club not at fault as if the match had been played and the League table shall reflect the position as if the match had been played with the result awarded by the Management Committee.
- 8.7 The postponement of matches due to ground conditions must be carried out in accordance with Rule 15.2.
- 8.8 All Clubs must have a facsimile machine, a mobile telephone and an email address operational at all times. These will be listed in the Competition Handbook unless a Club requests otherwise.
- 8.9 Each Club shall be prepared to kick-off at the scheduled time unless a satisfactory explanation is offered. Any Club commencing a Competition match with less than eleven players may be subject to a fine in accordance with the fines tariff. Each team participating in a match shall represent the full available strength of each competing Club.
- 8.10 When a Club obtains the consent of the Management Committee to postpone a fixture because of an epidemic, affecting the availability of their players, that Club shall be liable to pay any direct expenses incurred, if any, to the opposing Club. The amount of claim will be at the discretion of the Management Committee. Requests for the postponement of a match for any reason will not be considered more than forty-eight hours before the scheduled time of kick-off.
- Medical certificates for those players affected, signed by the players' own doctor, must be forwarded to the Competition Secretary within fourteen days of the postponement, along with a full list of contract and non-contract players currently registered by the Club at the date of the match which was postponed, giving full reasons against each name for the player's unavailability.
- 8.11.1 Each Club must hand copies of a list of name(s) of players taking part in a match (including the name(s) and number(s) of the nominated substitute(s) to the Referee and a representative of their opponents in the presence of the Referee at least forty five minutes before the scheduled time of kick-off in Premier Division, Division One and KO Cup matches and at least thirty minutes before the scheduled time of kick-off in matches involving reserve sides. The players' numbers (in accordance with Rule 7) and the colours of the playing strip must be clearly stated. Any Clubs in breach may be fined in accordance with the Fines Tariff.
- 8.11.2 Any Club altering its team selection or numbering after team sheets have been exchanged may be fined in accordance with the Fines Tariff. A player who is named on the team sheet exchanged under Rule 8.11.1 may be replaced without fine if he is injured warming up after exchange of the team sheet.
- 8.12.1 The home Club shall advise the visiting Club and the Match Officials of the date and time of kick-off of each match, and of directions to the ground, to be received at least five days prior to the match and the visiting Club and the Match Officials must acknowledge receipt to be received at least three days before the match.

If a Match Official does not comply, the Referee Appointments Secretary shall have the power to appoint another Official.

8.12.2 Where a match is re-arranged or cancelled after the officials have been appointed, it is the duty of the home Club to notify the officials of the cancellation of their appointments immediately. Clubs in default of this Rule may be subject to any action decided by the Management Committee.

8.13 Unless mutually agreed by the Clubs concerned, the time of kick-off shall be:

Saturday matches 3.00 pm unless the home Club does not possess floodlights, in which case the kick off times shall be 3.00 pm except for matches in November, December and January which shall kick off at 2.00 pm and matches in February which shall kick off at 2.30 pm.

Midweek matches 7.45 pm unless the home Club does not possess floodlights, in which case the kick off times shall be published on the weekly fixture list

Official bank holidays and Sundays – 3.00pm unless agreed otherwise by the two Clubs and the Management Committee; application shall be made to the Fixture Secretary by both Clubs at least 21 days before the relevant date. All agreed changes to time of kick-off to be notified to the Fixture Secretary immediately for confirmation.

To re-schedule a midweek fixture for an evening other than that on which it was scheduled by the Competition will require written agreement of both Clubs and the Fixture Secretary.

The Fixture Secretary reserves the right to amend scheduled fixtures and kick-off times to meet television requirements as necessary. Notification will be provided by the Fixture Secretary in writing to both Clubs for fixtures so rescheduled.

8.14 All matches shall be played on the home and away principle and the Fixture Secretary shall determine how the fixtures shall be arranged. Clubs will submit to the Fixture Secretary prior to the Annual General Meeting the date on which Home or Away fixtures are preferred. Fixtures having been circulated to Clubs shall be deemed to have been accepted unless objections are received by the Fixture Secretary within 14 days of their issue.

Such fixtures shall take precedence over all competitions in which a Club may engage, with the exception of:

- The F.A Challenge Cup/Welsh Cup.
- The FA Challenge Trophy/Vase Competition.
- Cup Competitions for which the Club is eligible, of the County Association to which it was first affiliated.

Clubs playing in the FA of Wales Challenge Cup, or a County Senior Cup Competition which allows the option to play the tie mid-week, must arrange the match to avoid interference with Saturday fixtures, providing the opposing club drawn at home has suitable floodlighting. This applies to ALL Clubs who play in a League competition which forms any part of the National League System of Football outside the Football League.

Scheduled Saturday fixtures must not be re-arranged without permission of the Fixture Secretary. This excludes FA Cup, FA Trophy and FA Vase matches. Clubs may be ordered to re-arrange outstanding matches, at the discretion of the Management Committee, and where necessary their prospective opponents instructed accordingly. Clubs with open dates on Saturdays may be instructed to play any outstanding Competition fixture on such date. A minimum of six days' notice will be given in respect of any such re-arrangement.

If a Club has three or more regular players selected for a County representative side on a Saturday when they have 2 matches scheduled in any competition then they shall be allowed to request the cancellation of their UCL reserve fixture providing a minimum of 7 days notice is given. If a County representative match is scheduled for midweek and a Club has three or more regular players selected then they shall be allowed to request the cancellation of a UCL match arranged for that midweek providing a minimum of 7 days notice is given.

8.15 A Club may not enter its first team in any outside competition, other than those listed in Rule 8.14, without the prior permission of the Management Committee. The Results Secretary must be informed of all fixtures, postponements and results of all matches played in any other competition.

- 8.16 The Management Committee shall determine the policy of the Competition for the issuing of match day passes
- 8.17 The Fixture Secretary may change any Competition fixtures during the season to suit the overall interests of the Competition and shall have the power to decide whether a ground is suitable for Competition matches and to order a Club whose ground is deemed unsuitable to play its home matches at alternative suitable ground.
- 8.18 Two weeks' notice is required from Clubs wishing to re-arrange a Saturday match to Friday evening or Sunday. A request made in less than this period of time will only be considered by the Management Committee in exceptional circumstances and granted at their discretion.
- 8.19 All Competition matches shall be arranged as soon as practicable. The copyright in all lists of arrangements of such fixtures shall be vested in the Company.
- 8.20 All Clubs playing at home in League, League KO Cup, FA/County Cup Competitions, and the UCL Club if away to non UCL opposition, must telephone the result of the game to the Competition. For Saturday matches this must be within 30 minutes of the final whistle or by 5.15 p.m., whichever is the earlier, and for midweek matches within 30 minutes of the final whistle.
- All results must be telephoned to the appropriate number(s) as published by the Competition. When telephoning the result of first team matches in accordance with this rule, the Club must also provide the times of all goals scored in the match, the scorer of each goal and the match attendance.
- 8.21 The home Club is responsible for publishing a full match programme acceptable to the Management Committee, which must include an advertisement for the Competition sponsor and Newline, for each of its Competition matches in the Premier Division. A team sheet will not be considered sufficient to comply with this Rule in the Premier Division. In Division One a programme or team sheet must be produced which must include an advertisement for the Competition sponsor and Newline. There is no requirement to produce a programme or team sheet for Reserve Division matches.
- The visiting Club must send in writing to the home Club details of the proposed team they plan to field together with their Club history and up-to-date pen pictures of their current players registered with the Competition for the season at least five days before the scheduled date of the match between the two Clubs.
- The home Club programme must include the details sent by the visiting Club in the match day programme and a copy of each match day programme shall be sent by the home Club to the Competition Secretary within three days of the match with the relevant match report form.
- Clubs will be responsible for all comments in their match day programme in respect of the Competition, the Company or other member Clubs, notwithstanding any disclaimers to the contrary. No part of a Club's programme issued for a match in any competition shall, in the opinion of the Management Committee, bring the Competition or the Company into disrepute.
- All Clubs will be responsible for their official website or similar computer related information system, which is within the public domain. Nothing shall be included on the website which in the opinion of the Management Committee brings the Competition or the Company into disrepute.
- 8.22.1 In all Competition Matches, the number of Clubs players and officials seated on the team benches, in the designated technical area, must not exceed 11 unless the team bench facility provides more than 11 individual seats. The Home Club must ensure that a technical area is marked around each designated seating area.
- 8.22.2 Only one person at a time has the authority to convey tactical instructions to the players during the match. This person shall be the team manager or the team coach. He is allowed to move to the edge of the technical area to issue instructions to his team but then must return to his position on the bench immediately after giving these instructions.
- 8.22.3 All team officials and substitutes seated on the bench shall be listed on the official team sheet when it is submitted to the Match Officials. Only those persons listed on the official team sheet shall be permitted in the technical area.

8.22.4 The occupants of the technical area must behave in a responsible manner at all times. Misconduct by occupants of this area will be reported by the Referee to The FA, who shall have the power to impose sanctions as deemed fit.

8.22.5 With the exception of the team manager, the team coach and any substitutes who are warming up or warming down, all other personnel are to remain seated on the trainers bench. The team manager or team coach is allowed to move to the edge of the technical area to issue instructions to his team, but must then return to the trainers bench.

## **9. PLAYERS' AGENTS**

9.1 A Players' Agent cannot have an involvement in any Club in an official capacity (as defined by the Management Committee) nor may he hold office with the Competition.

9.2 All Clubs must comply with The FA Regulations concerning Players' Agents.

## **10. FINANCIAL RECORDS**

10.1 All Clubs shall keep their accounting records for recording the fact and nature of all receipts and payments so as to disclose with reasonable accuracy, at any time, the financial position including the assets and liabilities of the Club.

10.2 The home Club shall take gate receipts for all its home League matches and shall retain all gate receipts. Where a match is declared all ticket the Away Club shall be entitled to 10% of the total number of tickets available or a minimum of 600, whichever is the greater, subject to any stipulation by the relevant safety authority affecting these figures.

Clubs must ensure that all gate receipts are fully and properly recorded and accounted for in the accounting records of the club.

Clubs should have a system in operation for home games that enables them to accurately report on the following;

- A record of all tickets sold in advance
- A reconciliation of cash received by category of entrant through each turnstile
- The number of entrants through each turnstile
- A schedule of the numbers admitted to parts of the stadium that do not pass through a turnstile
- A list of complimentary tickets authorised

This documentation should be reconciled to the overall takings and declared attendance for each home game.

10.3 For Competition league matches only, the travelling expenses of match officials shall be pooled, each Club rendering on the match report details of all payments made. The Company shall, at the conclusion of the season, divide the total cost of officials in each division by the total number of Clubs in that division and where the total payment made by the Club is less than the equal share of the pool, the Club shall pay the difference within 14 days of the date of posting of the written notification to the Club. Where the sum paid by the Club is more than the equal share of the pool, the Club will be reimbursed from the pool of monies received from all the other Clubs.

10.4 In the event of a transfer of a player where a consideration is agreed, the consideration can only be paid between the two clubs (the transferor and transferee clubs).

The full name of each contracting club should be stated in the transfer agreement. The full consideration involved must be recorded in the accounting records of both clubs.

10.5 Temporary transfer of a player's registration:

This rule is not applicable in this Competition

10.6 Documentation supporting loans:

This rule is not applicable in this Competition

## **11. FOOTBALL CREDITORS**

Where a Club defaults in making any payments to any Football Creditor, the Club shall be subject to such penalty as the Board of Directors may decide.

## **12. RESULT/REPORT FORMS**

Each Club shall submit the fully completed copy of the appropriate match result forms by first class post (or by facsimile / e mail) to the Appointing Authority and the Competition in an envelope showing a post mark within 3 days of the match. The result form must include the forename and surnames of the players taking part, the referees mark, the expenses paid to the match officials, and in the case of the away Club a hospitality mark.

The result form correctly completed shall be signed by a responsible member of the Club and the Management Committee shall have power to take such action as they deem suitable against a Club and/or individual who submit a form that is incorrect.

When a Club considers that the Referee has discharged his duties incompetently and awards a mark of sixty or less, a detailed report must be sent to the appointing authority within three days of the match by first class post.

Clubs in default of any provision of the Rule will be subject to a fine for each offence in accordance with the Fines Tariff.

### **13. CHAMPION, RELEGATION**

13.1 Three points will be awarded for a win at home or away and one point for a drawn match at home or away.

13.2 At the end of the Playing Season of each competition, a table will be compiled showing the playing record of each Club in each division of the Competition.

The position of each Club in the table so compiled shall be determined in the order with the Club being awarded the highest number of points being first and the Club being awarded the second highest number of points being placed second and so on. In the event of two or more Clubs being awarded the same number of points, the highest placed Club shall be decided as follows:

13.2.1 Goal difference – The goals scored against by each Club shall be deducted from the goals scored by that Club and the largest difference shall be placed the highest.

13.2.2 In the event of the goal difference being equal the highest placed Club shall be the Club which has scored the most goals

13.2.3 In the event that two or more Clubs have the same goal difference and have scored the same number of goals, then the highest placed Club shall be the Club which has won the most matches.

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

13.2.5 If the records of two or more Clubs are still equal and it is necessary for any reason to determine the position of each the Clubs concerned shall play off a deciding match or matches on a neutral ground or grounds with the net gate money after deducting the usual match(es) expenses being divided equally between the two competing Clubs.

### **13.3 Promotion to / Relegation from Step 4**

Promotion, relegation and lateral movement of Clubs shall be in accordance with the principles established by the Leagues Committee of The FA.

If no Clubs are eligible or wish promotion, the number of Clubs to be relegated will be reduced.

In the event of a Club, not being placed in a relegation position at the end of the season, wishing to resign from the Competition at the end of the season, or having been removed from membership under the Rules the number of Clubs to be relegated shall be reduced accordingly

In the event of a Club opting to be relegated or being removed from membership under the Rules such Club or Clubs will replace the Club or Clubs otherwise due for relegation.

### **13.4 Promotion and Relegation between Premier Division and Division One**

Promotion and relegation between the Premier Division and Division One may be applied to the bottom two teams in the Premier Division and the top two teams in Division One, subject to the ground facilities and administration of any Club eligible for promotion being approved by the Management Committee by 1 April each year. Should one of the top two clubs in

Division One not be eligible then consideration will be given to the third placed side if they wish to be promoted.

If no Clubs are eligible or wish promotion, the number of Clubs to be relegated will be reduced.

In the event of a Club, not being placed in a relegation position at the end of the season, wishing to resign from the Competition at the end of the season, or having been removed from membership under the Rules the number of Clubs to be relegated shall be reduced accordingly.

In the event of a Club opting to be relegated or being removed from membership under the Rules such Club or Clubs will replace the Club or Clubs otherwise due for relegation.

### **13.5 Relegation to Feeder Leagues/Re-election to Division One**

The last two Clubs in Division One may be relegated to a Feeder League. Should there be no eligible Feeder League Clubs wishing promotion, relegation from Division One will be at the discretion of the Management Committee. Clubs re-elected to Division One must pay a re-election fee in accordance with the Fees Tariff.

### **13.6 Promotion and Relegation between Reserve Divisions**

Promotion and relegation between Reserve Division One and Reserve Division Two will apply to the bottom two teams in Reserve Division One and the top two teams in Reserve Division Two.

To ensure an appropriate distribution of reserve teams between the two divisions the Management Committee may, if necessary, invite one or both of the teams in the bottom two of Reserve Division One to remain in that division, invite the teams finishing third and/or fourth in Reserve Division Two to be promoted to Reserve Division One, or relegate the side finishing third bottom in Reserve Division One.

**13.7** No further wording applies for this sub section

### **13.8 All Divisions**

If any Club ceases to operate between the annual general meeting of the Company and the commencement of the following Playing Season, NO adjustments to the number of Clubs participating in the Competition will be made. The remaining Clubs will participate in the Competition for that season.

**13.9** A Club which for any reason ceases to operate at any time during the Playing Season may have its playing record expunged, and any monies due to them from the Company shall be forfeited. From the date of the withdrawal no further payment shall become due to them. From the date of the withdrawal, that Club shall cease to be a member of the Company.

## **14. SPORTING SANCTIONS**

**14.1** If an Insolvency Event shall occur in relation to any Club that Club shall be deducted 10 points. The deduction shall be made forthwith on the happening of the first Insolvency Event.

**14.2** Where the Club takes or suffers an Insolvency Event:-

14.2.1 at any time during the Playing Season, the points deduction shall apply immediately;

14.2.2 outside the Playing Season, the points deduction shall apply in respect of the following Season with the effect that such Club starts that Season on minus 10 points.

**14.3** For the avoidance of doubt, where a Club is subject to more than Insolvency Event (for example Administration followed by a Company Voluntary Arrangement), the Club shall only be deducted one set of 10 points, such deduction to apply with effect from the first Insolvency Event.

**14.4** The Competition shall serve the Club with written notice of the points deduction (the 'Notice').

**14.5** A Club may only appeal against an automatic deduction of points on the ground that the insolvency proceedings arose solely as a result of a Force Majeure event (the 'Appeal'). For the purposes of this Rule 14, a 'Force Majeure' event shall be an event that, having regard to all of the circumstances, is reasonably considered to have been unforeseeable and unavoidable.



- 14.6 Any Appeal must be in writing and be received by the Competition at its registered office no later than 7 days after the Competition serves the Notice. The Appeal must contain a statement setting out the grounds of appeal and provide copies of any documentation upon which the Club intends to rely in support of the Appeal.
- 14.7 The Club must also lodge with the Competition, at the same time as the Appeal, a deposit fee in respect of the costs of the Appeal.
- 14.8 Upon receipt of the Appeal the Competition Secretary shall refer the matter to an SSAP by delivering to the Chartered Institute of Arbitrators (or such other body as the Board may from time to time determine) five copies of the appeal documents together with a request for the appointment of Arbitrators as set out in 14.9 hereof.
- 14.9 The SSAP shall consist of three Arbitrators, one of whom must be a barrister (or solicitor) of at least 5 years call who will act as Chairman of the SSAP, each to be appointed by the Chartered Institute of Arbitrators (or such other body as the Board may from time to time determine) as provided above.
- 14.10 The Competition shall, immediately upon receipt of the Appeal, instruct a firm of independent accountants to carry out a review of the Club's activities for the purposes of preparing an independent report into the circumstances surrounding and leading up to the entering into insolvency proceedings. The Club shall meet the costs of preparation of that report in any event. The report shall be provided to the Club, the SSAP and the Competition. The SSAP shall take into account the contents of that report when determining whether the insolvency proceedings arose solely as a result of a Force Majeure event.
- 14.11 Both the Club and the Competition shall be entitled to make representations to the SSAP. The SSAP shall use all reasonable endeavours to hear any appeal within 21 days of the lodgement of the Appeal.
- 14.12 The SSAP shall have the power to:-
- 14.12.1 confirm the deduction of ten points; or
  - 14.12.2 set aside the deduction of ten points and substitute a deduction of such lower number of points as it shall deem appropriate; or
  - 14.12.3 order that there shall be no sanction at all.
- 14.13 The decision of the SSAP shall be final and binding. Any costs incurred by any party in appeal proceedings brought before the SSAP shall be met by the Club in any event and shall be considered as a sum due to the Company.
- 14.14 Any sanctions imposed pursuant to these provisions shall not be taken into account in respect of any other sanctions, penalties or fines that may be imposed by the Competition in respect of any breaches of its Rules and Regulations by the Club.

## **15. MATCH OFFICIALS**

- 15.1 Referees for all Competition matches shall be appointed by the Appointing Authority.
- Each Club shall, in a manner prescribed from time to time by the Football Association, award a mark out of 100 to the Referee for each match and the name of the Referee and the mark awarded shall be submitted to the League on the Result Report Form provided (see Rule 12).
- The League shall keep a record of the markings and, on the form provided, and by the prescribed date each season, shall submit a summary to the Football Association, County Football Associations and Contributory Leagues.
- Assistant Referees shall be appointed for Premier Division matches and Division One Matches where possible.
- Club Assistant Referees for the remaining Division One matches, and for Reserve Divisions matches MUST be provided by the competing Clubs. Club Assistant Referees must be 16 years old or over. Any Club failing to provide an Assistant Referee shall be liable to a fine in accordance with the Fines Tariff. Club Assistant Referees must report to the Referee's room at least 15 minutes prior to kick-off and must remain in the Officials changing room during half time. Clubs must ensure that Club Assistant Referees wear distinctive clothing and fully understand the basic rules of football. A named substitute shall not act as a Club Assistant Referee.

The list of Referees and Assistant Referees shall be compiled by the Management Committee in accordance with FA Instructions. All Referees and Assistant Referees must be in possession of the current League Handbook and a League Badge.

All Referees and Assistant Referees shall be unconnected with opposing teams.

The General Secretary shall have the power in case of emergency to appoint an Official to act in a Competition fixture whose name is not on the Official or Supplementary List.

Officials not keeping their engagement, and failing to give a satisfactory explanation as to their non-appearance, may have their name removed from the list of Referees and have this fact reported to the Association with which they are registered.

- 15.2 No Club shall postpone a Competition match on account of the apparent state of the ground. In the event that such circumstances prevail, Clubs should comply with procedures provided for by this rule and in the document published by The FA "Recommended procedure for the guidance of Clubs and Referees in determining the suitability of grounds in adverse weather conditions". Should the ground be declared unfit it is the responsibility of the home Club to immediately advise the Competition, the Appointing Authority, the visiting Club and the Match Officials. Failure to notify the appointed Match Officials at the earliest possible moment may leave the Home Club liable for their fees and expenses.

If a match is regarded as doubtful because of ground conditions, any pitch inspection undertaken other than by the appointed Match Referee must be undertaken by a Referee classified at, or above, Level 5. For Saturday matches any inspection must be made on the morning of the match at an appropriate time, which should take into account the departure time of the opposing team and the Match Official(s).

The Referee shall have the power to decide as to the fitness of the ground in all matches and his decision shall be final.

On occasions when the weather is likely to make a match doubtful, Match Officials should ensure that the Home Club know how to contact them on match days and/or ensure that they contact the Home Club before travelling.

### 15.3 Premier Division and KOC Matches

In the event of any of the Match Officials not being in attendance at the match or becoming unable to complete the match the two Clubs, in conjunction with the Match Referee (or the senior Assistant Referee who is to replace the Match Referee) must agree to a substitute on the ground to prevent the match being postponed or abandoned and such substitute shall be considered a Match Official for the time being. Should the appointed Referee fail to appear, the senior Assistant Referee should take charge.

If a substitute is not available the match shall be completed under the control of the remaining Match Officials. In the event that a Club, notwithstanding the provisions of this paragraph causes a match to be abandoned by failing to agree on a substitute Match official then that Club shall be charged with failing to fulfil a fixture (Rule 8.6 refers)

#### **Division One, Reserve Division and Reserve KOC Matches:**

In the event of the non appearance or incapacity (before or during the game) of the appointed Referee, or if there is no appointed Referee, Clubs must agree a substitute Referee to take charge of the game and it will be the home Clubs responsibility to ensure that a substitute Referee is found. Such substitute Referee shall for that game have the full authority and status of a registered Referee

In the event that a Club, notwithstanding the provisions of this paragraph causes a match to be abandoned by failing to find or agree on a substitute Match official then that Club shall be charged with failing to fulfil a fixture (Rule 8.6 refers)

- 15.4 Match Officials should be present at the appointment at least 60 minutes prior to the scheduled time of kick-off. The appointed Referee may be required to visit the ground earlier if requested to do so by the home Club.
- 15.5 In cases where it is found necessary to stop play owing to the weather or other cause, the Referee must wait a reasonable length of time before deciding on abandonment.
- 15.6 Referees must report on the relevant form all cases where teams commence a match late or without eleven players on the field of play. Referees must also report their own or any assistant referees' late arrival in any matches, and notify those concerned at the time of their

intention. Assistant referees must also send an explanation of their late arrival to the Appointing Authority in writing by first class post within 3 days of the match.

- 15.7 The home Club will be responsible for paying the Match Officials the fees and match expenses set by the Appointing Authority on the day of the match in their dressing room, within a reasonable time after the conclusion of the match (including matches abandoned for any reason).

In the case of a postponed match over which the Clubs have no control, whether or not gate money is taken, any Match Official who has travelled to the match will be entitled to claim travelling expenses and half their match fee from the home Club. Where provided by the home Club, each Match Official must complete and submit a claim form for expenses.

Where a match is not played owing to one Club being in default, that Club shall pay the Officials, if they reasonably attend the ground, their full fee and expenses.

Fees for Officials and travelling expenses up to a maximum of 100 miles will be paid in accordance with the amounts identified in the Fees Tariff. Should 2 Officials be requested to travel together they shall be allowed to claim reimbursement for the total mileage in accordance with the rate identified in the Fees Tariff.

- 15.8 The home Club shall be responsible for providing Match Officials with distinctive flags of a suitable size in an acceptable condition.

The home Club shall be responsible for ensuring that goal nets are in position.

- 15.9 Three match balls proposed to be used in the match and, if applicable, supplied by the Company under a ball sponsorship agreement must be submitted to and approved by the Referee before the commencement of the match in his/her dressing room.

- 15.10 The home Club shall supply to the visiting Club a minimum of three practice balls for use prior to the start of the match. The balls provided must be in good condition and, if applicable, as supplied by the Competition under a ball sponsorship agreement.

- 15.11 Referees must report all breaches of Rule to the Competition Secretary in writing within three days of the match on the appropriate form by first class post.

## **16. WITHDRAWAL OF CLUBS**

A Club must notify the Company not later than 31st December each year of its intention to withdraw any or all of its teams from the Competition at the end of that Playing Season. Failure to do so will make a Club liable to a fine in accordance with the Fines Tariff. Clubs withdrawing from the Competition shall be liable for its share of any call which may be made under Rule 2.15.

Clubs not sustaining their resignation shall inform the Competition by 14 April, and shall be charged a re-admission fee in accordance with the Fees Tariff.

This Rule shall not operate so as to preclude promotion, relegation or lateral movement of any Club to another competition in accordance with Rule 13.

## **17. PROTESTS, APPEALS**

- 17.1 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 two copies 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.

No objection relative to the dimensions of the ground, goal posts, bars or other appurtenances of the game shall be entertained by the Management Committee unless a protest is lodged in writing with the Referee before the commencement of the match. Any Club lodging such protests with the Referee and not proceeding with it shall be deemed guilty of serious misconduct and shall be dealt with by the Management Committee.

No objection or protest shall be withdrawn except by permission of the Management Committee.

- 17.2 All such protests claims complaints and appeals must be received in writing by the Competition Secretary within fourteen days of the event or decision causing any of these to be submitted.

Parties to a protest or complaint shall be afforded an opportunity of making a statement when the protest is being heard and where possible, shall receive 7 days notice of the meeting, together with a copy of the protest. The Management Committee shall take into consideration when dealing with the protest, the possession by the protesting Club of any information which, if properly used, might have avoided the protest.

- 17.3 The Management Committee shall also have power to compel any party to the protest to pay such expenses as the Management Committee shall direct.

- 17.4 Any appeal against a decision of the Management Committee must be lodged with The FA 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.

All appeals to The FA must be lodged in accordance with the appeals procedure detailed in the Appendix to these Rules or that in force at any one time.

- 17.5 A Club, on giving fourteen days' notice to a player to terminate his player's contract, must state in the notice his right of appeal to the Management Committee and also the address of the Competition Secretary to whom he must appeal. The notice must advise the player of the necessity of forwarding two copies of his appeal with the deposit fee specified in the Fees Tariff, to the Competition Secretary within seven days of the receipt of the notice from the Club. A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.

- 17.6 A player on giving fourteen days' notice to his Club to terminate his player's contract must also notify the Company and The FA of the reasons for the termination of the agreement. . A copy of such notice must be received by the Competition Secretary within seven days of the sending of the notice in order to be valid.

- 17.7 If the recipient of a notice referred to in Rules 17.5 and 17.6 above wishes to do so, he may appeal against the relevant notice within seven days of the date of sending of the notice in writing in duplicate to the Competition Secretary with an appeal fee.

- 17.8 The Club or the player as the case may be shall have further right of appeal as set out in Rule 17.1 above.

- 17.9. An appeal by a contract player against a fine or suspension imposed by his Club under Football Association Rule C1m must be made within seven days to the Competition Secretary.

- 17.10 If so requested the Management Committee may arbitrate on any disputes, protests, appeals, claims or complaints between two member 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.

A member of the Management Committee being a member of either Club shall not be present (except as a witness or representative of his Club) when such objection or protest is being considered and decided.

## **18. MISCONDUCT OF CLUBS, OFFICERS, PLAYERS**

Any person charged and found guilty of bringing the Competition into disrepute and any Club Officer or member charged and found guilty of misconduct as defined by the Management Committee or of inducing or attempting to induce a player of another Club to join his own Club shall be liable to such penalty as the Management Committee shall deem appropriate, which could include the expulsion of the Club Official and /or the Club from the Competition.

## **19. TROPHY**

The Company shall present to the Winners and Runners Up of all divisions in the Competition sixteen souvenirs. Additional souvenirs cannot be presented except by consent of the Management Committee, and then at the expense of the requesting Club.

In addition, a Competition championship trophy and runners-up trophy will be presented as and when the Management Committee determine.

The Clubs concerned will also receive a permanent souvenir.



The trophies are the property of the Company and may never be won outright. A trophy presented to the Competition shall be vested in the Association sanctioning the Competition as Trustees. If a trophy is not required for any cause, it shall be returned to the Donor if the conditions attach for it so provide, or held in trust, or otherwise dealt with as the Association may decide.

The recipient Club shall be responsible for engraving their details on the trophy before returning same.

The following agreement shall be signed on behalf of the winners of the trophies:

"We, A.B. the ..... of .....Football Club, C.D. and E.F members of and representing the said Club, having been declared winners of the [ ] Trophy and the same having been delivered to us by the said Competition, do hereby on behalf of the said Club, jointly and severally agree to return the same to the Competition Secretary, on or before 1st March next in good order and condition, suitably inscribed, in accordance with the Rules of the Competition and if the said 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."

Any Club not returning the Competition trophy by the due date, returning them in poor condition or without being engraved will be fined in accordance with the Fines Tariff.

## **20. ALTERATIONS TO RULES**

No alteration to the Rules shall be made until they have been approved by The FA. Alterations to Rules shall only be made by special resolution passed at a general meeting of the Company.

Proposals for alterations to Rules, together with the name of their proposers and seconders, shall be received by the Competition Secretary not later than 31st March prior to the date fixed for the annual general meeting of the Company in each year or not later than eight weeks before the holding of an extraordinary general meeting called for the purpose of amending the Rules.

## **21. ADMISSION CHARGES**

The minimum charge for admission to all matches shall be determined by the Club. Clubs may, at their discretion, vary the admission charge in respect of the of juveniles and senior citizens or other concessions they deem appropriate.

Admission charges, excluding home Club concessions as appropriate, must be the same for home and visiting supporters at Competition matches.

## **22. LONG SERVICE**

The Management Committee shall be empowered to grant a long service award for twenty-one years' service with a member Club, providing such an award has not already been made by any other competition

## **23. CENTENARY AWARDS**

A Club celebrating its centenary whilst in membership of the Competition shall be presented with a commemorative award by the Management Committee

## **24. PLAYING SURFACES**

Competition matches shall NOT be played on any synthetic or artificial grass surfaces without the prior written approval of the Management Committee.

Clubs must register their pitch dimensions with the Competition prior to the start of each season. It will be misconduct on the part of a Club to alter its pitch dimensions during a season unless with prior written consent of the Management Committee. The Management Committee may at any time require a Club, at its own cost, to submit a report from a qualified independent source certifying the pitch dimensions.

The Management Committee may require a Club to take such steps as the Management Committee shall specify if they are not satisfied that an adequate standard of pitch is being maintained, including but not limited to the Management Committee commissioning an independent report on the state of the pitch. The cost of the independent report to be borne by the Club concerned.

## **25. INSURANCE**

**25.1 PLAYERS**

All Clubs shall be members of a players personal accident insurance scheme. The policy cover shall be at least equal to the minimum recommended cover determined from time to time by the Management Committee.

**25.2 PUBLIC LIABILITY**

All Clubs must have appropriate Public Liability cover.

**26. MEDICAL PERSONNEL**

A Club MUST have a suitably qualified person in attendance on match days or make other appropriate provision

**27. PLAYER TRANSFERS BETWEEN CLUBS - PAYMENT SCHEDULES**

This rule is not applicable in this Competition

**28. PROVISION FOR MEMBERSHIP FORM TO BE SIGNED BY EACH CLUB EACH PLAYING SEASON**

This rule is not applicable in this Competition

**29. PROVISION FOR FULL & ASSOCIATE MEMBERS**

The 50 Clubs permitted under Rule 2.8 shall comprise not more than 44 Clubs who shall be Full Member Clubs and not more than 6 Clubs who shall be Associate Member Clubs.

**30. PROMOTION AGREEMENTS**

This rule is not applicable in this Competition

**31. GENERAL MEETINGS**

The Annual General Meeting shall be held not later than 30 June in each year. At this meeting the following business shall be transacted:

- The minutes of the proceeding Annual General Meeting confirmed, and business arising therefrom dealt with
- Adoption of Standing Orders
- Presentation and adoption of the Annual Report, Balance Sheet and Statement of Accounts
- Election of Officers, Management Committee vacancies and Auditors
- Alterations off Rules, if any (of which notice has been given)
- Confirm the dates for commencement and conclusion of the playing season
- Other business of which due notice has been given

A copy of the duly audited Balance sheet, Statement of Accounts and Agenda shall be forwarded to each Club at least 14 days prior to the meeting

A signed copy of the duly audited Balance Sheet and Statement of Accounts shall be sent to the Football Association within 7 days of its adoption at the Annual General Meeting

Each Full Member Club shall be empowered to send delegates to all General Meetings. Each Club shall be entitled to One vote only.

Associate Member Clubs shall be represented at all General Meetings in the proportion of one representative for the six associate Member Clubs and such representatives shall exercise the powers and rights of full members at such meetings.

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.

All voting shall be conducted by a show of hands unless a ballot be demanded by at least one third of the delegates present or the Chairman so decides.

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

Upon receiving a requisition signed by two-thirds of the Clubs, the Competition Secretary shall call a General Meeting. The Management Committee may call a General Meeting at

any time it considers necessary. At least 7 days notice shall be given of all meetings under this rule, together with an agenda of the business to be transacted at such meetings.

### **32. MANAGEMENT COMMITTEE**

The Competition shall be governed in accordance with the Rules, Regulations, Bye-Laws and Practices of the Football Association by a Management Committee comprising the Officers and 9 members who shall be elected at the Annual General Meeting, together with a representative of the League Referees and Assistant Referees Association. Any member of the Management Committee who does not attend three consecutive Management Committee meetings shall be removed from office unless good reasons are provided to, and accepted by, the remainder of the Management Committee.

Members of the Management Committee shall be elected at the Annual General Meeting to serve for three years and shall be eligible for re-election without previous nomination. New members shall be elected for one year and be eligible for re-election for three years.

Casual vacancies may be filled by the Management Committee for the remainder of the season, each member to be nominated for re-election at the Annual General Meeting for one year.

With the exception of retiring members, nominations for the Management Committee must be made by Clubs in membership of the League on or before 1 May. All nominations should be made in writing to the Competition Secretary, be signed by the Club Chairman and Secretary and state the full name and address of the Candidate. No Club may have more than one representative on the Management Committee at the same time.

A list of persons duly nominated for election to the Management Committee shall be sent to the Clubs at least 14 days previous to the Annual General Meeting. Election shall be by postal ballot.

Each Member of the Management Committee shall attend all Management Committee Meetings and have one vote thereat, but no member shall be allowed to vote on any matters directly appertaining to himself, or any Club he is connected with. This principal shall apply to the procedure of any Committee. In the event of the voting being equal in any matter, the Chairman shall have a second or casting vote.

The Management Committee may appoint an Emergency Committee and/or such other sub-committees as they may consider necessary and may delegate all or any of their powers to such committees. The decisions of all such committees shall be reported to the Management Committee.

Five members of the Management Committee shall constitute a quorum for the transaction of business and three members shall constitute a quorum for the transaction of business by any sub-committee of the League.

A Member appointed by the Competition to attend a meeting or match may have his expenses refunded by the Competition. Approved travelling expenses for members of the management committee undertaking official League business will be paid in accordance with the rate in the Fees Tariff paid to match officials

### **33. COMPETITION OFFICERS**

The Officers of the Competition shall be the Patron, Chairman, Vice-Chairman, General Secretary, Treasurer, Assistant Secretary, Registration Secretary, Results Secretary, Fixture Secretary, Referee Appointments Secretary and Press Officer, all to be elected annually at the Annual General Meeting.

Nominations for all the above posts must be received before 31 March. Nominations may be by

- a) Management Committee minute
- b) A Club in membership duly signed by the Club Chairman and Secretary stating the full name and address of the candidate.

### **34. REFRESHMENTS FOR MATCH OFFICIALS / PLAYERS / VISITING OFFICIALS**

All Clubs must provide liquid refreshments at half time and full time for players. Such refreshments should also be made available prior to the match on request. In addition



sandwiches and tea/coffee, or other similar light refreshments, must be provided for players at the end of all matches involving Premier Division and Division One teams.

All Clubs must provide sandwiches and tea/coffee, or other similar light refreshments, at half time for Club Officials.

All Clubs must provide liquid refreshments for match officials at half time and full time, and prior to the match on request. In addition sandwiches and tea/coffee, or other similar light refreshments, must be provided at the end of all matches.

## KNOCK-OUT COMPETITIONS

### 1 Title of Competitions

The Competitions shall be called the United Counties Football League Cup Competitions. The League KO Cup for first teams and Reserve KO Cup for reserve teams.

### 2 Management of the Competition

The entire management and control of the Competitions shall be vested in the Management Committee, who shall have the power to deal with any matter for which no specific provision is made.

Any other matter not provided for in these Rules shall be determined by the Management Committee.

The Management Committee may divide the competing Clubs into convenient geographical divisions up to the Final.

The matches shall be arranged by the Fixture Secretary.

Clubs shall be drawn in couples, first Club drawn to have choice of ground, with byes where necessary. The first team to receive a bye will be the winners of the competition from the previous season, the second team to receive a bye will be the runners-up of the competition from the previous season. Final Ties will be played on a neutral venue to be determined by the Management Committee

All arrangements for the Final Ties shall be made by the Management Committee.

The Competitions shall observe the Rules, Regulations and Bye-Laws of the Football Association, and all matches shall be played according to the Laws of the Game, as settled by the international Football Association Board.

Where the Competition is arranged in to geographical divisions the Management Committee will determine which Clubs shall progress to the knock out stage of the competition, and Clubs will be informed of the rules that will operate prior to the start of the Competition.

### 3 Requirements on Winning Clubs

The winning Clubs shall comply with League Rule 19.

### 4 Gate Receipts/Proceeds of Matches

A gate MUST be taken at all KO Cup matches

The proceeds of all matches (except replayed matches in consequences of a breach of Rule, matches played during the geographical divisions stage of the competition and Final Ties) shall be equally divided between the competing Clubs after the expenses have been deducted.

The only charge to be allowed on the gate shall be Match Officials Fees and Expenses and, if applicable, floodlighting to a maximum cost in accordance with the Fees Tariff. Should the receipts not be sufficient to cover the expenses then the Home Club will be responsible for meeting these expenses.

All cash must be paid within 14 days of the match and a copy of the statement forwarded to the Competition Secretary and the visiting Club. Failure to do so will result in an automatic fine in accordance with the Fine Tariff.

There is no requirement to send financial statements to the Competition Secretary or the visiting Club for matches played during the geographical divisions stage of the competition.

The League shall take the proceeds of the Final Ties and shall be responsible for meeting the expenses of the ties.

### 5 Player Eligibility

All players must be registered with the Registration Secretary as per Section 6 of the League rules.

If the Competition(s) are arranged on a knock out basis then no player shall play for more than one Club in the same KO Competition during the same season. No player who has played two or more rounds in the League KO Cup will be eligible to play in the Reserve Sections Competition thereafter in the season. This includes playing as substitute.

If the Competition is initially arranged in geographical divisions then a player may play for more than one Club in the group stages of the Competition, providing he is transferred in accordance with League Rule 6.4. Once the Competition has advanced to the knock out stages then no player shall play for a Club unless he has already played in the group stages for that Club, or unless he has not previously played at any stage of the Competition for any Club in that season. No player who has played two or more rounds in the League KO Cup will be eligible to play in either the group or knock out stages of the Reserve Sections Competition thereafter in the season. This includes playing as substitute.

Substitutes may be used, as provided for in League Rule 6.7

## **6 Ineligible Players**

Any Club playing an unregistered or otherwise ineligible player or players shall be liable to a fine in accordance with the Fines Tariff and at the discretion of the Management Committee may also be removed from the Competition.

In addition, for matches played during the geographical divisions stage of the Competition, the Management Committee may deduct any points gained by the Club playing the ineligible player and/or order the match in which an ineligible player competes to be replayed on such terms as the Management Committee decide

## **7 Kick Off Times**

Unless special arrangement is made with the Competition Secretary, kick off time for all Saturday matches shall be 3.00 p.m. unless the home Club does not possess floodlights, in which case the kick off time shall be in accordance with League Rule 8.13 for matches during the geographical divisions stage of the Competition, or as follows for matches which provide for the possibility of extra time and penalties::

Non floodlight matches in November, December and January	1.30 p.m.
Non floodlight matches in February	2.00 p.m.
Non floodlight matches in March	2.30 p.m.

Kick off time for midweek matches under floodlight will be 7.45 p.m. unless mutually agreed by the two Clubs and notified to the Fixture Secretary 14 days in advance of the match.

## **8 Duration of Matches/Extra time and Penalties**

If the Competition is arranged in to geographical divisions as allowed for under Rule 2 then all group matches will be played over 90 minutes. No extra time will be played in group matches and penalty kicks will not be taken to determine the winners of a drawn match. In matches played after the group stage has concluded the duration of matches will be the same as shown below for the Knock Out Competition

If the Competition is arranged on a Knock Out basis then in all matches played, including the final tie, extra time shall be played where a draw results after 90 minutes play. If scores are still level after extra time then penalty kicks will be taken to determine the winners.

## **9 Result of Matches**

League Rules 8.20 and 12 apply.

## **10 Abandonment's/Broken Fixtures**

If a game is abandoned due to the misconduct of either or both teams and/or their Club members and/or their supporters the Management Committee shall be empowered to "take such action as they consider appropriate".

Any Club breaking a Knock-Out Cup Competition fixture will be dealt with under League Rule 8.6 and at the discretion of the Management Committee may also be removed from the Competition.

## **11 Match Fees and Expenses**

Fees and expenses will be paid in accordance with the Fees Tariff.

## **12 Appointment of Assistant Referees**

Assistant Referees shall be appointed to League Cup games, and to Reserve KO Cup games when deemed necessary by the Management Committee.

**13 Momentoes**

The Management Committee will provide a suitable momento for up to 16 players from each side that competes in the final of the Competitions and for the Match Officials. If requested, additional momentoes will be made available at Club expense.

**14 Protests and Appeals**

Protests and Appeals shall be lodged as provided by League Rule 17.

Any Appeals Committee will be as appointed by the Football Association.

**Fees Tariff**

<b>Rule</b>	<b>Subject Matter</b>	<b>Amount (£)</b>
<b>2.3</b>	<b>Grading</b>	<b>100.00</b>
<b>2.3 &amp; 3.1</b>	<b>Application for Membership</b>	<b>30.00</b>
<b>3.1</b>	<b>Grading</b>	<b>100.00</b>
<b>3.2</b>	<b>Membership</b>	<b>N/A</b>
<b>3.2</b>	<b>Annual Subscription</b>	
	➤ <b>Premier Division</b>	<b>150.00</b>
	➤ <b>Division One</b>	<b>125.00</b>
	➤ <b>Reserve Sides of non UCL Clubs</b>	<b>125.00</b>
	➤ <b>Reserve Sides (Other than above)</b>	<b>75.00</b>
<b>6.1</b>	<b>Registration Forms</b>	<b>£2.00 per form</b>
<b>6.1</b>	<b>Additional forms</b>	<b>£2.00 per form</b>
<b>6.4.2</b>	<b>Transfer Fee</b>	<b>5.00</b>
<b>8.3</b>	<b>Travel Reimbursement</b>	<b>£1.00 per mile</b>
<b>13.0</b>	<b>Re-election Fee</b>	<b>30.00</b>
<b>14.7</b>	<b>Sporting sanctions appeal</b>	<b>50.00</b>
<b>15.7 &amp; KOC 11</b>	<b>Match Officials Fees and Expenses</b>	<b>See below</b>
<b>16</b>	<b>Re-admission Fee</b>	<b>30.00</b>
<b>17.1</b>	<b>Appeal to Management Committee</b>	<b>35.00</b>
<b>17.4</b>	<b>Appeal to The FA</b>	<b>50.00</b>
<b>17.5</b>	<b>Appeal by player</b>	<b>50.00</b>
<b>17.6</b>	<b>Appeal by Club</b>	<b>50.00</b>
<b>17.10</b>	<b>Arbitration</b>	<b>35.00</b>
<b>KOC 4</b>	<b>Charge for Floodlights</b>	<b>up to 20.00</b>

**Match Officials Fees and Expenses**

<b>Competition</b>	<b>Referee Fee</b>	<b>Assistant Referee Fee</b>	<b>Travel Per Mile</b>
<b>Premier Division</b>	<b>£25</b>	<b>£20</b>	<b>25p</b>
<b>Division One</b>	<b>£22</b>	<b>£20 (if appropriate)</b>	<b>25p</b>
<b>Reserve Divisions</b>	<b>£20</b>	<b>N/A</b>	<b>25p</b>
<b>League Cup</b>	<b>£25</b>	<b>£20</b>	<b>25p</b>
<b>Reserve KO Cup</b>	<b>£20</b>	<b>£20 (if appropriate)</b>	<b>25p</b>

**Fines Tariff**

<b>Rule</b>	<b>Offence</b>	<b>Maximum Fine (£)</b>
2.1	Failure to return Form D questionnaire	10.00
2.1	Failure to complete Form D	10.00
2.1	Failure to provide affiliation number	10.00
2.6	Failure to notify change in Memorandum and Articles within 14 days	10.00
2.11	Failure to notify occurrence of an Insolvency Event	10.00
2.16	Failing to attend any General Meeting	25.00
3.2	Failure to pay Annual Subscription 7 days before AGM	20.00
4.5	Failure to pay amount due within 28 days	Fine to be Doubled
4.8	Failure to attend satisfactorily to the business and/or correspondence of League	50.00
4.13	Failure to submit accounts within ten months of accounting reference date	10.00
6.2.2	Less than 15 players registered per team by due date	10.00
6.7	Named substitute not registered but not taking part	10.00
6.7	Failure to use substitute boards	10.00
6.8 & KOC 6	Playing ineligible player	50.00 each count
7.1	Failure to provide details of colours by due date	10.00
7.1	Failure to wear registered colours at home without permission	10.00
7.1	Failure to number all shirts	10.00
7.1	Failure to have numbers on striped etc shirts on contrasting patch	10.00
7.2	Failure to change relevant item in event of clash	10.00
7.3	Goalkeeper not wearing kit different to all other players	10.00
7.5	Failure of player to wear number in accordance with team sheet	10.00
7.6	Captain not wearing armband	10.00
8.3	Causing Abandonment of fixture	200.00
8.4	Failure to notify postponement or abandonment	10.00
8.6	Failure to fulfil fixture	250.00



8.6	Failure to agree new date of postponed match in time set	N/A
8.7	Failure to carry out inspection procedure in accordance with 15.2	25.00
8.8	Failure to have fax, mobile phone or email operational at all times	10.00
8.9	Failure to start with Eleven players	30.00
8.9	Failure to play full strength team	10.00
8.9 / 8.13	Late kick off	15.00
8.11.1	Late / no team sheet	10.00
8.11.1	Incomplete team sheet	10.00
8.11.2	Altering team sheet after exchange (except for player injured in warm up)	10.00
8.12.1	Failure / Lateness notifying details of match to visiting Club	10.00
8.12.1	Failure / Lateness notifying details of match to Match Officials	10.00
8.12.1	Visiting Club Failing to acknowledge details of match	10.00
8.12.2	Failure to notify cancellation or rearrangement to Match Officials	10.00
8.14	Failure to play County Cup match midweek	10.00
8.15	Playing in competition without permission	10.00
8.15	Failure to notify postponement/ result of match in an outside competition	10.00
8.20	Failure to provide details of match immediately following end of match	15.00
8.21	Failure to provide acceptable match programme	10.00
8.21	Failure to provide programme information to hosts when playing away	10.00
8.21	Failure to send programme to League Secretary	N/A
8.22	Benches	15.00
12	Failure to send result form within 3 days	10.00
15.1	Failure to provide a Club Assistant Referee	15.00
15.7	Failure to pay Match Officials on day of match in dressing room	10.00
15.8	Failure to provide flags	10.00
15.9	Failure to play with Match balls required by The Competition	15.00
15.10	Failure to provide practice balls to visitors	10.00
16	Failure to give notice of resignation by	200.00



	<b>31 December to leave at end of current Playing Season</b> <b>Leaving during a Playing Season or giving notice of resignation after 31 December to leave at end of current season</b>	<b>500.00</b>
<b>19</b>	<b>Failure to return trophy by due date</b>	<b>10.00</b>
<b>19</b>	<b>Failure to return trophy engraved</b>	<b>10.00</b>
<b>19</b>	<b>Failure to return trophy in good condition</b>	<b>The cost of repair/replacement</b>
<b>25.1</b>	<b>Failure to insure players</b>	<b>10.00</b>
<b>25.2</b>	<b>Failure to implement public liability insurance to required level</b>	<b>10.00</b>
<b>26</b>	<b>Failure to have medical personnel as stated</b>	<b>25.00</b>
<b>34</b>	<b>Failure to Provide Adequate Refreshments for Match Officials</b>	<b>10.00</b>
<b>KOC 3</b>	<b>Failure to Engrave Trophy</b>	<b>10.00</b>
<b>KOC 4</b>	<b>No/Late Financial Statement</b>	<b>5.00</b>